

COVID-19 H&S Guidance Note – Summer Term

Revision History

Version	Date	Responsible Person	Changes
Rev 15	07 Jun 21	Martin Player	Additional information regarding LFD testing should this be restarted onsite at college. Updated guidance on the wearing of face coverings in college (including in exams) (3.2 & 3.16). Updated information on support for staff (EAP programme) (3.5) Changes to library browsing (3.10). Updated guidance on indoor sport (3.11). Updated guidance on Trips and Visits (3.12). New guidance on internal events (3.17). Updated information regarding restrictions to on-site delivery and site closure(5.4)
Rev 14	13 May 21	Anton McGrath / Martin Player	Further changes made to reflect DfE guidance on 'steps out of lockdown'. New section 2.3 (also 2.3.1 & 2.3.2) expands on testing for COVID-19. New sections 2.4 on Test and Trace, and 2.5 Self-isolating.
Rev 13	31 Mar 21	Anton McGrath	Changes made to reflect a broader reopening of the college estate and functions as all students return to college for full time face to face teaching and learning from 19 th April 2021.
Rev 12	01 Mar21	Anton McGrath	Changes made to reflect the return to education guidance.
Rev 11	11 Jan 21	Anton McGrath	Changes made to reflect the return to national lockdown guidance from the 5th January 2021. School and colleges have closed as a result of this instruction, with all teaching and learning, and support services (with the exception of Estates and cleaning) moving to remote home working.
Rev 10	02 Dec 20	Martin Player/Anton McGrath	Changes made with the ending of national restrictions and the return to regional tiering. All changes in red font, the main changes are: Section 2.2 updated the information for individuals at higher risk, in respect of attending College for work.

			<p>Section 2.2 updated guidance in line with the return to regional tiering and associated restrictions concerning CEV and CV (staff and students).</p> <p>Section 3.2 updated guidance on the use of face coverings in the new regional lockdown tiers post national lockdown.</p> <p>Section 3.8 changes to controls for external visitors to the college site in line with the new regional tiering restrictions and the end of national restrictions.</p> <p>Section 4.4 included college 'levels of response' after re-review of the impact of COVID-19 on College Security Incident Management.</p>
Rev 9	18 Nov 20	Martin Player	<p>Section 3.2 updated to reflect mandatory guidance on face coverings.</p> <p>Section 3.16 updated protocols for CEV students not attending college and exams.</p> <p>Section 4.1 updated information to include 'cleaning/sanitation stations' in catering outlets.</p> <p>Section 4.3 updated the location of the isolation area.</p> <p>Section 5.4 section title changed and updated to include information around restrictions to on-site delivery and supporting vulnerable individuals if site had to close.</p>
Rev 8	06 Nov 20	Martin Player	<p>Section 2.1 added information on COVID alert levels (3 tier system).</p> <p>Section 2.2 updated CV and CEV guidance</p> <p>Section 3.2 updated to reflect updated phrasing of guidance on face coverings.</p> <p>Section 3.4 changed section title to 'staff attendance' and updated guidance.</p> <p>Section 3.5 confirmed the requirement for HoD's to review any individual risk assessments conducted for their staff.</p> <p>Section 3.6 changed section title to student attendance and updated guidance.</p> <p>Section 3.7 confirmed the requirement for vulnerable and EHCP students to have a review to confirm support requirements.</p> <p>Section 3.8 updated guidance on visitors to college during the national restriction.</p> <p>Section 3.11 updated guidance on sporting activities.</p>

Rev 7	14 Oct 20	Martin Player	<p>Changed document title to “COVID-19 H&S Guidance Note – Autumn Term”.</p> <p>Generally replaced the word ‘quarantine’ with ‘isolation’.</p> <p>Section 2.2 – Updated guidance for someone alerted by a close contact of a positive test.</p> <p>Section 3.3 – updated hygiene guidance for using photocopiers.</p>
Rev 6	30 Sep 20	Martin Player	<p>Minor changes to tense and wording in red font.</p> <p>Updated contact telephone number from NHSTT in section 2.2.</p> <p>New subsection (2.3) included to cover information on the NHS COVID-19 app (with flowcharts).</p> <p>Title of section 3 changed to ‘COVID-19 preventative measures’</p> <p>Confirmation of ‘no face coverings required’ when outside, and identification of ‘exemption’ in section 3.2.</p> <p>Updated statement on flexible working included in section 3.4.</p> <p>New subsection (3.16) included to cover information on exams.</p> <p>Initial restrictions on WC capacity have been revised in section 4.1.</p> <p>Communication Plan included in Outbreak Planning as a new section 5.5.</p>
Rev 5	16 Sep 20	Martin Player	<p>Changes to the medical advice provided in section 2.2.</p> <p>Updated enhanced controls for social distancing in sections 3.1 and 3.2.</p> <p>Changed guidance regarding internal/external movement in section 3.3.</p> <p>Amended guidance for returning staff in section 3.4.</p> <p>Amended guidance for returning students in section 3.6.</p> <p>Inclusion of information on student counselling in section 3.7.</p> <p>Updated room utilisation to include class size imbalance in section 3.10.</p> <p>Updated information regarding educational trips and visits in section 3.12</p> <p>Updated information on catering in section 4.1.</p> <p>Updated information regarding isolation provision in section 4.3.</p>

