



### Staff Covid-19 Sign Off Sheet May 2020

This summary should be read alongside latest versions of Risk Assessments, Guidelines and Protocols which are available on school websites.

- | <b>1.</b> | <b>I understand that this sign-off sheet is to be read alongside the following policies / guidance:</b>  | <b>Date/ Initial</b>     |
|-----------|--|--------------------------|
| 1.        | Health and Safety – Covid19 arrangements including risk assessments  | <input type="checkbox"/> |
| 2.        | Home School Agreement – Covid19 amendments   | <input type="checkbox"/> |
| 3.        | Charter – Covid19 amendments   | <input type="checkbox"/> |
| 4.        | Government guidance – latest versions (online)   | <input type="checkbox"/> |
| 5.        | Safe home working guidance (CV-12)   | <input type="checkbox"/> |
| <b>2.</b> | <b>Risk Assessment – including Professional Association Guidance</b>   |                          |
| 1.        | I have read and understood the Risk Assessment documents CV-02 and CV-03   | <input type="checkbox"/> |
| 2.        | I have attended the Risk Assessment session and raised any queries / concerns. These have been discussed including any professional association or union issues. | <input type="checkbox"/> |
| 3.        | I have attended the staff induction briefing (virtual or in person)  | <input type="checkbox"/> |
| 4.        | I have had a video or physical tour of the school to see social distancing routines  | <input type="checkbox"/> |
| <b>3.</b> | <b>Welfare</b>   |                          |
| 1.        | I have been receiving my fortnightly SLT welfare calls   | <input type="checkbox"/> |
| 2.        | I have had 1 to 1 telephone conversation with SLT to discuss return to Covid19 return to work  | <input type="checkbox"/> |
| <b>4.</b> | <b>Routines and Protocols</b>  |                          |
| 1.        | I have read the 'Social Distancing' protocol CV09 and understand that I must ensure all children follow these Social Distancing rules/ routines                  | <input type="checkbox"/> |
| 2.        | I have read all other relevant protocols and understand I must follow these at all times to protect myself, colleagues and children                              | <input type="checkbox"/> |



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**I have read and understood the Guidance / policies / routine documents and am satisfied that all my concerns have been listen to, discussed and addressed.**

**Signed:**

**Date:**

**Resulting Actions**

Joint decision with HT to either

1. Work from home because:

2. Return to the workplace and undertake allocated duties:

Other / Notes:

**Signed**

**Employee:**

**Date:**

**Employer: (Headteacher)**

**Date:**