Safe Working under COVID guidelines for Science Labs. Applicable to teachers and technicians

1. All labs to have seating plans to maximise space between students and allow a clear 2m distance for teacher to walk in order to supervise practical work safely. In C7, C8 and C9 this means seating students 5 per bench and one on the window side, allowing the teacher and technician to move freely along the door side to deliver, supervise and clear practical work. In C10 and C11 the model of seats to the side with a large free space down the middle works to allow teacher supervision whilst students can still access gas taps and electrical sockets, but the consequence is that technicians cannot deliver practical work equipment to the side benches. In these rooms it should be left behind the door or on a trolley for the teacher to distribute. In M13 equipment can be left at the back of the room on the side benches.
   This is to minimise contact between technicians and students at all times.
   Teachers to wear masks as directed by MCA. Technicians to wear masks at all times when out and about from the prep room.

2. All labs will be equipped with hand sanitiser and disinfectant wipes. Students will be required to sanitise hands on entering and before using equipment. After use, glassware will be collected in a washing up box and other equipment wiped down with disinfectant wipes. Students will be required to put their own safety glasses in a bowl of sterilising solution. Windows and doors to be open as much as possible to allow for best ventilation.

3. Teachers will need to observe the Wednesday before rule for ordering practicals to enable technicians to plan where equipment is or needs to be quarantined (up to 72 hours).
   It is impossible to make one rule that covers all eventualities but common sense should be applied. Where possible, try and buddy up and plan to share equipment within the bubble ot minimise clearing up and washing etc for the techs.

   In general, glassware needs to be washed and dried as normal and then if needed immediately, it should be disinfected. If we know its not going to be needed for a few days, it can go back on the shelf in quarantine, but otherwise 10 mins in disinfectant and into the oven. We will try and get a dishwasher installed to reduce the workload in this area.

   Other equipment that cannot be washed can be wiped and returned to shelves if we know it will be a week until it is needed again (which will often be the case as the different year groups are operating on one day a week……the exceptions to this are years 7 and 8). For years 7 and 8 a note of the date it was used and when it can be safely used again will be needed. Storage is at a premium so equipment will need to be returned to the shelving system appropriately labelled.

4. Extra jobs needed. Once safety goggles have been sterilised, these need to be hung to dry and then wiped over with a clean dry tissue to remove residue. We have moveable racks for drying and boxes of tissue in labs. If technicians don't get time to do this, then students can do it themselves before their next practical assuming we have sufficient googles for 30 in each classroom…This needs to be done every day ready for the next year group bubble on the following day.

5. Keeping the prep room for science use only, tidy and uncluttered will be really important if we are to be able to quarantine equipment and use trolleys effectively. Quarantine spaces in

addition to normal shelving are around the oven, the bench near the fume cupboard and next to the fridge.

6. A level equipment can be returned to shelving as weekly lessons allow for the full quarantine time. Exception is biology which may need to be used between 12 and 13 on consecutive days.

7. Technician-specific. Try and work at opposite ends of the prep room wherever possible if both in together. Only one person in the chem store at a time. Keep doors open to maximise ventilation and feel free to ask teachers to leave if too many (max 3) in the room at one time.