			Enhanced details of outbreak planning in section 5 and 5.2. Updated the contact details for the Health Protection Team in section 5.2.
Rev 4	02 Sep 20	Martin Player	Updated the information on testing within section 2.2. New guidance on face coverings (section 3.2). Section 3.9 - removed guidance on enrolment and replaced it with guidance on staff/student proximity. Included clarification of IL services (section 3.7). Included information of use of the college minibus (section 3.13). Included information for the chaplaincy (section 3.15). Changes to contractor booking in procedures and the use of water dispensers (section 4.1). Highlighted the 'tier system' within future closure of site at section 5.4.
Rev 3	19 Aug 20	Martin Player	Minor amendments (in red font) in respect of changing projected dates to actual dates.
Rev 2	10 Aug 20	Martin Player	Amended all references regarding self-isolation due to being symptomatic and/or receiving a positive test result from 7 days to 10 days.
Rev 1	27 Jul 20	Martin Player	Post Trust Board Meeting (22 Jul 20): Inclusion of temporary staff at section 3.7. Inclusion of construction works with 'contractors' at section 4.1.
Draft	19 Jul 20	Martin Player	

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1 Introduction

This guidance is applicable to **all staff, students, visitors, and contractors** on the Stamford Park Trust (SPT) estate.

This guidance has been put together using information available in the public domain and applied specifically to attendance at **Ashton Sixth Form College (ASFC)**.

The information has been collated from:

- The World Health Organisation (WHO):
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- The Government response to COVID-19:
<https://www.gov.uk/coronavirus>
- The National Health Service (NHS):
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
- The Department for Education (DfE):
<https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>
- The Health & Safety Executive (HSE):
<https://www.hse.gov.uk/news/coronavirus.htm>

2 Coronavirus (COVID-19)

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans. COVID-19 is a respiratory infection thought to be much more contagious than previous types of coronavirus such as SARS and MERS.

2.1 General COVID-19 risk

Who May Be Harmed? All staff, students, visitors, and contractors are potentially at risk of contracting COVID-19. People of all ages can be infected. There remain, currently, 2 levels of higher risk groups:

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

The following link provides guidance for those individuals who may be in the higher risk groups:

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

How? By becoming infected by the virus through direct transmission of the virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body or direct contact with respiratory droplets of an infected person generated through coughing and sneezing). Also, through indirect transmission of the virus from touching surfaces contaminated with the virus and then touching your face (e.g. eyes, nose, mouth). Infection by the virus can cause respiratory difficulties such as a new continuous cough, shortness of breath, breathing difficulties, anosmia¹, fever, severe diarrhoea, and severe vomiting. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. The incubation period is reported as ranging between 1-14 days, but most thought to be around 5 days.

Having these symptoms does not necessarily mean you have the illness as they are similar to other illnesses that are much more common such as cold and flu, but it is very important that individuals with symptoms **that may be** due to coronavirus stay at home and seek medical guidance.

How is the Virus Spread? People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. Therefore, it is important to adhere to guidance regarding social distancing. These droplets can land on objects and surfaces around the person such as tables, doorknobs, and handrails. It is very unlikely it can be spread through things like packages or food. Viruses like coronavirus cannot live outside the body for very long, guidelines provided indicate a maximum of 72 hours (on certain surfaces). A person is thought to be infectious 48 hours before symptoms appear, and up to seven days after they start displaying symptoms.

How to Avoid Catching and Spreading Germs. There are steps that we can all take to help stop viruses like coronavirus spreading:

Do:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately.
- Wash your hands with soap and water often – use hand sanitiser if soap and water are not available.
- Try to avoid close contact with people who are unwell.

Do Not:

- Touch your eyes, nose, or mouth if your hands are not clean.

Note: The announcement on Monday 22nd February 2021 set the date of the 8th March for all school and colleges to reopen and return to face to face teaching and learning on campus. All members of staff should return to work on campus including those who have been categorized as Clinically Extremely Vulnerable (CEV) from the 1st April 2021 (or 19th April 2021 for teachers and term time only staff) as directed in DfE guidance released on the 18th March 2021.

¹ The loss of, or a change in, your normal sense of smell which can also affect your sense of taste.

2.2 Medical advice

All staff members should ~~return to work on the 1st April 2021 or the 19th April if teachers or term time only staff~~, **be working from the college site** including those members of staff who are categorised as Clinically Extremely Vulnerable (CEV).

In all circumstances where you have concerns regarding your health in relation to coronavirus you should follow Government guidance, this may include seeking medical advice from NHS 111 online or telephone services, or 999 in an emergency. The following information is intended as an aide memoire and does not supersede information provided by a medical professional.

Those that are at higher risk from coronavirus. There are 2 levels of higher risk: moderate risk (clinically vulnerable) (CV) and high risk (clinically extremely vulnerable) (CEV).

If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:

- should be especially careful to follow the rules and minimise your contacts with others.
- should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace.

Clinically vulnerable (CV) people are those who are:

- aged 70 or over (regardless of medical conditions)
- under 70 with an underlying health condition listed in the guidance linked below:

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Staff who are clinically vulnerable, clinically extremely vulnerable or have underlying health conditions but are not clinically extremely vulnerable, should **be working from the college site**. ~~return to work from 1st April 2021 (19th April for teachers and term time only staff).~~

Pregnant women are in the clinically vulnerable category and are generally advised to follow the advice which applies to all staff who are clinically vulnerable, and should take particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home or College.

