



STANDARD OPERATING PROCEDURES FOR ALL STAFF
(ALL STAFF AND STAFF CHILDREN TO ENTER AND EXIT VIA REGENT PLACE GATE)

- ALL Staff to enter via the Blue Group gate at 7:00am where they will have their temperatures taken by another member of staff.
- A link for the Daily COVID-Health Survey will be sent to each staff member, this questionnaire MUST be completed by 7am each and every school day.
- Staff will sign in and record their temperature on the attendance register.
- ALL staff will be required to have on a clean mask before entering the premises. This shall be clearly-marked.
- ALL staff will sanitise their hands and shoes on entering the Blue Group Gate.
- ALL staff must wash hands before leaving the School.