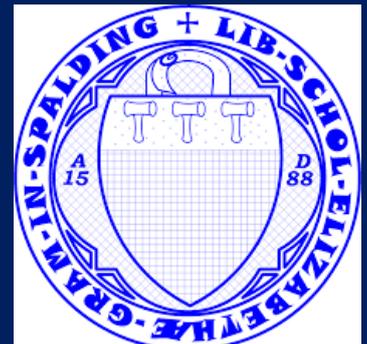




A GUIDE FOR STAFF



Introduction

A key priority is the health, safety and wellbeing of our staff and students. As a responsible employer, we have a duty of care to our employees. In addition, our employees have a shared responsibility to each other, to protect and support colleagues, and to minimise the risk of the virus spreading.

This document gives guidance under the following areas:

- Protecting yourself and social distancing
- When to self-isolate
- Home working guidance
- Well-being tips and links

Given the constantly changing situation, some of this guidance may be superseded by revised guidance from Government, which should always take precedent.

This document is aimed at all school employees, support staff and teachers.

Protecting yourself and social distancing

- Wash your hands frequently throughout the day.
- Hands should be washed thoroughly with soap for at least 20 seconds – try singing 'Happy Birthday' twice while you do it, or the national anthem if you are feeling patriotic!
- Avoid touching your eyes, nose or mouth with unwashed hands as these are the highest risk areas for transmission of the virus
- Cover your mouth and nose with a tissue when coughing or sneezing, dispose of used tissues and wash hands thoroughly
- Use anti-bacterial gel if this is available

Observe the social distancing guidelines from Government. This includes:

- Avoiding all close contact (including handshakes) with others
- Maintaining a minimum distance of 2m from other individuals. In a school context, staff should avoid working closely with students, for example crouching next to a student desk must be avoided.
- Avoid being in areas with large numbers of people, if at all possible. Group size is now limited to two people if not immediate family living in the same household.
- Avoid visiting friends and family members, in particular those over 70 years of age or anyone with underlying health issues.

When to stay at home and self-isolate

If you show symptoms of COVID-19, you should stay at home and follow NHS advice. Symptoms include a raised temperature, a dry cough and shortness of breath.

If you live alone, you should self-isolate for 7 days from the start of symptoms showing.

If you live with other people, the whole household should self-isolate for 14 days.

If you do need to self-isolate, teaching staff please let school know via DH, Cover **and** SPI email; support staff, please inform AHW.

Home-working guidance

Everyone's individual circumstances for home-working will differ. Ultimately, we will each need to find ways of working that are compatible with our own situation. However, there are some common principles that are worth bearing in mind.

- Home-learning work for students should be provided in reasonable length 'chunks'. This is likely to be between one and two week's worth of work, so

that it is manageable from a teacher perspective, avoiding the need to set new tasks on a daily basis, as well as manageable for students.

- Students should demonstrate that they are working on the tasks you have set, against your advised timescales. The most likely way of doing this would be via an emailed photograph of the work. In most cases, it will not be manageable or expected that teachers will provide individual marking feedback; however, professional judgement should be applied. For example, it is more feasible to provide some form of feedback to a group of ten Yr12 students, than it is for thirty Yr8s; however, if teachers teach solely Sixth Form, this may present other logistical issues.
- Make use of general feedback, WAGOLLS and RAFT as mechanisms to feedback and motivate students to improve.
- When communicating with students online, remember to follow GDPR guidelines.
- Support staff: try to use the time to complete a file of 'work instructions' that could be used in school in the long-term. Guidelines for this document have been shared by AHW with team managers.

