



**Hanson**

EST. 1897

## **Hanson School**

# **Full Opening Parent, Carer and Student Guide**

September 2020

## Introduction

The Government has taken the decision to fully open schools across England. To maintain the safety of students and staff the school has reviewed a range of policies and implemented an array of procedures which staff and students need to adhere to.

### **Guidance for full opening: schools**

Updated 28 August 2020  
Department for Education

*It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.*

*Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn therefore we need to ensure all pupils can return to school sooner rather than later.*

*There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice and maximise the use of control measures, they will effectively minimise risks.*

*Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.*

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## Phased Return Dates

Please see below different return dates and times for students across the school:

Monday 7 <sup>th</sup> September	Tuesday 8 <sup>th</sup> September	Wednesday 9 <sup>th</sup> September	Thursday 10 <sup>th</sup> September	Friday 11 <sup>th</sup> September
Year 7 – Induction 8.20am	Year 7 – Induction 8.20am	Year 7 – 8.20am	Y7 - Full timetable	Year 12 – Induction 8.30am
		Year 8 – 8.30am	Y8 - Full timetable	Y7-13 – Full timetable
		Year 9 – 9.20am	Y9 - Full timetable	
		Year 10 – 10.05am	Y10 - Full timetable	
		Year 11 – 10.50am	Y11 - Full timetable	
		Year 13 – 1.40pm	Y13 - Full timetable	

Our decision to operate a phased return for all students is based upon the need for all students to have the opportunity to be inducted back into school. Additionally, given the unfortunate need to cancel transition events at the end of last year, the phased return provides Year 7 students the opportunity to experience Hanson, build their confidence and find their way around in an environment with fewer students. All students in all year groups will return to a full time timetable from **Monday 14<sup>th</sup> September 2020**.

## The School Day

As you will be aware the Government has indicated its preference that where ever possible schools operate staggered start and finish times. As such we have taken the decision to provide students with different arrival and departure times and designated entrance/exit points. Hanson is a large secondary school with 1650 students on roll. Therefore, it is crucial that students adhere to these arrival and departure times. Goals, front and bottom gates will remain accessible, but students must enter and exit the site via the designated points. In addition the West Wing remains open to students - entrance left and exit right.

On their first day Year 7 students should enter through the front door and go straight to the Sports Hall (staff will guide them). Year 8, 9, 10, 11 and 13 should go straight to the main hall on their first day and beyond their first day all students should go straight to their tutor room for period 1.

The arrival and departure times, designated entrance and exits for different year groups are shown below. Please note we will accommodate siblings travelling together (where necessary) at the earlier arrival time.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Arrival	8.20am	8.25am	8.45am	8.40am	8.30am	8.40am
Departure	2.45pm	2.50pm	3.00pm	3.00pm	2.50pm	2.50pm
Entry/Exit Point	Front door (main entrance)	Back door (picnic area)	Front door (main entrance)	Back door (picnic area)	Front door (main entrance)	Community entrance (PE entrance/exit)



## Interim school day timings September 2020

Please also note staggered arrival and departure times above for different year groups above.

	Lesson	Start	End
	P1 (Tutor)	8.30am	9.00am
	P2	9.00am	10.00am
	P3 (KS3/5)	10.00am	11.00am
	P3 (KS4)	10.00am	11.10am
	Break 1 (KS3/5)	11.00am	11.10am
	Break 2 (KS4)	11.10am	11.20am
	P4 (KS3/5)	11.10am	12.20pm
	P4 (KS4)	11.20am	12.20am
1 <sup>st</sup> Lunch (KS3/5) Y7/8/12/13	Lunch 1	12.20pm	12.50pm
	P5 (KS3/5)	12.50pm	1.50pm
2 <sup>nd</sup> Lunch (KS4) Y9/10/11	P5 (KS4)	12.20pm	1.20pm
	Lunch 2	1.20pm	1.50pm
	P6	1.50pm	2.50pm

## Student Movement

Students will remain in year group ‘bubbles’ and access the full curriculum. Classes will be released at slightly different times to reduce congestion on the corridors. **All students are asked to follow the signage around school and walk on the left hand side.** Face coverings are required on corridors, in communal areas and toilets. Please see below for more information regarding face coverings.

