**Staff Briefing**

**What is the difference between COVID-19 and coronavirus?**

* A virus is an infectious agent that can only replicate within a host organism.
* Coronaviruses exist in animals and have recently made the jump to humans.
* COVID-19 (coronavirus disease 2019) is a respiratory illness caused by a novel coronavirus.

**What is COVID-19?**

* COVID-19 is a disease believed to spread largely through respiratory droplets from coughing and sneezing, and it seems to spread easily. It may also be possible to become infected by touching a contaminated surface or object and then touching one’s nose or mouth. It is recommended that employees should:
  + Stay home if you have respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature above 38oC. If eligible, get yourself tested.
  + Leave work if you develop these symptoms while at the workplace.
  + Shield coughs and sneezes with a tissue, elbow, or shoulder (not bare hands).
  + Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser.

**What should I do if my colleague tests positive for COVID-19?**

Refer to the school Emergency Action Plan.

**What provisions are available to reduce the risk of infection?**

* As handwashing is one of the most effective defences, there is access to washing facilities. These facilities will be kept well stocked with soap and (ideally) paper towels.
* Alcohol-based hand sanitisers and sanitising wipes are distributed throughout the workplace.
* All frequently-touched surfaces, such as workstations, countertops, handrails and door handles, are to be routinely cleaned.

**The arrangements for social distancing are:**

[Insert your school’s arrangements]

**The arrangements for cleaning are:**

[Insert your school’s arrangements]

**The rules regarding lunches and break times are:**

[Insert your school’s arrangements]

**The following amendments have been made to first aid and fire safety provisions:**

[Insert your school’s arrangements]

**The following provisions have been made for contractors and visitors:**

[Insert your school’s arrangements]

**The rules regarding transport and vehicle use are:**

[Insert your school’s arrangements]

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| **I have read the Coronavirus Risk Assessment and the Bitesize Briefing and understand and accept its contents. I will keep myself informed of any changes.** |

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