Well-being tips and links

These are unprecedented, challenging times. More than ever, we need to look out for families and friends, as well as ourselves. As school staff, we are used to lives that are highly structured and compartmentalised. Working from home will require considerable adjustment to these working patterns and approach, which is something that will take time to get used to. The following tips are a starting point to help:

- Avoid spending all day indoors, unless in quarantine. Get out of the house (as long as doing so is within either individual or national Government guidance), go for a walk, stay active, to avoid cabin fever.
- Take proper breaks. It might help to work within the regular structure of the school day, if this is manageable within your personal home-working circumstances.
- Eat proper meals and avoid neglecting your diet

- Set boundaries between work and home life – avoid working from a sofa or bed. Have a dedicated place to work. This will help you get into the mind frame of work, and enables boundaries between home life and work life.
- Get in touch with other people. Talk rather than email, if possible. Use Facetime/WhatsApp to chat with people and see them.
- Avoid speculating on what might happen next or how changes may affect you. From a school perspective, being aware of forthcoming issues is good, but don't be concerned about accepting that you may not be able to solve all problems at any one time.
- Remember that everyone's individual circumstances will differ. Be mindful of the expectations you put on others at this time.
- Be mindful of trying to solve all the problems yourself. Work with others and communicate.
- Visit the SGS web page 'School Communications' to keep up to date with the latest correspondence and health and well-being tips.

Looking after your health

Health is divided into three categories:

- **Mental Health:** your mood, confidence and mindset
- **Social Health:** your interaction and relationships with others
- **Physical Health:** your body's physical systems



In your normal lifestyle, you are likely to undertake activities that help maintain or improve your health. However, the current situation may limit these. Despite the limitations, it is possible to find ways of adapting your leisure time. Here are some guidelines and suggestions.

| Mental Health | Social Health | Physical Health |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Stay in control - the current situation is beyond your control, but you CAN control what you do in your leisure time</p> <p>Stay optimistic – the current situation will end at some stage, and you will be 'back to normal'!</p> <p>Keep occupied – stimulate your brain (ideas below) in order to keep your mood and spirits high</p> | <p>Communicate – ensure you maintain communication with people.</p> <p>Face-to-face? – where possible, make this contact visual, audio, or both, using technology, rather than just by text</p> <p>Deepen relationships – take this opportunity to improve your relationships with those you are home with</p> | <p>Exercise – perform exercises that raise your heart rate and muscular activity, even if different to what you are used to (ideas below)</p> <p>Nutrition - If you are doing less physical exercise than normal, reduce your food intake accordingly</p> <p>Sleep – maintain normal bed times and get at least 8 hours quality sleep.</p> |
| <p>Change scenery – where possible, change your environment; go into different rooms or outside</p> | | |

Keeping occupied

Occupying your time with constructive or stimulating activities maintains good mental health. Use this time as an opportunity to partake in the following:

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| Draw, paint or perform other art | Read a book, magazine or news article | Listen to music | Research a new topic |
| Play a musical instrument | Play a board game | Undertake creative writing | Undertake DIY around the house |
| Cook or prepare new meals | Help others with something | Exercise | Try an online learning course |

Exercise

Although your normal methods of exercise may be limited, there a range of activities that will provide you with health benefits. Keep your step count up to its normal amount by keeping active as much as is possible, within the 'stay home' requirement.

Guidelines suggest that moderate-intensity exercise should be undertaken for at least 30 minutes, twice per week. Moderate-intensity exercise raises your heart rate and

makes you breathe faster and feel warmer (one way to tell if you are working at a moderate intensity level is if you can still talk, but not sing).

There are lots of exercise apps available, as well as online community events to inspire. For example, Joe Wicks has started daily Youtube exercise routines aimed at all ages, which encourage routine and motivation.

Here are some ideas for exercise:

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|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Jogging, running or cycling (follow Government guidance on outdoor activity) | Online workouts (e.g. www.fitnessblender.com) |
| Yoga, pilates or body balance – look on Youtube for classes | Circuit training – around the house, getting everyone involved |
| Core strength exercises – develop your planking ability! | Dancing – get your favourite music on and go for it! |

Weblinks that you may find useful

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

<https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>

<https://www.nhs.uk/live-well/exercise/gym-free-workouts/>

Ideas for staff with young children at home:

<https://www.popsugar.co.uk/parenting/free-online-educational-resources-for-kids-47312329>

Resources for remote lessons:

<https://www.bbc.co.uk/teach>

<https://chatterpack.net/blogs/blog/resources-list-for-home-learning>