We have introduced enhanced cleaning, including cleaning frequently touched surfaces and toilets throughout the day. Every classroom and communal area has sanitising wipes and hand sanitiser available and all rooms/areas will be thoroughly cleaned daily. **All classroom and office doors must remain open and windows should be open where possible.**



## The School Day – interim arrangements September 2020

	Arrival	Period 1 Tutor Time	Period 2 60 minute lesson	Period 3 60 minute lesson KS3/5 70 minute lesson KS4 + 10 minute break (B)		Period 4 60/70 minute lesson KS3/5 60 minute lesson KS4	Period 5 50/60 minute lesson KS3/4/5 + 30/40 min lunch (L) KS3/4/5		Period 6 60 minute lesson + exit time	Departure
<b>Y7</b>	8.20am Front Door/ West Wing	8.20-9.00am*	9.00-10.00am*	10.00-11.00am	11.00 - 11.10am (B)	11.10-12.10pm*	12.10 – 12.50pm (L)	12.50-1.50pm	1.50-2.50pm	2.45pm Front Door/ West Wing
<b>Y8</b>	8.25am Back Door/ West Wing	8.25-9.00am*	9.00-10.00am*	10.00-11.00am	11.00 - 11.10am (B)	11.10-12.20pm*	12.20 – 12.50pm (L)	12.50-1.50pm	1.50-2.50pm	2.50pm Back Door/ West Wing
<b>Y9</b>	8.45am Front Door/ West Wing	8.45-9.00am	9.00-10.00am	10.00-11.10am	11.10 - 11.20am (B)	11.20-12.20pm	12.20- 1.10pm*	1.10 – 1.50pm (L)	1.50-2.50pm	3.00pm Front Door/ West Wing
<b>Y10</b>	8.40am Back Door/ West Wing	8.40-9.00am	9.00-10.00am	10.00-11.10am	11.10 - 11.20am (B)	11.20-12.20pm	12.20-1.20pm	1.20 – 1.50pm (L)	1.50-2.50pm	3.00pm Back Door/ West Wing
<b>Y11</b>	8.30am Front Door/ West Wing	8.30-9.00am	9.00-10.00am	10.00-11.10am	11.10 - 11.20am (B)	11.20-12.20pm	12.20-1.20pm	1.20 – 1.50pm (L)	1.50-2.50pm	2.50pm Front Door/ West Wing
<b>Y12</b>	8.40am Community	8.40-9.00am*	9.00-10.00am*	10.00-11.00am	11.00 - 11.10am (B)	11.10-12.20pm*	12.20 – 12.50pm (L)	12.50-1.50pm	1.50-2.50pm	2.50pm Community
<b>Y13</b>	8.40am Community	8.40-9.00am*	9.00-10.00am*	10.00-11.00am	11.00 - 11.10am (B)	11.10-12.20pm*	12.20 – 12.50pm (L)	12.50-1.50pm	1.50-2.50pm	2.50pm Community

### Interim arrangements

- Staggered start and exit times
- Different entry points for main building (Front door, back door, west wing, community door)
- Staggered break and lunch times – Year 7 and 9 early lunch
- P1, P2 and P4 release KS3/5 a few minutes early to reduce corridor traffic\*
- Y12/13 can leave site at lunch time
- Breakfast Club 8.00-8.20am – entrance via back door only. Students must remain in the atrium until Tutor time (KS3 Main meals area/KS4 Main dining area)

## Break and Lunch

We are pleased to welcome our new FM catering team - students will experience new menus and dining systems on their return to school. We have implemented staggered break and lunch times and designated toilet blocks for each year group. Each Key stage will operate within a 'bubble' with designated areas for each year group. Students have designated times for break and lunch and designated areas (see table below). More information will be shared with students during their induction.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Break	1	1	2	2	2	1
Lunch	1	1	2	2	2	1
Dining area	Hall	Atrium	Hall	Atrium	Atrium	Common Room
Outside area	Muga	Picnic area	Muga	Sensory Garden	Picnic area	Off Site

## Movement

- Entrance to Atrium (dining room) from level 2 near Hall/Lecture Theatre
- Exit from Atrium (dining room) via Food Tech, Creative corridor or stairs near picnic area
- Level 2 toilets accessible at break and lunch (by lanyard and supervision)
- Hall available for Year 7 and 9 at lunch – entry from atrium and exit via Creative Corridor
- Picnic area available for additional dining (no plates to be taken outside)
- Students must leave Atrium to Muga/Picnic Area/Sensory Gardens once they have finished eating (no return during lunch)
- Lecture Theatre may be opened for additional seating and supervised on bad weather days