Clinically extremely vulnerable (CEV) there is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions who could be at higher risk of severe illness from coronavirus.

CEV members of staff should be in receipt of a letter from the NHS or from their GP and may have been advised to shield in the past. Those staff who are identified as CEV, as defined by the guidance, are no longer advised to shield and **should be working from the college site** ~~should return to work from the 1st April 2021 (19th April 2021 for teachers and term time only staff).~~

If you are in any doubt about your status, you are advised to contact your GP or specialist clinician who will provide advice and guidance. If your clinical specialist or GP advises you to continue to shield, contact HR as soon as possible.

Guidance on shielding and protecting people who are CEV from COVID-19 can be found in this link:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Any member of staff advised by their GP or clinical specialist to continue to shield will have arrangements made so they are able to work from home in these circumstances for the period advised by the GP or clinical specialist. All staff in this position and identified as extremely clinically vulnerable will receive full pay for the duration of the period.

Staff who are living with a family member who would be classed as extremely clinically vulnerable are advised to continue to work. This is also the case for students living in a household with a family member classed as extremely clinically vulnerable.

Should staff have concerns, after reading the Government/DfE, and this college guidance, they should speak to their Line Manager or AP directly. Staff may request an individual risk assessment to be undertaken by contacting HR. The individual risk assessment will be conducted by their Line Manager with the possibility for the H&S Manager and HR in attendance.

Heads of Departments and Line Managers must review all existing individual risk assessments.

If you are symptomatic. If you have any coronavirus symptoms, you should:

- Self-isolate. If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have [symptoms](#), stay at home and self-isolate as soon as you receive the results. Your household needs to isolate too. If unsure you should seek medical advice from NHS 111 online or telephone services. Follow their guidance and inform HR. If you are at work you should socially distance, inform a member of 'on site' senior management and go home immediately and directly thereafter. When at home you should seek medical advice from NHS 111 online or telephone services. Follow their guidance and inform HR. Refer to:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Ask for a coronavirus test. Ask for a test via [NHS UK](#) or by contacting NHS 119 via telephone if you do not have internet access. Getting tested will help you find out if you and anyone you live with can stop self-isolating. Find out about [asking for a test to check if you have coronavirus](#). As a member of staff you can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.
- You may want to tell people you have been in close contact with in the past 48 hours that you might have coronavirus. They do not need to self-isolate unless they are contacted by the NHS Test and Trace service or a public health professional. But they should:

- avoid contact with people at high increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions
- take extra care in practising social distancing and good hygiene
- watch out for symptoms and self-isolate if they also show signs of coronavirus

2.3 Tests for COVID-19.

There are 2 main types of test currently being used to detect if someone has COVID-19:

- **Lateral Flow Device antigen (LFD)** tests also known as Rapid Lateral Flow tests or Rapid tests - LFD tests are not as accurate as PCR tests in all circumstances but can detect a similar number of people with high levels of coronavirus as PCR tests. They are mainly used in people who do not have symptoms of COVID-19. LFD tests are being used to regularly test staff working in care homes, the NHS and schools, as well as in community and workplace programmes offering rapid tests to people without symptoms, known as 'asymptomatic testing programmes'.
- **Polymerase Chain Reaction (PCR)** tests – these tests are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory. If you have symptoms of COVID-19, or if an LFD test returned a positive result, you should [arrange to have a PCR test](#).

2.3.1 Asymptomatic testing programme.

In line with guidance, ASFC is conducting a volunteer asymptomatic testing programme for both staff and students, to help to identify people who may have COVID-19, but are not feeling unwell, so college can take steps to reduce the spread of infection to others. The current phase of the programme centres on twice weekly, home (self-reported) testing is where a person takes the test themselves. Testing kits and instructions are provided by the college; they are available in reception for staff and issued to students in tutorial. Volunteers are asked to self-test twice a week (for example, on a Monday and a Thursday). The result of this test should be uploaded to NHS Test and Trace and communicated to the college using an electronic form.

A new type of lateral flow device (LFD) called Orient Gene is now issued for use at on-site Asymptomatic Testing Sites (ATS) in schools and colleges. These tests involve double nasal swab samples only – a throat sample is not needed. The Orient Gene devices return a positive or negative result in under 30 minutes.

Should college return to testing on site then existing supplies of Innova LFD test kits would be used until current supplies end. Testing would then take place using the Orient Gene LFD test kits. Only one brand of device will be used at any one time for the on-site ATS testing, this is to minimise risk of confusion and processing errors.

A reduced supply of 'leftover' Innova LFD tests will be retained for use by specific individuals in exceptional circumstances. These would be used for anyone unable to nasal swab, and would be used to throat swab only.

If an LFD test produces a positive test result, the individual should immediately self-isolate and request a PCR test. If the confirmatory PCR test is positive, the individual should continue the

period of self-isolation; members of their immediate household should also self-isolate for the prescribed period. If the confirmatory PCR result is negative and the individual is asymptomatic, they should return to college at the next available opportunity.

You should not undertake LFD testing for a period of 90 days after testing positive from a PCR test.

