



**DROITWICH SPA
HIGH SCHOOL
AND SIXTH FORM CENTRE**

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Keeping Yourself and Others Safe

Coronavirus Disease 2019 (COVID-19)

What you need to know



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How is it spread?

- Most people are being infected from other people.
- It probably spreads the same way as colds and flu – through droplets which are created when we talk, cough and sneeze.
- People can get infected when these droplets enter the nose, eyes or mouth.
- Touching contaminated objects puts the droplets onto your hands. If you touch your face the droplets can enter your nose / eyes / mouth.
- Some people have been infected following contact with an infected person with minimal or no symptoms.



To prevent COVID-19

Maintain good personal hygiene

- Wash your hands frequently with soap and water.
- Use alcohol-based hand sanitiser when soap and water are not readily available.
- Cover your coughs and sneezes. Use a tissue or your upper sleeve. Immediately throw the tissue in a bin and wash your hands.
- Do not share food, drinks and personal items including mobile phones.



If you have any symptoms even if only mild, stay home and seek medical advice.

Avoid exposure

- Keep 2 metres away from others, even if they appear well, and avoid direct contact with them.
- Avoid touching your face (eyes, nose and mouth) – especially if you have touched objects handled by many people (such as handrails, door handles).
- Avoid shaking hands, kissing or hugging; instead wave, bow, nod or use any other culturally appropriate gesture to greet visitors; maintaining a distance of 2 metres.
- Avoid activities which expose you to large groups of people.



Code of Conduct – Being Prepared

- I will bring my own basic equipment and will not share equipment or ask to borrow equipment from other students.
- I will bring enough water to last me for the time I am in school as the water fountains will be out of use.

Code of Conduct – Being in School

- I will respect the 'Pod' principle that the school has put in place to ensure everyone's safety. I will not try to leave the Pod whilst in school or try to enter any other Pod. I will not gather with students in other Pods outside the school building before or after sessions.
- I will arrive on time, and no more than five minutes before my designated session time and I will keep a 2 metre distance from all other students.
- I will enter and leave the school through the door that I have been told to use. I will follow the instructions of my Pod teacher regarding social distancing and hand washing/hand sanitising.
- When asked to by my Pod teacher, I will go straight to the classroom that I have been given and sit in the seat that has been assigned to me.

Code of Conduct – Being in School

- I will not leave my designated classroom without permission.
- I will keep at a distance of at least 2 metres apart from teachers and other students at all times (except in an emergency).
- I will follow the teacher's instructions when asked to do so without questioning them or requiring an explanation from them.
- I will wash my hands with soap and water for a minimum of 20 seconds when told to do so. I know that I will have to do this or use hand sanitiser when I enter the school building, following my Pod teacher's instructions.
- I know that I must not come on to the school site at any time other than the time given to me.
- I will wear my own clothes (not school uniform) and wash them when I get home. I will choose clothes that are appropriate for school.

If I....

- ...sneeze I will catch it in a tissue, immediately put the tissue in the bin and wash my hands for at least 20 seconds. If I have no tissue, I will sneeze into the inside of my elbow and turn away from anyone close to me as I do so.
- ...need to blow my nose I will immediately put the tissue in the bin and wash my hands for at least 20 seconds
- ...cough I will catch it in a tissue, immediately put the tissue in a bin and wash my hands for at least 20 seconds. If I have no tissue, I will cough into the inside of my elbow and turn away from anyone close to me as I do so.
- ...need the toilet, I agree to be accompanied to the outside of the toilet by a member of staff if necessary. I know that there will be a designated toilet for me to use, depending on where in the building my classroom is, and that I will wash my hands for at least 20 seconds afterwards.
- ...feel unwell whilst at school, I will inform my Pod teacher immediately.
- ...have any COVID-19 symptoms, including a new, continuous cough, a high temperature or a loss or change to taste and/or smell, I will stay at home and my parents/carers will contact the school immediately.

Fire Evacuation

- Go with your Pod teacher to the Fire Evacuation Points by the Bus Bay
- Walk sensibly, keeping at least 2 metres away from others.



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