

School and College Reopening – Employer Checklist

Employers must adhere to the essential mitigations and controls set out in the Government's Operational Guidance for full opening of schools and colleges on 8 March 2021:

- schools and post-16;
- early years and childcare providers;
- FE colleges and providers.

Prior to 8 March 2021, NASUWT Representatives should request a meeting with the Employer and seek to confirm that the Employer has done the following:

- Reviewed and updated their risk assessments, following consultation with employees and unions, and will publish details of risk assessments on school/college websites.
- Confirmed how it will be following the system of essential controlsⁱ as advised by the Government to minimise the risk of infection.
- Confirmed that it has a plan in place for twice-weekly asymptomatic testing of all staff and that staff have been briefed on what steps they must follow.
- Confirmed that it has made appropriate arrangements to conduct three onsite tests of all secondary pupils prior to 12 March and for twice-weekly home testing of pupils thereafter.
- Confirmed that it has a contingency plan in place for managing outbreaks in the school or college or where changes in restrictions occur.
- Communicated the changes to their processes and control measures to all parents and staff.
- Confirmed that it has in place active arrangements to monitor that the system of COVID-19 controls is effective and working as planned and that it will notify staff and health and safety representatives of the outcomes of risk assessment reviews.
- Confirmed that it has a system and clearly publicised procedures for employees to report concerns about COVID-19-related health and safety breaches.
- Confirmed that it will strictly adhere to the Government Guidance when cases of infection occur, including the immediate self-isolation of pupils or staff who have the virus or asymptomatic individuals who have been in close contact with infected persons.
- Confirmed that schools and colleges will have a sufficient contingency supply available of face coverings for people who do not have access to a face covering and that face coverings:
 - must be worn by adults and pupils when moving around secondary school premises, in classrooms, corridors and communal areas;

- must be worn by staff and adult visitors when moving around primary school corridors and communal areas;
- may be worn by adults in primary classrooms.

- Confirmed that enhanced cleaning will be undertaken by trained cleaning staff and that teachers will not be expected or required to undertake cleaning duties.
- Put in place systems in place to ensure that adults are able to maintain two-metre distance from each other and from children.
- Confirmed that suitable updated risk assessments have been undertaken by dedicated school travel providers.
- Confirmed how it will ensure that classrooms and work areas are well ventilated at all times.
- Confirmed that staff who are clinically extremely vulnerable (CEV) will not be required or otherwise expected to attend the workplace and that CEV staff will continue to be paid on their usual terms.
- Confirmed that staff who are clinically vulnerable and pregnant staff will be provided with an updated individual risk assessment prior to full opening.
- Explained and documented how it will meet its equalities duties, including the duty to have 'due regard' to equality considerations in any decisions relating to full school opening that impact on pupils and staff.
- Confirmed how it will explain to all staff the measures they are putting in place.
- Confirmed that there will be systems in place to support staff wellbeing, and how it will seek to minimise workload impacts.
- Confirmed that data on COVID-incidents (including COVID transmission or breaches of control measures) will be shared with staff and unions on a timely basis, and that arrangements will be in place prior to the end of term to review with staff unions the impact of full opening.

Essential system of controls

Schools/colleges **MUST** always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in 'recommended' circumstances. Recommended circumstances includes staff and pupils in classrooms and communal areas in secondary schools and for staff in communal areas in primary schools unless two-metre social distancing can be assured.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. Note: Cleaning should only be undertaken by trained cleaning staff.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated. The HSE states that carbon dioxide sensors can be useful in this regard.
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.
- 10) Promote and engage with the NHS Test and Trace process. This includes use of the NHS Test and Trace App.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

(Source: DfE, *Schools coronavirus (COVID-19) operational guidance*, February 2021)