A full risk assessment has been developed to cover the testing activity on the college site.

2.3.2 Testing for those with symptoms.

If you develop symptoms of COVID-19, stay at home and self-isolate immediately, follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). If you have a positive test result but do not have symptoms, stay at home and self-isolate as soon as you receive the results. Your household needs to isolate too.

If you have symptoms of COVID-19, arrange to have a PCR test if you have not already had one. Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet. Stay at home while you are waiting for a home self-sampling kit, a test site appointment or a test result. You can leave your home in a few specific circumstances, but not to attend college, visit public areas or use public transport / taxis. See circumstances in which [you can leave home](#). If you need to leave your home to get to a test site, observe strict social distancing advice and return immediately afterwards.

College have been provided with a small number of home testing kits (held by the H&S Manager) that can be given directly to learners or a parent or carer of a learner who has developed symptoms onsite, or staff who have developed symptoms onsite, who may have barriers to accessing a test elsewhere and the home kit would significantly increase their chance of getting tested. The home test kits include a step-by-step guide, however college guidance on the protocols and procedures for their issue will be developed.

Staff and students will be asked to inform college immediately of the results of a test.

College as an employer are entitled to ask an individual about the outcome of a coronavirus test, however they cannot compel an answer. Evidence of negative test results or other medical evidence will not be requested before admitting staff or students or welcoming them back after a period of self-isolation.

2.4 NHS Test and Trace

NHS Test and Trace ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus.

If you have tested positive-after taking a PCR test you will be contacted by the NHS Test and Trace (NHSTT) service by telephone or text. If NHSTT calls you by phone, the service will be using the following phone number: 0300 013 5000. Local contact tracers will contact you from a local council number. If you're unsure if this is genuine, please contact your local council for advice. If they contact you by text it will come from 'NHStracing' or 'NHS'. All information you provide to the

NHSTT service is held in strict confidence and will only be kept and used in line with the Data Protection Act 2018.

You will be asked ask you to sign into either [NHS Test and Trace](#) or [NHS Test and Trace contact tracing](#). You will also be asked:

- if you have family members or other household members living with you. In line with the medical advice they must remain in self-isolation for the rest of the 10-day period from when your symptoms began;
- if you have had any close contact with anyone other than members of your household. Of main interest are the 2 days before you developed symptoms and the time since you developed symptoms. Close contact means:
 - having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask)
 - having been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane.
- if you work in – or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace). The use of face masks and other forms PPE does not exclude somebody from being considered a close contact, unless they are providing direct care with patients or residents in a health and care setting.
- to provide, where possible, the names and contact details (for example, email address, telephone number) for the people you have had close contact with. As with your own details these will be held in strict confidence and will be kept and used only in line with data protection laws.

You may be contacted by the NHSTT service if you are **identified as a close contact of someone who has tested positive for coronavirus**. If you are aged 18 or over, you will be contacted initially by text message or email. If you are under 18 years old, you will be contacted by phone wherever possible and ask for consent from a parent or guardian to continue the call.

You will be asked ask you to sign into either [NHS Test and Trace](#) or [NHS Test and Trace contact tracing](#).

If you have been identified by NHSTT as a close contact, you **must self-isolate** for 10 days; your isolation period includes the date of your last contact with them and the next 10 full days.

If you go on to develop symptoms, anyone you live with must then self-isolate and you must report your symptoms and get tested. It is crucial that you complete your 10-day self-isolation period if you've been identified as a contact, even if you get a negative test result. This is because you may have the virus, but it cannot yet be detected by a test, so you could unknowingly spread the virus if you leave the house. Other members of your household, however, do not need to remain in self-isolation.

As part of the national test and trace programme, if other cases are detected within the educational grouping or in the wider setting, Public Health England's local health protection teams will conduct

a rapid investigation and will advise schools and other settings on the most appropriate action to take. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

2.5 Self-Isolating.

Self-isolation is when you stay at home because you have or might have coronavirus (COVID-19). This helps stop the virus spreading to other people.

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

For more information, read the further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 10 days.

If you have symptoms of coronavirus, you will usually need to self-isolate for at least 10 days. If you live with someone who has symptoms, you will usually need to self-isolate for 10 days. After 10 days, or longer, if you still have symptoms **other** than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better. You do not need to self-isolate if you **only** have a cough or loss of sense of smell/taste after 10 days, as these symptoms can last for several weeks after the infection has gone. Read more about [how long to self-isolate](#).

If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you must follow the same guidance on self-isolation again.

If your symptoms worsen. It is important to get medical help if your symptoms get worse.

- Use the NHS 111 online service if you feel you cannot cope with your symptoms at home, if you feel breathless and it's getting worse, or if your symptoms get worse and you're not sure what to do. Only call 111 by telephone if you cannot get help online.
- Call 999 if you are struggling to breathe, are coughing up blood, have blue lips or a blue face, feel cold and sweaty with pale or blotchy skin, have a rash that does not fade when you roll a glass over it; collapse or faint, become confused or very drowsy or have stopped urinating or are urinating much less than usual. Tell the operator you might have coronavirus symptoms.

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 onsite 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 10 days.

if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating (unless they have been contacted separately by NHS Test and Trace as a contact of someone who has tested positive). Additionally, they could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

College can request the intervention of the local Health Protection Team if an individual continues to attend college, who college believe to be symptomatic.