## Considerations

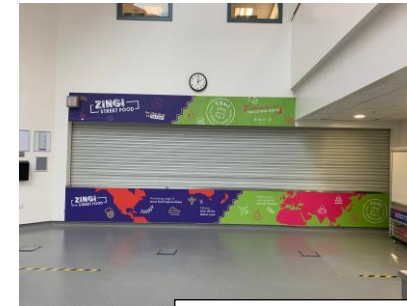
- Students can bring their own food (packed lunch)
- Face coverings must be worn in the Hall and Atrium (unless exempt or eating)
- Students must exit the atrium/hall once they have eaten must should not return into the building once they have gone outside until the bell/whistle signals for next lesson
- Reduced food service 'take away style' dining
- Disposable knife and forks will be used in the atrium

## Lunch time

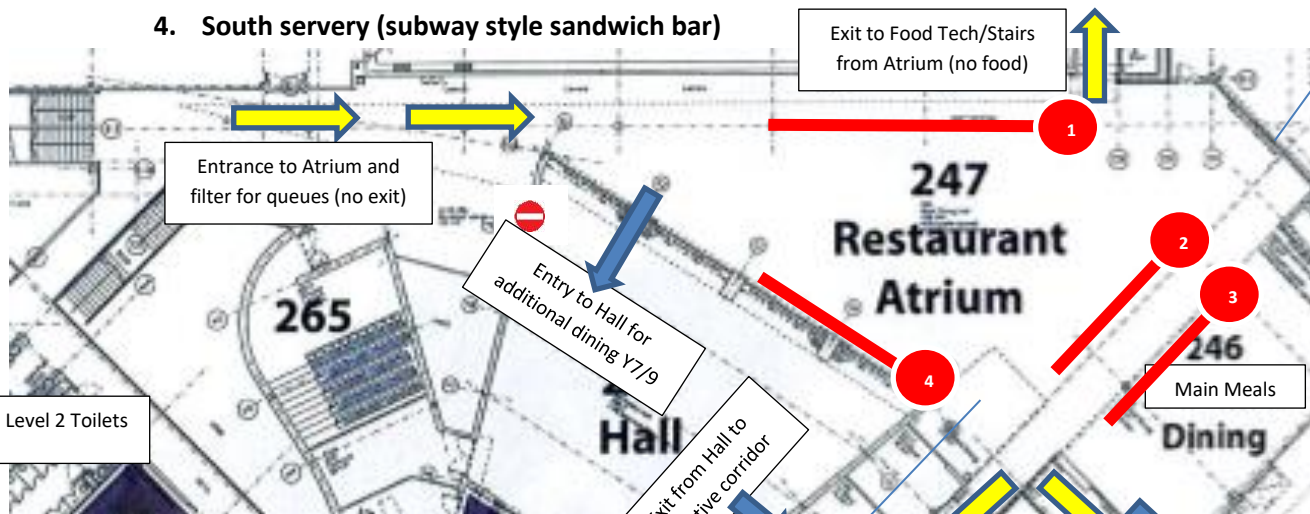
Sinks will be positioned in each queue and students are expected to wash their hands before service

Four food queues in the Atrium:

1. Main servery (yumi and zingi – non halal/halal)
2. Main servery (yumi and zingi – non halal/halal)
3. East servery (main meals)
4. South servery (subway style sandwich bar)



**Queue 1 and 2:** Yumi and Zingi meals are served from the main servery



**Queue 3:** Main Meals served from the East Servery (old 6<sup>th</sup> form dining area)

### Designated areas

Lunch 1:

- Year 7 Hall/Muga
- Year 8 Atrium/Picnic Area
- Year 12/13 Atrium/Common Room/off site

Lunch 2:

- Year 9 Hall/Muga
- Year 10 Atrium/Sensory Gardens
- Year 11 Atrium/Picnic Area



**Queue 4:** Subway style sandwiches served from the South Servery



**Students queue within the yellow lines and should socially distance where possible**



## Toilets

Toilet breaks during lesson should be rare and only with a medical toilet pass and a note in the planner. Students should access their designated toilet block at break time. Face coverings must be worn when accessing the toilets.

- Level 1 toilets Year 9
- Level 2 Year 7 and 8
- Level 3 Year 10 and 11
- Level 4 Year 12 and 13

Students can only access Level 2 toilets during lunch and are required to give their lanyard to a member of staff on duty at the Atrium exit points. Toilets are cleaned regularly throughout the day and enhanced cleaning routines are in place across the site.

