



**THE  
HESSLE  
ACADEMY**

# **Operational Guidance for visitors during the Coronavirus Pandemic**



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**Purpose:**

- To establish clear guidelines for all visitors in the academy during the Coronavirus pandemic
- To ensure the health, safety and welfare of all staff, students and visitors
- To reduce the risk of infection from Coronavirus and promote the positive health, safety and well-being for all staff, students and visitors through the consistent implementation of this operational guidance

**Policies and other related documents:**

This Operational Guidance has been written in accordance with the following key documents:

- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- Coronavirus Risk Assessment (Staff)
- Coronavirus Risk Assessment (Students)

**Symptoms of Coronavirus Infection**

The main symptoms of Coronavirus infection are:

- **a high temperature** – this means you feel hot to touch on your chest or back
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means that you've noticed that you cannot smell or taste anything, or things smell or taste different to normal

**General Guidance:**

All visitors should:

- Be cognisant of the protocols and procedures set out in this and other relevant documents
- Only access the rooms that are designated to you and keep general movement to a minimum
- Operate a 'clean desk' policy ensuring that work surfaces that could present a transmission risk are kept free of any personal effects, including stationery, books, notes, etc.
- Avoid contact with people who show symptoms of Coronavirus infection both in and out of the academy
- Where possible, stay at least 1 metre away from students and 2 metres apart from other colleagues and adults
- Where it is not possible to keep a distance from others, avoid conducting conversations face to face and avoid raising your voice
- Where it is necessary to approach students, keep these contacts to a minimum and avoid face-to-face contact
- Respect the one-way system in place
- Only use designated toilets in the Reception area
- Maintain good personal hand hygiene, washing hands with soap and water for at least 20 seconds at least six times a day, especially on arrival at the academy and after using the toilet. Use hand sanitizer containing at least 60% alcohol if access to soap and water is not available
- Catch coughs and sneezes in a tissue and dispose of the tissue in the lidded bin provided
- Regularly and thoroughly clean high-usage items during the day, using the wipes provided. This should include keyboard, mouse, telephone, etc. before and after use
- Meetings should be conducted remotely using video technology wherever possible. If it is imperative that groups meet physically, the membership of these groups should be limited and team mixing minimised. If possible, hold these meetings outdoors
- Respect the usage limits of the rooms which will be clearly indicated on the door and maintain adequate social distancing in all communal and social areas
- Where possible, refrain from using communal areas and equipment to prepare drinks and food, instead bring your own food and refreshments into the academy. If you do use communal equipment, use the cleaning equipment provided before and after use
- Do not adjust the settings of the monodraught system. This will maximise the natural air flow and will recycle the air in each room within twenty minutes. If you have any problems with this system or the room temperature, please contact the Facilities team immediately

### **Measures to promote Year Group Bubbles**

- In order to minimise contact between year groups, the school has been divided into two cohorts (A - Y8, 9, 12 and 13) and (B - Y7, 10 and 11)
- Students in Year 7 and 8 will be based on the Second Floor for their tutor period and for the majority of their lessons; travelling to specialist rooms only when required. They will use Staircase 3 (closest to Tranby House)
- Students in Years 9, 10 and 11 will be based on the First Floor for their tutor period and for the majority of their lessons; travelling to specialist rooms only when required. They will use Staircase 2 (centre)
- Facilities for muslim prayers will be available in the FM1 room during lunchtime
- Toilets will be allocated to each year group with enhanced cleaning in between sessions
- Breaks and lunchtimes will be taken at different times

### **Face Coverings**

It is mandatory for staff, students and visitors to wear face coverings indoors in school. Face coverings should be worn, not visors, unless permission is given in advance. The only exemptions will be;

- when eating or drinking
- with valid medical exceptions
- students will be informed that, when using stairs, they may remove the face covering from over their nose so that their vision is not impaired
- Face coverings should be plain in colour or with a simple pattern. Face coverings with any inappropriate wording or graphic images will not be allowed

### **Close Proximity Working**

If close proximity interaction is unavoidable, please:

- Work facing away from each other or side-by-side, where possible, instead of face-to-face
- Minimise the frequency and duration of close proximity interactions as far as possible; preferably no more than a few minutes at a time

**We all have a responsibility to look out for the signs and symptoms of a Covid-19 infection. In the event of any member of staff, student or visitor becoming unwell and exhibiting symptoms of a Coronavirus infection (see above), the following steps must be taken:**

- Inform reception immediately by email, clearly stating name and location
- The COVID Isolation Room is in the reception area
- You will be supported to contact 111 and get a Covid-19 test
- If the incident is an isolated one, normal operating procedures will continue. If the test is positive, the Academy will respond as per the prevailing guidance from Public Health England

### **Fire and Emergency Evacuation Procedures**

Visitors are expected to:

- Check the assembly point for the room they are working in. This is clearly marked on the back of each door.
- Identify the quickest and safest exit route, including the use of designated emergency escapes.

In the event of an emergency evacuation:

- Move to the designated assembly point (MUGA) ensuring that you keep as much distance from other groups as possible. It may not be possible to follow the one-way system in an emergency situation but all close proximity interactions should be avoided as far as reasonably possible
- Wait at the MUGA until further instructions are given by a member of the Senior Leadership Team

# Stop the Spread



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If you cough or sneeze use a tissue or flexed elbow (not your hand).



Throw tissues into closable bin immediately after use.

Regularly wash your hands with soap and warm water for at least 20 seconds.



If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.



Avoid touching your face.

Need more advice? Go online at:

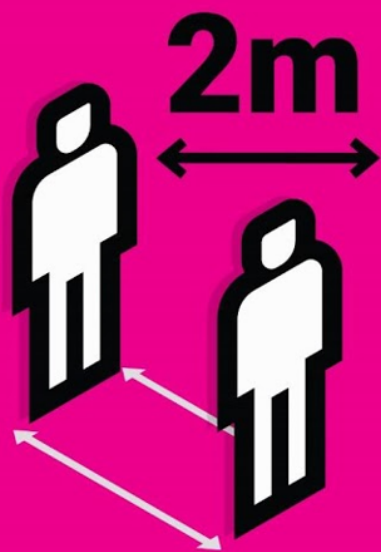
**111.nhs.uk**

# Social Distancing



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**PLEASE FOLLOW THESE GUIDELINES WHILST YOU ARE IN THE ACADEMY.**



Observe the 2 metre markers that have been placed around the Academy.



Please keep a 2m distance between all students and staff.



Go up the left hand side of the staircase.