2.6 NHS COVID-19 application (app)

The NHS COVID-19 app is intended to help control the spread of coronavirus (COVID-19). It will do this by alerting people who may have been exposed to infection so that they can take action. The app is available for free download on smartphones for anyone aged 16 from the App Store and Google Play. It has a number of features:

- **Trace:** find out when you've been near other app users who have tested positive for coronavirus.
- **Alert:** lets you know the level of coronavirus risk in your postcode district.
- **Check-in:** get alerted if you've visited a venue where you may have come into contact with coronavirus, using a simple QR code scanner. No more form filling.
- **Symptoms:** check if you have coronavirus symptoms and see if you need to order a test.
- **Test:** helps you order a test if you need to.
- **Isolate:** keep track of your self-isolation countdown and access relevant advice.

Guidance for the use of the app in schools and FE can be found here:

<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

Manual contact tracing through NHS Test and Trace will continue to be used when a positive case is identified in an education setting and local health protection teams will continue to support settings if an outbreak is confirmed. The app will complement this process but is not required for it to work and certainly does not replace the requirement of individuals to social distance or for college to report positive cases. It is possible that whilst in college, students or staff could receive a notification via the app that they have been in close contact with a confirmed case and should therefore self-isolate.

The results of asymptomatic lateral flow testing will be sent to the member of staff or student via the NHS Test and Trace app.

The 'NHS COVID19 App STAFF' flowchart highlights the actions that you should follow for yourself and the advice that you should provide for students to ensure a consistent approach and message should anyone receive an app alert while in college.

The 'NHS COVID19 App STUDENT' flowchart is included as information. This flowchart has been sent to students.

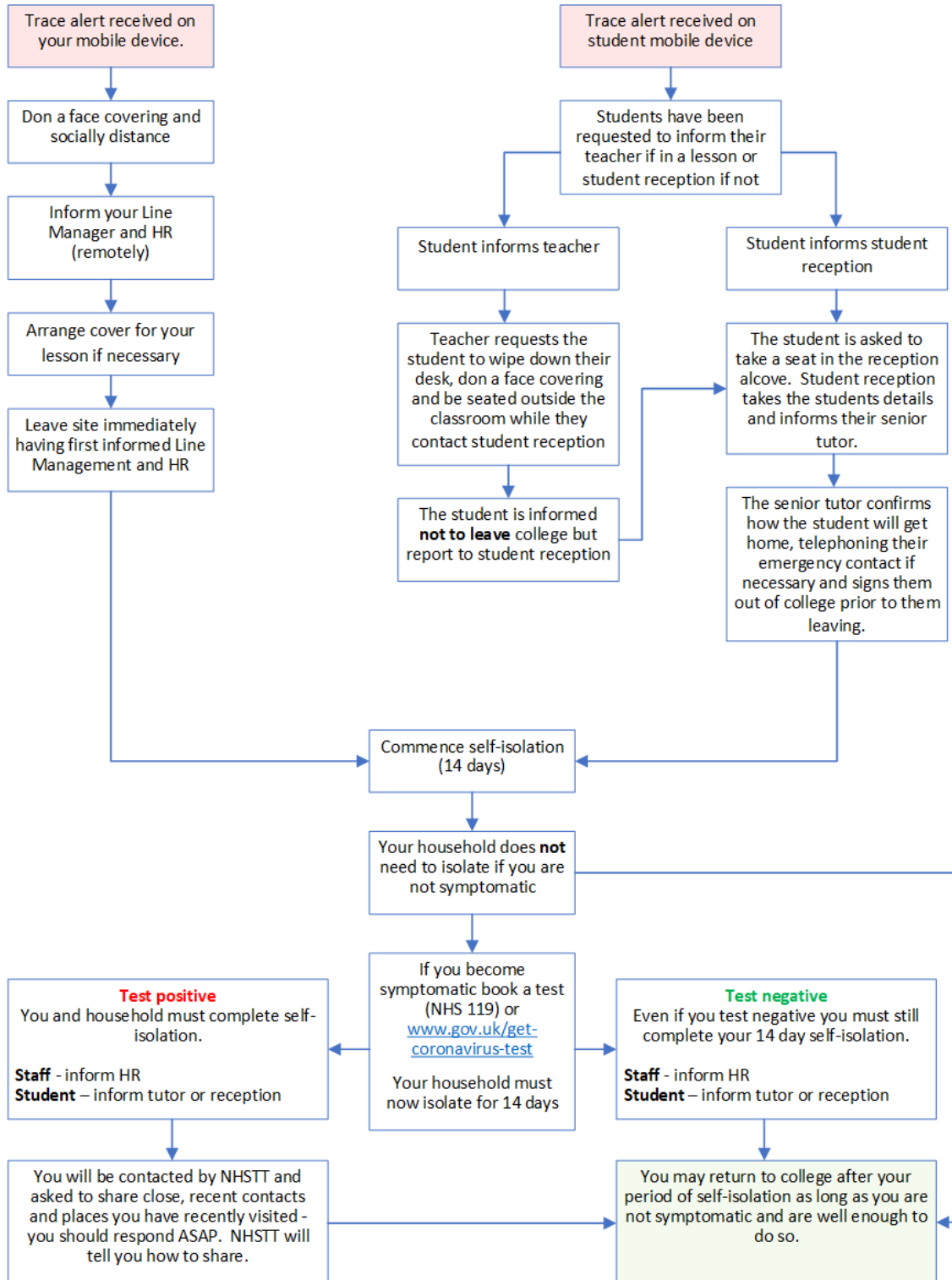
NHS COVID-19 app

TRACE ALERT - STAFF



It is assumed that any alerted individual is non-symptomatic (or possibly asymptomatic) as an unwell or symptomatic individual should not be in college. If they become symptomatic/unwell While in college then standing college procedures apply.

