

June 2020



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY

Dear colleague,

The school has been working hard with the LA to provide an environment which has been risk assessed in response to the COVID-19 infection and Local Authority Risk assessment.

Instructions for staff

As we start to welcome more staff and some students back to school, we all have to follow some very important rules. I have been working with Liverpool City Council to complete risk assessments to protect us all and to have a school that is the safest it can be. We have drawn up a charter and need you to abide by the following rules:

- If you, or anyone in your household, shows symptoms of COVID-19, you will not come to school. You will all self-isolate for 14 days, and will all be tested and will let the school know as soon as possible via telephone.
- Staff entrance will be the visitor entrance in school.
- You should wear clothes suitable for a school with students in, bearing in mind the weather.
- You will need a safety briefing from the site manager, this will include fire alarm information.
- You will need to sanitise your hands on entering the building.
- The biometrics are disabled, so there is a sign-in sheet. Please take a fresh pen and place your used pen in the box provided.
- If you have a visor or want to use one, please clean your own visor or take a new one and clean it.
- The dining room will remain closed for the time being. Please bring your own food in.

Headteacher
Mrs J Code
BA (Hons), NPQH, FCTT

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- Maintain at least a 2 metre distance from others at all times.
- Use the wooden stairs to access floor one.
- Use the West stairs to access higher floors and maintain distance at all times.
- Wash hands regularly during your time in school.
- Use your own equipment. If using shared equipment, ensure it is cleaned before and after use.
- Meeting rooms/offices have the total permissible number of staff who can use them. Please abide by these numbers and do not enter if capacity reached or you cannot maintain 2 metres.
- Use the phone/email to communicate instead of physically entering other offices where possible.
- Clean your working space with the products provided when you are leaving. For example, wipe down the keyboards, computer mouse and phone.
- Clean the visor before leaving using the products provided and place it on the table.
- Sign-out on the STAFF day sheet using a new (school provided) pen or your own pen, placing the new pen in the used pen box provided.
- Sanitise hands upon leaving the building.
- Report any concerns to the site manager or duty SLT staff.



Mrs J Code
Headteacher