

Social Distancing Policy and Procedures – September 2020

Appendix Three – Use of Resources, Shared areas and Offices

Resources

- Staff should only enter other rooms to obtain resources if they are essential
- Where possible they should only access a room if there is no-one inside
- Staff should wash their hands before and after entering these rooms
- If pupils or staff are inside the room where the resources are stored they should ask for the resources to be left outside the room
- No pupils or staff should enter other rooms unless they have the permission of those inside
- All resources should be cleaned before and after use

Sensory room/MILE Room/Food Technology room

- The Sensory rooms are available to use but there should be no eating, drinking or any other substances brought in
- The MILE room on the School Site is currently out of use due to being used for storage
- The food technology room is available to use but should be cleaned thoroughly after use, including all tables, chairs and surfaces
- All rooms on the College site are available to use

Other shared areas

- Use of corridors should be limited – external doors should be used where possible. Corridors are not for gathering, educating, looking after pupils
- Anyone using the staff room must keep 2m from all other people unless in the same bubble. Failure to comply with this will result in the staff room being put out of use unless for food/drink preparation
- The kitchen area must be cleaned after use
- Only one member of to access the School site kitchenette
- The Prep room on the school site can only accommodate two people at either end of the table and two PC users (not next to each other)
- 2m social distancing should be in place in all shared areas
- Only catering staff should enter the kitchen on either site

Offices (front office, finance office, SLT offices, rear offices)

- No entry to offices unless pupils or staff have express permission from occupants of the office
- All office doors to be propped open to prevent people touching door handle
- Office doors should be closed when confidentiality is required – staff and pupils should not try to open office doors
- Tape will demarcates areas where pupils and staff should wait on the threshold of offices
- No staff should enter the school or college main offices without permission. Any staff requiring assistance from office staff should wait at the door.