There is no requirement for a non-symptomatic individual to enter quarantine.



NHS COVID-19 app

TRACE ALERT - STUDENT



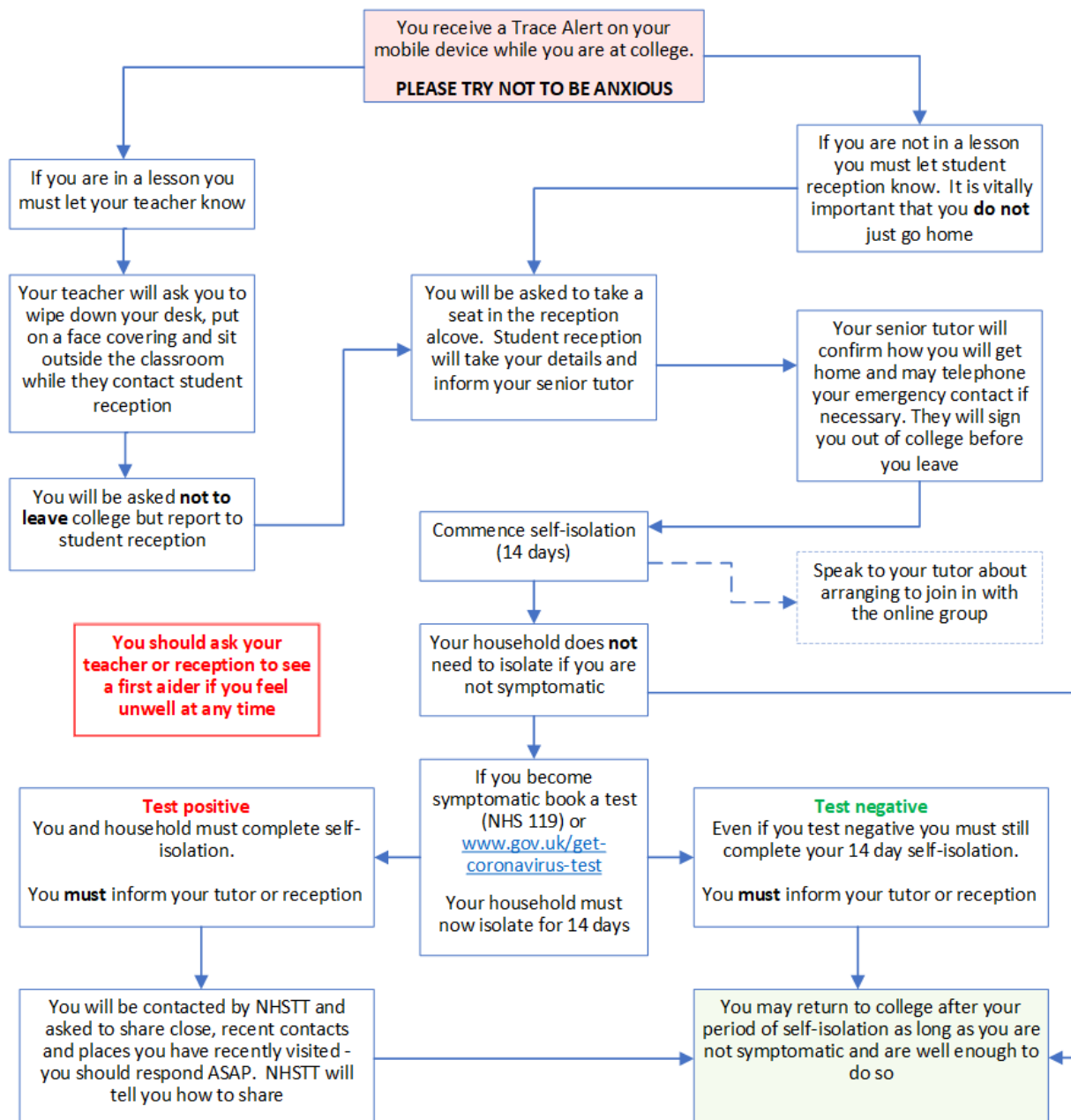
Please note: You should not attend college if:

- you have any symptoms such as a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste;
- you have tested positive for coronavirus in the last 10 days;
- you are self-isolating for any reason.

The NHS COVID-19 app launched on Thursday 24th September 2020 and is available to download on both Android and Apple (smart) mobile devices. The app includes a number of features but probably of most significance is the Trace feature which alerts the individual if they have been in close contact with a confirmed case. Please be reassured that **this does not mean that you have contracted COVID-19**, but that you might have been in close proximity to someone who has tested positive.

