

Standard Operating Guidance related to Covid-19

This information is intended to keep our staff and customers safe, plus minimise the risk of us spreading Covid-19 to multiple settings through our work. That said, nothing can reduce the risk to zero and we are working on a balance of benefits and risk.

We are setting our own standards here, related to National and Local guidance, but with our situation in mind. This may be more conservative than other guidance.

This guidance should be followed by all LtL Staff and subcontractors working on our behalf.

Underlying principles:

- **Outdoors is significantly safer (18x)** than indoors. You can work indoors, but please ensure good ventilation and wear a mask.
- Consider how to **reduce the number of pupils and adults** you meet through a working day by not visiting staff rooms or multiple classrooms etc.
- **If you are symptomatic** (such as raised temperature, persistent cough or sneezing, loss of smell/taste) you must self-isolate and inform an LtL manager immediately. You will not be at work if you have been contacted through a track and trace system.
- **Handwashing, physical distance, and facemasks** are the foundation of our system.
- **We do not work** in schools or nurseries with Covid-19 infections less than 7 days prior
- We leave **24 hours between** all school or nursery settings, unless agreed by LtL manager.
- **Consider your overall lifestyle** – meetings and activities outside of work can increase your exposure to Covid-19 risks.
- We use **Lateral Flow tests** twice a week and **NHS Covid App** on work phone.

Requirements for Working in Schools and Early Years:

- Consider if the work can be delivered online or if the benefits justify being in school.
- Communicate with the school or nursery at least 24 hours ahead to allow them to inform our **decision to go ahead, postpone or cancel**. All staff are authorised to postpone or cancel should any factor make them feel uncomfortable.
- **Face masks will be used indoors at all times**, staff may choose to wear them outdoors if they wish.
- LtL Trainers will **maintain physical distance** from pupils and adults where possible, indoors, and outdoors, and should remind all school participants the same.
- **Handwashing** is recommended before and after each session in school, ideally with soapy water by may also be using hand-gel. All LtL Trainers will carry their own facemask, hand-gel, and some soap for their own use only.
- Contact points are a concern for spreading of the virus. LtL Trainers should be aware of **'high touch points'** such as bags they carry, door handles, seats and pens. These points should be the focus of any cleaning or avoidance.
- Generally, cleaning of porous, flexible, or 'awkward' materials is likely ineffective. A combination of **cleaning equipment** with soap & water or 24hr **quarantining of equipment** is to be used.



Numbers of Adults

We are limited to:

- 30 Adults MAXIMUM outdoors, we would PREFER 15 or less.
- One class of pupils and three adults.

Additional resources

LtL Trainers may require additional resources at this time. This will include as a minimum:

- Carry their own refreshments and lunch, including cutlery, mug etc.
- A handwashing / hygiene kit for personal use including washable face masks, hand gel, soap and wipes. Note that schools should be supplying this to pupils and staff.

Duplicate equipment for activities may be required, should they need to be quarantined between group usage. This will rely on a combination of careful programming, schools having their own equipment supplied through our programme, or a combination of cleaning or quarantining.

References for this policy

We have referenced World Health Organisation, UK Government and Scottish Government.

Support from LtL

If our trainers have good reason to feel uncomfortable in a school or nursery situation because of Covid19 concerns, they are supported in deciding to postpone or cancel. They will inform an LtL Manager and School Manager immediately.

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