## Isolation

Isolation will be closed for the foreseeable future. Departments will operate room referral system if required.

## School Uniform and Equipment

We expect all students to attend school in full school uniform with a full set of equipment.

Our blazers and PE kit can only be purchased from The Uniform Shop (Bradford) and Whitakers (formerly Henry Smiths Shipley). All other items can be purchased from a variety of different uniform stockists. I would like to take this opportunity to remind you that from September students can wear black shoes, pumps or trainers, as long as they are solid black (no coloured markings, logos or soles). May I remind you that false/painted nails, leggings and small bags (handbags or man bags) are not allowed. Students will require their PE kit on PE days and we will continue to review guidance regarding PE. Requirements for uniform are outlined in the student planners and on the school website for more information please visit [www.hansonacademy.org.uk/uniform-equipment/](http://www.hansonacademy.org.uk/uniform-equipment/)

All ties can also be bought from school reception:

- Year 7 – blue stripe
- Year 8 – red stripe
- Year 9 – green stripe
- Year 10 – yellow stripe
- Year 11 – silver stripe

Please ensure that your child arrives on time every day, wearing the correct uniform and is fully equipped ready for learning (including a black/blue, purple and green pen). Student planners and timetables will be issued on their first day. It is important that students have a good size bag to carry their equipment, as we are not able to provide lockers due to Covid-19 restrictions at this point. Please ensure all uniform and equipment is clearly labelled with your child's name. Equipment in classes should not be shared. If essential please ensure that it is thoroughly sanitised after use.



## Health and Safety

Wherever possible, we encourage students to walk or cycle to school. Where you intend to drop your child off at school, it is important that you arrive within your child's allocated time slot. We appreciate that you may have children in different year groups and we will accommodate siblings where we can at the earliest allocated time slot. This does not apply to taxis and school transport for ARC students. The ARC will accommodate students on their arrival.

## Dropping off/collecting Students:

- In conjunction with West Yorkshire Police we have been advised to inform parents/carers that it is **crucial** that students are dropped off or picked up from the **GOALS turning circle** at the beginning and end of the school day.
- If you are driving to the school we would ask that you **do not use Sutton Avenue** to drop off or pick up or the main gate entrance as this will be dangerous for students walking to school. Exceptions will be made in cases of disability or if you are a visitor to the school.
- We would politely ask parents accompanying students to school to leave/meet at the gate.

## Site Security:

In the interests of child safety and protection:

- Site security will be checking that students arrive at their allocated time.
- The Head Teacher, the Leadership and Pastoral Teams will welcome the students every morning as they arrive through the main, Goals and bottom gate entrances and we say goodbye every afternoon as students leave through the main, Goals and bottom gate exits.
- All staff and students are required to wear their lanyards at all times (including any non uniform days). Year 7 and 12 will be issued with their photo ID lanyards next week.
- Every morning all gates, entrances and exits will be locked at 9.00am (except for the main entrance on Sutton Avenue which remains accessible to visitors via the intercom/security). Where a student arrives late they must use the main entrance and report to student reception. At the end of the school day entrances and exits will be opened at 2.40pm.

## Visitors:

For the foreseeable future visitors are not allowed on site, unless by appointment (at the Headteachers discretion) and on the approved visitors list. Parents wishing to purchase ties or drop off items are asked to do so at the gazebo near the main gate. This will be operable 8-9am and 2.30-3pm 7<sup>th</sup>-11<sup>th</sup> September.

## Hand Washing:

Upon arrival at school all staff and students are required to wash their hands at one of our mobile hand washing stations (positioned at each entrance point). Students are encouraged to socially distance in the queues. Once they have washed their hands they will be invited into school and directed to the Sports Hal/Main Hall or their tutor group. Whenever a student enters or leaves a room they will be expected to use the hand sanitiser provided.

Regular and thorough handwashing has been a key strategy in minimising the risk of contracting any harmful viruses. All staff and students attending the provision are asked to wash their hands regularly and thoroughly. We are using the following NHS guidance:



Whilst washing our hands regularly is important, there are other key principles we must follow so that we can minimise the risk of contracting and spreading viruses. We ask all staff, parents, carers and students to be familiar with these simple, but effective measures and actively follow these principles before, during and after visiting school.