If you have downloaded the app your phone (and bluetooth) must remain switched on, although it can remain on silent and be in a pocket or bag as the app will work in the background.

If you have downloaded the app it may give you an 'alert' while you are in college. If it does please follow the course of action below:



3 COVID-19 preventative measures

The Trustees and Directors of SPT accept their legal and moral duty to ensure the safety and health of staff and all others coming onto the Trust estate. All employees have a legal and moral duty to take reasonable care for the health and safety of themselves and other people at work. This extends to co-operating to enable the Trust to fulfil its legal duty. Employees must not interfere with or obstruct anything provided in the interests of health and safety at work.

The Trustees & Directors of SPT and senior leadership of ASFC place the health and safety of all who may attend ASFC centrally to all COVID-19 RTW plans, and while Government and DfE guidance will be followed, no action will be undertaken which unduly risks the health of anyone.

ASFC will resume full activities on 8th March 2021, albeit with implemented controls to significantly lower the risk, to as low as reasonably possible, of virus transmission to all members of the college community. All students and staff will return to on site working from Monday 19th April 2021.

The continuing aims are:

- to support the Government and DfE plan that all FE learners, whether young people or adults will be able to return to further education settings and experience a full education.
- to support all staff while at work by following the Government and DfE guidance for the installation and maintenance of appropriate controls to manage the transmission risk.

3.1 Social distancing

Both Government and DfE guidance specifically highlight the importance to continue to minimise contacts and mixing between people, where possible, to reduce transmission of coronavirus (COVID-19). Where possible and practical adults should maintain a 2 metre distance from each other, or 1 metre (with risk mitigation) where 2 metres is not viable. Students should also be supported to maintain distance and not physically contact staff or their peers where possible.

However, as the number of students on site and in classrooms increases gradually, social distancing will be less likely in the classroom and other teaching spaces. Other mitigations are in place to offset these changes; these include the wearing of face masks by all students in classrooms unless exempt, increased natural ventilation with the opening of windows and doors and the preservation of a 2 metre distance between the teacher and students. The introduction of the lateral flow testing programme, and continuation of respiratory/hand hygiene, and enhanced cleaning are other mitigations in these circumstances.

The bubble system, used effectively since the start of the academic year ~~will cease~~ **has ceased** as a mitigation used to reduce risk as the number of students on site ~~increases gradually~~, **has returned to full timetable**, but, adaptations to teaching and learning spaces such as student seating orientation and protective screens, ~~will~~ remain in place.

The issue of individual (work) laptops allows staff flexibility of where they work. Staff can remove themselves from staffrooms to unoccupied classrooms to support social distancing.

More detail regarding social distancing is provided in section 3.10 (room occupancy and utilisation).

3.2 Face coverings

General guidance for FE, and specific guidance from the Director of Population Health at Tameside Council (based on the local situation) includes that:

- Face coverings **must** worn by all adults and students, in corridors and communal areas where social distancing cannot easily be maintained.
- Students must wear face coverings and / or face shields in the classroom. Staff may wear a face mask and / or a face shield in the classroom if they wish.
- Staff and students are required to wear a face covering in all classrooms and teaching spaces (unless they are exempt).
- Staff, students, and any visitors must continue to wear a face covering in all internal circulation, social and communal areas including Costa, Food Market, IT Centre, Library and ST1.1.
- The reintroduction of face coverings for students and/or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern, with advice from Directors of Population Health.
- Students are required to wear a face covering when arriving at, and leaving an exam, or if they need to leave the exam room for any other reason; also if they need to communicate with an invigilator. Face coverings may be removed while at their desk and undertaking the exam.
- Face coverings should be worn when travelling on public transport or dedicated transport to college.
- Some individuals are exempt from wearing face coverings and we expect staff and students to be sensitive to those needs. Students who are exempt will wear a red lanyard with staff wearing a pin badge.

This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports lessons and physical activity; or when wearing a face covering would negate any required PPE or create an additional hazard such as when operating machinery.

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society. It is the **responsibility** of the individual to provide, and maintain, their own face covering; however, no-one will be excluded from college, or denied education, on the grounds that they are not wearing a face covering due to having forgotten it or it having become soiled or unsafe. College will maintain a small contingency supply available to meet such needs; these will be held in reception where students who require one should be directed. A small number of face masks will be stored in classrooms should a student forget to bring one to the class.

Some individuals are [exempt from wearing face coverings](#). For example, 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. These exemptions apply in education settings, and we would expect all staff to be sensitive to those needs. College will provide a visual indicator to staff and students who are exempt wearing a face mask (to limit the number of challenges they might receive) – for students this will be a red lanyard, and for staff a pin badge to be attached to their

own lanyard. Students can collect a lanyard from their Senior Tutor and staff can collect a badge from HR.

There is no requirement for face coverings to be worn outside of buildings on college grounds. Face coverings must be donned before entering a building.

It is vital that face coverings are worn correctly, follow the guidance on donning, doffing, maintaining and disposing of face coverings.

How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully **in a lidded waste bin** (provided around college) - and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

Note: Wearing a face covering does not negate the guidance on maintaining social distancing when and wherever possible. Staff must be aware of, and challenge, complacency. It is mandatory for all personnel using public transport to wear a face

covering. Means of disposal and hand sanitiser will be available for personnel entering college to hygienically remove and dispose of face coverings used on public transport.

