



**The following is a guide as to what should be happening in your school to ensure your health and safety is protected at all times. If there is anything within this guide that is not happening in your school, please contact your workplace rep, local Branch, Regional Organiser or [schoolsteamlondon@gmb.org.uk](mailto:schoolsteamlondon@gmb.org.uk) for further advice.**

Risk assessments should be reviewed regularly and if there is an outbreak of cases, these need to be looked at to see if different control measures and ways of working could prevent future outcomes e.g. reducing bubble sizes to ensure less people would be affected by future positive cases.

**GMBs' position is that your school should have the following measures in place:**

#### NHS Test and Trace App

- All staff (and pupils aged 16 and over) permitted and encouraged to use NHS Covid App
- Schools should abide by, and ensure self-isolation notification requirements from the app are met
- Schools must ensure staff comply with self-isolation notices from NHS test and trace- even if someone has previously had Covid

#### Bubbles

- Reduced bubble sizes to limit the spread of transmission.
- Bubbles should minimise risk of infection and therefore smaller sizes and limited movement between bubbles is integral to this.
- Keep staff working within one bubble and do not allow routine movement between bubbles as this undermines other safety measures
- Allow staff in bubbles where pupils have been required to self-isolate to also self-isolate.

#### Ventilation

- Windows and doors (where fire regulations permit) **should be open at all times** to ensure constant flow of fresh air through the building. Heating should be increased to ensure a safe and tolerable working environment is maintained at all times (a minimum of 16C-18C).
- Dress code and uniform policy should be relaxed to ensure people can dress comfortably and warmly.
- All windows should be **fully open** to allow proper air flow- just being slightly open is not enough.
- Rooms without adequate ventilation should not be used.



### Cleaning and Hygiene

- Cleaning is a skilled role and staff not employed as cleaners should not undertake cleaning roles apart from basic wiping down of equipment and surfaces. PPE provided for all cleaning activities.
- Regular hand washing/sanitising should be enforced and monitored throughout the day

### Transparency on Cases in School

- Schools should advise staff and parents immediately when there is a confirmed case
- Schools should share advice received from PHE and DFE in relation to new cases and allow for concerns to be addressed as to whether actions proposed are sufficient

### Clinically Extremely Vulnerable and Clinically Vulnerable Staff

- Individual risk assessments should be up to date and input from Occupational Health sought where necessary.
- If CEV staff can work from home, they should be allowed to do so.
- If social distancing cannot be maintained, CEV and CV staff should have access to medical grade PPE masks.

### Pay for Absence

- Self-isolating staff should be receiving full pay (as per the terms and conditions of The Green Book) even if they are unable to work from home. This period of self-isolation should not be recorded as sickness until someone develops symptoms or tests positive for Covid.
- Staff required to stay at home to look after a child self-isolating are performing a public duty to protect the wider public health. The reason they cannot use a child minder or family member to provide childcare is because that child is a risk. Therefore, by allowing a member of staff to continue working when they are living with a 'risk' is potentially exposing the school to greater risk than is necessary. GMB is therefore encouraging schools to provide staff with suitable work which can be done from home, as they have done throughout the year, as staff are available to work and should not suffer financially.

### **REMEMBER**

- The "Hands, Face and Space" message is as important at work as it is in your personal life.
- Face coverings DO NOT PROTECT the wearer. If you are at risk because you cannot socially distance and are in close proximity to others, you need to be **provided with and wear** a MEDICAL GRADE MASK (PPE)