

crossteach 'Back To School' Plan September 2020

SUMMARY

Temporary Changes to Working Practices

- Work from home
- Virtual Meetings
- Using Furlough
- Clinically vulnerable staff to be assessed individually
- Keeping up to date with guidance – via Director communications
- Annual Leave (booking to travel to places that currently require quarantine upon return)

Attending External Venues

1. BEFORE

- Read and be familiar with crossteach Risk Assessment and Back to School Plan and any external venue information.
- Communicate with the venue and ensure there are sufficient Covid-safe procedures, as well as provide any crossteach information requested.
- Volunteers. Check their availability and confirm they have crossteach Risk Assessment and Back to School Plan as well as any information from the external venue.
- Record information using Google Calendar.
- Make appropriate travel arrangements.
- Make sure you have the necessary equipment.
- Remember hand hygiene (immediately prior to attending an external venue)
- Planning Activities

2. DURING

- Comply with all relevant policies and guidance at ALL times.
- Remember hand hygiene
- Remember respiratory hygiene
- Remember social distancing
- Minimise movement around external venue
- Follow enhance 1st aid procedures where necessary
- Where face coverings are worn, guidance must be followed
- Record any relevant incidents for future reference using Google Calendar event notes.

3. AFTER

- Hand hygiene
- Cleaning
- Inform Line Manager of any issues or concerns

Managing Suspected or Confirmed Covid-19 Cases

There is guidance available from the government, NHS and Test and Trace. This be followed in any situation where there is a suspected of confirmed case of Covid-19.

In addition to this guidance, staff and volunteers must;

- Inform Line Manager immediately (volunteers can inform any team member)
- Do not attend any external venues.
- Check with Line Manager before returning to external venues.

Where a member of staff or volunteer has a confirmed case of Covid-19, crossteach will inform all external venues, other staff and volunteers where there has been contact with the infected member of staff in the 7 days prior to symptoms developing.