

Guidance for Working Safely During the Coronavirus Pandemic

Overview

The aim of this document is to provide Tutors at Total Maths Tutoring with guidance on safe working and best practice during the coronavirus pandemic. This represents Total Maths Tutoring's best understanding of current guidance but this can be subject to frequent change. Tutors remain individually responsible for making themselves aware of and implementing the most recent government guidelines.

Private tuition in other people's homes is currently permitted under the government guidance in the event that it cannot take place remotely. Remote tuition is still the preferred method and should be carried out where possible. In addition, face-to-face tuition should not take place if either party is showing any signs of being unwell and all parties must be aware of and comfortable with the level of risk involved.

Government guidance currently says:

"If you typically run provision in other people's homes - for example if you are a private tutor - you may find it helpful refer to the guidance on working safely during coronavirus (COVID-19) in other people's homes (see below). We acknowledge that this is a complex environment, however you should still as far as possible implement protective measures including:

- *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 or who have been advised by NHS Test & Trace to self-isolate, follow guidance to stay at home*
- *increasing the frequency of handwashing and surface cleaning*
- *following current government guidelines on social distancing*
- *ensuring good respiratory hygiene by following the 'catch it, bin it, kill it' approach*
- *communicating with parents and carers before visiting the household to discuss how the session will be carried out in a way that minimises risk*

If you run provision out of your own home, you should also consider whether a specific, well-ventilated room could be designated for this."

The detailed (current) government guidance can be found principally in two places:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

You are strongly advised to read this guidance in detail, and you remain personally responsible for complying with it.

General Infection Prevention and Control

In order to minimise the risk of infection and control the spread of coronavirus tutors should:

1. Clean their hands thoroughly and more often than usual
2. Ensure good respiratory hygiene by taking the 'catch it, bin it, kill it' approach.
3. Consider how to minimise contact and maintain a social distance wherever possible. This is ideally a distance of 2m but should be at least 1m+ where this is not possible.
4. Keep occupied spaces well ventilated.
5. Wear the appropriate personal protective equipment (PPE) where necessary (see below for specific guidance on PPE).
6. Engage in asymptomatic testing, where available.
7. Engage with the NHS Test and Trace process
8. Report confirmed cases of COVID-19 to Total Maths Tutoring

Working in Other People's Homes

There are specific risks associated with working in other people's homes. As such, tutors should take the following steps to mitigate this risk:

- Further increase the frequency of hand washing (or use of sanitiser where hand washing facilities are unavailable) and surface cleaning
- Using side-to-side working rather than face-to-face whenever possible especially where a full 2m social distance cannot be maintained

Social distancing does not only apply to the room where you provide the service. It also covers all parts of a building or home. This includes entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing and you should be specifically mindful of this.

In emergencies, you do not have to socially distance if that would be unsafe. Examples include:

- accidents
- fires
- break-ins
- when you're giving first-aid

Whenever giving help during emergencies, pay particular attention to sanitation straight afterwards. This includes washing hands.

Before carrying out a tutoring session at a student's house you should:

- Discuss with parent/s and student/s how you will maintain a social distance.
- Ask parents to leave all internal doors open to minimise contact with door handles.
- Identify busy areas across the household where people travel to, from or through. For example, stairs and corridors. Minimise movement within these areas.
- Bring your own food and drink to households. Take breaks outside where possible.

- Discuss with parents how to limit the number of people within a confined space to maintain social distancing.
- Consider how to avoid transition caused by sharing objects.
- Consider holding tutoring sessions outdoors when possible. Otherwise, use rooms where there is good ventilation.
- Clean your immediate work area and equipment before and after a session.
- Arrange with the parent methods of safely disposing waste.
- Remove all waste and belongings from the work area at the end of a session

Coming to and Leaving a Home for Work

Tutors should, where possible, travel to student's houses alone and using their own transport. If public transport must be used then the following guidance should be followed:

- Face coverings must be worn on all public transport unless you have a legitimate reason not to (such as a medical exemption).
- Where possible, stay 2 metres apart or 1 metre apart with mitigations, from people who are not part of your household or support bubble. Travel is permitted in groups of no more than 6 people, or 2 households, unless you are travelling for a reason that is exempt.
- Wash or sanitise hands regularly.
- Try to travel at off-peak times.
- Travel side by side or behind other people rather than facing them, where seating arrangements allow.
- Touch as few surfaces as possible.
- Minimise the time spent close to other people, where possible.
- Avoid loud talking, shouting or singing.
- Dispose of waste safely, including items such as used disposable face coverings.
- Be prepared to queue or take a different entrance or exit at stations.
- Use quieter stations and stops – get off a stop early if it is less busy.
- Keep changes to a minimum, for example, between bus and train.
- Wait for passengers to get off first before you board.
- Wait for the next service if you cannot safely keep your distance on board a train, bus or coach.
- Avoid consuming food and drink on public transport, where possible.
- Respect other people's space while travelling.
- Walk for more of your journey, for example, the first or last mile.
- Book your tickets online in advance or pay by contactless.

Parental Attendance

Parental attendance during tutoring sessions is permitted according to current guidance as this was already part of Total Maths Tutoring existing safeguarding measures. However, where parents are in attendance, you must consider the ability to maintain social distancing and the levels of ventilation and the number of people in the work area. These factors may mean that you have to ask parents to limit the number of people present in the immediate work area during a session.

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Use of Shared Equipment

For frequently used resources such as pens and pencils, we recommend that students should have their own. Other learning resources can be provided by tutors to be used during a session however, this should either be:

- Cleaned frequently and in between use by different students.
- Rotated to allow it to be left unused for a period of 48 hours (72 hours for plastics) between use by different students.

Personal Protective Equipment

A face covering is something which safely covers your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.

Face coverings are not a replacement for the other ways of managing risk. These include:

- minimising time spent in contact
- using fixed teams and partnering for close-up work
- increasing hand and surface washing

These measures remain the best ways of managing risk in the workplace.

People may wear a face visor or shield in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.

People are encouraged to wear face coverings in enclosed public spaces, where there are people they do not normally meet.

It is important to use face coverings properly. If you choose to wear one, you should wash your hands before putting them on and before and after taking them off.

Some people don't have to wear a face covering including for health, age or equality reasons.

The government has not issued specific guidance on the wearing of face coverings for parents or students in a tuition setting. Currently, in England, wearing a face covering is not required by law except on public transport. It remains up to the tutor to discuss this with parents and come to a mutual decision that all parties are comfortable with.