

Our COVID-19 Guidelines for Safe Working

At Science Oxford, we recognise that we are an external visitor and so are a potential vector for the transmission of diseases such as COVID-19 to and from schools. We aim to follow any government guidelines, individual school guidelines and scientific advice to keep our staff, your staff and your students and their families safe.

Risk assessment

All our activities are risk assessed and the risk assessments are available from our website. If you are unable to locate an up-to-date risk assessment, please contact us to let us know.

Stepping measures up and down

If your outbreak management plan is activated, then we may need to cancel any pre-arranged visit. If this happens, please contact us as soon as possible.

Science Oxford will not charge a school for any activities cancelled under these circumstances.

We continue to risk assess all our activities and can step-up or step-down precautions for COVID or any other respiratory disease. We will respond to any changes in official guidance. While government guidelines remain minimal, we would not expect to require significant changes to procedures, but we are able to step up to the following control measures if the situation changes, or we feel that particular precautions are appropriate. We reserve the right to potentially activate some or all of these control measures in certain circumstances.

Control Measures

1. Ensure good hygiene for everyone

- **Hand hygiene**

Science Oxford staff will always have an alcohol-based hand gel available to ensure they can clean their hands whenever appropriate, such as when passing equipment to or collecting equipment from your pupils, even when there is no convenient access to other hand-washing facilities.

Children should arrive at activities having washed their hands in line with your standard school procedures. If there has been any use of equipment in an activity, they should wash their hands after leaving the activity.

- **Respiratory hygiene**

We will promote and model the 'catch it', 'bin it', 'kill it' approach amongst our staff and with all children and adults with whom we work.

- **Use of personal protective equipment**

We reserve the right to wear a face covering when we feel appropriate depending on variables of ventilation and space requirements.

2. Keep occupied spaces well ventilated

We will require all spaces used be well ventilated. In many cases, if it is possible to run an activity in your hall or a similar large space, that would be preferred.

3. Managing confirmed cases

Science Oxford will never send staff suspected of infection with COVID-19 to a school. If staff were to develop novel symptoms during the school day and suspect that they may have developed COVID-19, they will immediately report to a member of school staff and leave the school as quickly and safely as possible, minimising any further contact.

Other considerations

As potential visitors to many schools, we recognise that we are an increased potential vector, and must take a more precautionary approach than government. We intend to ensure that our staff maintain social distancing, from your children and your staff. We may:

- *not greet with a handshake.*
- *avoid using your staff room if it is busy;*
- *try to maintain a 2m distance from staff and children ;*
 - *wear a face covering when needing to interact directly with children;*
- *follow your guidance on setting up workspaces;*
- *discuss all of this with you in advance*

Where activities take place will also need to be considered – larger spaces such as your hall will be easier to maintain social distancing, and so unless you have particularly large classrooms, we may request use of your hall or other larger space.

We will also ensure we contact any schools directly if we suspect a case and would appreciate it if you could contact us proactively to ensure we can react as quickly as possible.

Above all, we will work with you throughout the booking, planning and delivery of any of our workshops and shows to ensure adherence both to our risk assessment and guidelines.