



I'm a teacher, get  
me OUTSIDE here!



Creative STAR<sup>★</sup>  
Learning Ltd

## CHECKLISTS FOR WORKING IN A SCHOOL OR ELC SETTING

Checks in place prior to the day	
The establishment contact has received a copy of my risk assessment and working protocols. We have discussed these and made any necessary adjustments to practice.	
The timetable of classes allows sufficient time for changeover between classes/groups and for me to clean the resources between classes, if needed, e.g. 4 classes per day maximum in primary and 2 groups per day in nursery.	
The teachers know they must bring their class outside to meet me and where I am situated. In nursery, the children and staff know that I will be outside.	
I have been informed if there is any shelter available outside and where that is located.	
Any school resources I need are available for me to access outside OR each class bring their supply	
I have ensured class teachers know what they need to bring outside.	
The children and staff know to wear appropriate clothing and footwear for the weather on the day.	
I have sent through any photocopying that is needed (not applicable to nursery)	
Warm water is available for me to take outside for handwashing OR school has handwashing facilities outside.	
Staff know to meet me outside if we are meeting at the end of the school day unless ELC/school protocols are such that it is safe to meet inside.	
If face-to-face twilight training happens, the staff have received briefing notes. The HT or lead has received the risk assessment.	

<b>Checks in place on the day</b>	
I have checked that I have no symptoms of COVID-19 prior to entering school	
I have my own sanitiser, face covering, tissues and bag	
I have brought my own lunch, warm drinks, cutlery and mug	
I have brought soap, water and disinfectant for cleaning any resources between groups if needed. (mud daddy, cloth, disinfectant, bucket)	
I have brought handwashing facilities for children to use if none exist outside. (insulated container, spa tap, soap, towels, bag, washing line, water canister)	
I have brought spare outdoor clothing for myself	
I have some form of shelter (pop up tent, tarp)	
I am using my own car, not public transport	
I have sanitised my hands prior to entering the building	
I have signed into the establishment with my own pen	
I know the protocols of working in the establishment	
I know where the toilets are located.	
I know where any shelter is outside: covered space, trees	
I take my break and lunch times away from children and staff. If staff need to speak with me, they know my whereabouts, e.g. my car.	
I have sufficient time to set up the outdoor space including handwashing facilities if needed.	
I wash my hands upon entering the building and upon return to working outside.	

<b>Checks after working in a school</b>	
I have signed out using my own pen	
I have sanitised/washed my hands	
Equipment used is cleaned/disinfected or quarantined before being used by another group.	
I have followed up on any concerns, e.g. incidences where physical distancing was breached, a child about whom I have concerns, etc.	

## COVID-19 SYMPTOMS DAILY CHECK

This list of symptoms is taken from COVID Symptom Study by Kings College London research<sup>1</sup> which is recognised as being the most comprehensive and based upon information collated from their study.

Symptom					
Fever or feel too hot					
Chills or shivers (feel too cold)					
Persistent cough (coughing a lot for more than an hour or 3 or more episodes in 24 hours)					
Experiencing unusual fatigue					
A headache					
Nausea or vomiting					
Dizziness or light-headedness					
Unusual shortness of breath or have trouble breathing					
A sore or painful throat					
Loss of smell/taste					
An unusually hoarse voice					
Unusual chest pain or tightness in your chest					
Unusual abdominal pain or stomach ache					
Diarrhoea					
Unusual strong muscle pains or aches					
Raised red itchy welts on the skin or sudden swelling on the face					
Any red/purple sores or blisters on your feet, including your toes					
Confusion, disorientation or drowsiness					
Unusual eye soreness or discomfort, e.g. light sensitivity, excessive tears or pin/red eye					
Skipping meals					
Have been in contact with someone who has tested positive for COVID-19					

<sup>1</sup> <https://covid.joinzoe.com>