### Face Coverings:

Following the Governments amended guidance in relation to wearing face coverings in schools August 2020, we ask students to adhere to the following:

1. Face coverings should cover the nose and mouth and loop around each ear.
2. Face coverings must be appropriate for school/business use – scarves, bandanas, balaclavas are not permitted.
3. Face masks should be plain (no logos/slogans). Patterns are acceptable but these must be non-offensive.
4. Face coverings should be provided by the wearer. If lost or damaged a small supply of face coverings will be kept in each Key Stage Office.
5. Face coverings should be changed regularly (washed where possible or disposed of safely off site).
6. Face coverings should be kept in a clear, re-sealable plastic bag when not in use and kept in student's school bags.
7. Wearing face coverings in all secondary schools is mandatory in corridors, communal areas and toilets. Students will be asked to wear face coverings in assemblies.

This position will be reviewed regularly and we will advise you of any changes.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them between uses. Students should refrain from touching their face

and adjusting their face covering where possible. Where a face covering becomes damp, it should not be worn and the face covering should be replaced.

Some individuals are exempt from wearing face coverings. Where necessary we will request evidence of exemption and issue an exemption pass. Exemption includes people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. This may be applicable to a number of our students especially in the ARC (Additional Resource Centre) and exemption passes will be issued. We would expect staff and other students to be sensitive to those needs.

If you need to discuss any of the above matters regarding face coverings or hand sanitiser please contact your child's Key Stage Team. Alternatively you can contact us via email [info@hansonacademy.org.uk](mailto:info@hansonacademy.org.uk)

## Fake News

The Local Authority have addressed a number of issues regarding fake news circulating and upsetting parents and have put together a Youtube video. The aim is to assure parents that the fake news they are hearing is untrue and it is narrated by a member of the Education Safeguarding Team. You can view the video here: [https://youtu.be/lm\\_M99sFbtg](https://youtu.be/lm_M99sFbtg)

They have also published a FAQ document for parents regarding returning to school, which also covers enquiries regarding Elective Home Education, and this can be found at:

<https://www.bradford.gov.uk/education-and-skills/school-holidays-and-term-dates/faqs-back-to-school/>

We will not routinely take students temperatures.

## Response to any infection:

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- Staff and pupils **must not** come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.
- Book a test if they or their child are displaying symptoms. Anyone who displays symptoms of coronavirus (COVID-19) should get a test.
- Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- Self-isolate if they have been in 'close contact' with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).
- Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.

Parents/carers must inform schools immediately of the results of a test and follow this guidance:

1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus. Other members of their household can stop self-isolating.
2. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset

of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Please remember: if you or your child feels ill and you want to know what to do next, please use NHS 111. Thank you again for your continued support. Please take care and stay safe.

### **Risk Assessment:**

A full copy of the schools risk assessment can be accessed on the school website. This will be reviewed and updated regularly.

We continue to follow national and local guidance to prevent the spread of Covid-19 by:

- 1) Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introducing enhanced cleaning, including cleaning frequently touched surfaces often.
- 6) Minimising contact between individuals and maintaining social distancing wherever possible.
- 7) Where necessary, staff will wear appropriate personal protective equipment (PPE).

Sinks, hand towels and soap dispensers will be replenished throughout the day. Additional cleaning staff are on site to ensure touch points, communal areas and toilets are cleaned throughout the day. Classrooms and offices will be cleaned each evening/morning.

To minimise risk we have introduced the following infection control measures:

- Deep clean of all areas/classrooms after use.
- Hand washing and sanitising units around the site.
- Social distancing measures.
- To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as door handles, handrails, table tops and equipment.

### **Personal Protective Equipment (PPE)**

The guidance we have been directed to follow was issued by the DfE. This states that:

PPE is only needed in a very small number of cases:

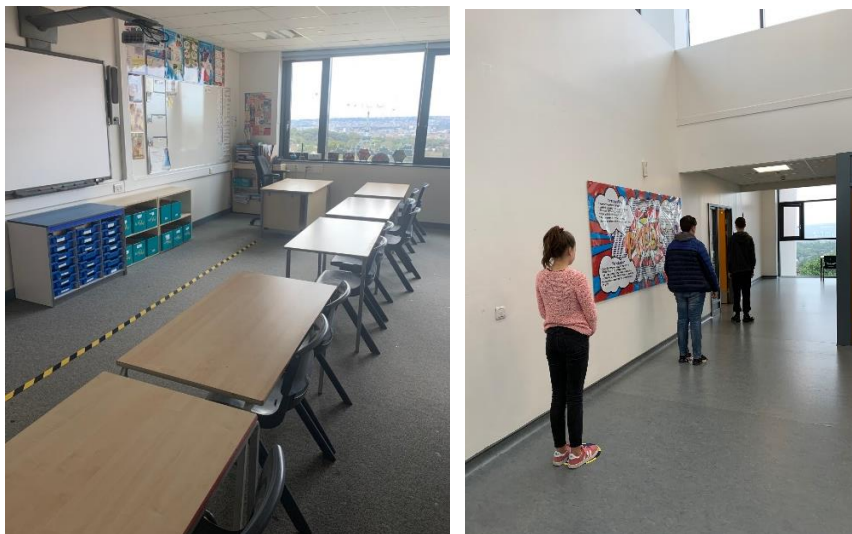
- Where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained. If a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. The supervising adult is advised to wear a face mask, disposable gloves, disposable apron and a visor if a risk assessment determines there is risk of coughing, spitting or vomiting.
- Where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

## Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.

Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Stamping students planners and supporting in class momentarily is permitted, but staff should teach from the front where possible. It will not be possible when working with many pupils who have complex needs. These pupils' educational and care support should be provided as normal.

Students should be reminded to maintain distance and not touch staff or their peers. Staff should make small adaptations to their classroom to support distancing where possible. That should include **seating pupils side by side and facing forwards**, rather than face to face or side on, and might include moving unnecessary furniture to make more space. This does not apply to specialist teaching and the use of face coverings may be appropriate in some specialist teaching rooms.



Standard classroom layout. Staff teach from the front and maintain a 2M distance.

## Measures elsewhere

While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also stagger break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Students are encouraged to social distance in queues and travelling around the site.



- Foot operated hand washing facilities across the site.
- Sanitising units around school site and in all classrooms in use.



- Staff are behind screens at student reception.



## Conduct

- The following are very clear directives designed to keep you, other students and staff safe. It is your responsibility to adhere to them especially during the Coronavirus pandemic.
  - **Plan your travel** to and from school carefully adhering to protective measures and making sure that you arrive at school on time.
  - **Wash your hands** and use sanitiser when you enter and leave school, enter and leave a classroom and where applicable before you eat.
  - **No physical contact.** There must not be any physical contact between you and other students or staff during the day, including hand shakes or hugs.
  - **Catch it, kill it, bin it** when you cough or sneeze and avoid touching your face.
  - **Coughing or spitting** at any other person is strictly prohibited and any incidents of this type will be dealt with severely.
  - **Follow the signage and seating plans.** It is non-negotiable.
  - **Maintain a safe distance** from others at all times.
  - **Stay in your designated areas** and always social distance
  - **Do not share equipment** and do not handle other people's belongings.
  - **Use the designated toilets**
  - **When using ICT, wipe the keyboard and mouse** before and after each session.
  - **Do not attend school if you are poorly** and tell an adult immediately if you feel that you have any Coronavirus symptoms such as high temperature, a continuous cough, loss of smell or taste.
  - **Parents and carers** must ensure that they are contactable during the day.
  - **The behaviour policy** will continue to be followed and adhered to.
  - **Any serious incidents that warrant a sanction,** might result in a loss of the students place in the provision.
  - **Students will be reminded of expectations** and social distancing.

## Safeguarding

- Staff will always follow the schools safeguarding procedures (available on the school website).
- Attendance and welfare telephone calls will be made daily for any child expecting to attend that doesn't.

## Fire Safety and Evacuation Procedures

- Muster points are clearly displayed in each classroom and should be reminded of fire evacuation routes.
- In case of an evacuation, students will be taken out of the building following the evacuation routes and lined up in the MUGA and spaced safely to support social distancing.
- If the fire alarm sounds please do not run and do not stop to collect belongings. Leave the building via the nearest fire exit.
- Social distancing will be adhered to where possible.
- Designated staff will sweep the building as per fire evacuation plan.
- Students should remain at their designated muster point until instructed to do otherwise.



We hope that you stay well and healthy. We look forward to having students back in school and thank you in advance of your support. If you have any questions or queries please contact us via school reception 01274 776200 or email us at [info@hansonacademy.org.uk](mailto:info@hansonacademy.org.uk) or [studentquestions@hansonacademy.org.uk](mailto:studentquestions@hansonacademy.org.uk)

## Handwashing & Respiratory Hygiene

There are general principles you can follow to help prevent the spread of respiratory viruses, including:



Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid close contact with anyone especially those with symptoms



Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.



Clean and disinfect frequently touched objects and surfaces.