

USE OF ROOMS FOR MEETINGS

Staff rooms / Meeting rooms

- Remote meetings with parents, carers and students will be arranged, wherever practicable.
- Remote staff meetings should be arranged wherever possible.
- Seats will be configured to enable social distancing of at least 2m between people.
- Avoid sitting face to face but if not possible limit the time of the meeting to 15 minutes maximum, with 2metre distancing observed.
- Face coverings must be worn in College at all times except if you have an exemption on health grounds.
- Before a meeting users will clean and disinfect relevant areas in rooms with the disinfectant wipes available in the room. Unnecessary objects must not be left in the room.
- Where feasible, leave doors open (to aid air circulation and reduce need for contact with door handles) unless this affects fire safety precautions.
- Hand sanitiser gel will be provided for use during a meeting.
- Avoid any exchange of paper documents unless absolutely necessary - wash hands / use sanitiser immediately after handling.