3.3 Internal and external movement around site

Passing briefly in corridors is deemed low risk; college will continue with the 'keep left' policy which will be in operation until further notice and will be supported with adequate signage. The requirement to wear a face covering in communal areas will also remain until further notice. All staff should challenge and amplify this message to all students. The Costa/Main Building link corridor can become congested, this area will be monitored by SLT; all staff are requested to encourage students, where they can, to continue to flow through this area and not loiter or dawdle to minimise contacts.

Students will be encouraged to use the outside spaces on the campus at break and lunchtimes. Additional outdoor furniture has been provided for students to use.

Arrival and departure from site will be supported by the following points:

- Vehicle entry at Montague Rd will remain with a single parental 'drop off' area at the back of the Sports Hall.
- The one-way system must still be used for vehicles.
- Staff and student entry and exit **must** be through any 'Paxton' controlled gate/door, these include turnstiles, accessibility gates and reception. This requirement supports NHS Test and Trace - turnstiles will be cleaned at regular intervals.
- Staff and students with bicycles may use the intercom to request Estates staff to attend and open the accessibility gates to allow them to secure their property inside of the college 'ring of steel'.
- All staff are expected to enforce social distancing guidance where it is seen as being ignored.

Any work or movement within individual buildings must still be underpinned by the strict requirement for personal and collective hand/respiratory hygiene and for maintaining social distancing.

Within site the following points are to be noted:

- Each building entrance and exit doors will be maintained (remotely) in a 'held open' status.
- Fire doors on one-way circulation routes are 'held open' by Dorgards which will close on alarm. Evacuees should push through these doors avoiding hand-to-door contact as much as possible (refer to section 4.4).
- Where rooms within buildings are occupied the doors must be physically held open (by an issued wooden wedge). Staff are responsible for removing the wedge on alarm (refer to section 4.4).
- There may be a requirement to queue for specific rooms/areas where verbal enquiries or verbal assistance is provided; where this is the case floor markings at 2 metre intervals will be in place.
- Lifts are single occupancy and only for those staff and students with a specific, disclosed, requirement to use them. Lift controls are a 'touch surface' therefore disinfectant wipes and

pedal bins are provided at each lift. There may be a requirement for individuals to contra-flow the one-way system when returning to the lift, where this is the case students are to be escorted to avoid issues.

- Photocopiers are 'touch surface' equipment however disinfectant wipes should not be used prior to use as they have a detrimental effect on the touch screens. Instead, use the provided gel to sanitise your hands before and after using the devices. As a control measure this new practice will in no way adversely affect our management against indirect transmission of the virus. All-in-one devices will still be wiped down as part of the standard cleaning regime, by the cleaning team, both AM and PM.
- In use buildings are thoroughly cleaned however all staff and students are to be encouraged not to touch surfaces where it can be avoided.

Refer also to the guidance provided in section 3.10 on room occupancy and utilisation.

3.4 Staff attendance

The college environment and activities have been risk assessed (Annex A), COVID-19 security guidelines have been followed, and controls implemented, to make the workplace as COVID secure as is reasonably possible.

All staff, including those previously categorized as Clinically Extremely Vulnerable (CEV), should continue to come to site to work (however staff are advised not to attend college if they have symptoms or are self-isolating due to any reason).

Staff who are living with a family member who would be classed as CEV are advised to continue to attend work. This is also the case for students living in a household with a family member classed as CEV.

Any staff member who still has concerns (after reading the Government/DfE and this college guidance), may request an individual risk assessment (refer to section 3.5).

Assessing residual risk, there is diversity in how every support and curriculum department within ASFC conducts their activities. Challenges and solutions may present differently across buildings, rooms and activities therefore it is vital that in addition to the hazards and controls identified in the College Risk Assessment (Annex A) that **every department** continues to assess their own circumstances in respect of COVID-19 security, particularly social distancing, and informs their AP and the Health & Safety Manager of any new hazard or specific activity/issue; or if there are issues with the existing controls.

To support **NHS Test & Trace**, the Paxton system may need to be interrogated to determine potential 'contacts' should anyone in the college community test positive for the virus. It is requested that all staff individually 'swipe in and out' of a Paxton card reader so their date/time on site is recorded.

3.5 Support for staff

The Trustees & Directors of SPT and senior leadership of ASFC understand the impact that coronavirus, lockdown period, and full return to work may have had on individuals.

It is the expectation of Trust Board and college management that staff will continue to work from college. All relevant and updated guidance has been (and will be) followed including the process of risk assessment (and identification of controls) to make the college environment and activities COVID-secure (as far as is reasonably practicable).

Should, after reading the Government/DfE and this college guidance, any member of staff still have concerns regarding working in college they may request an individual risk assessment to be undertaken. This will be conducted by the Line Manager with the H&S Manager (and possibly HR) in attendance. The purpose of the individual risk assessment is to discuss concerns and identify those measures already in place (and any additional measures that may be required) to control the risk to specific staff in the workplace and enable them to work safely. There are already general measures in place to protect staff (Annex A), but the completion of an individual risk assessment for more concerned employees may help.

Staff requesting an individual risk assessment should make their application to HR in the first instance. Individuals will be required to provide relevant information from their GP, consultant, midwife or other medical professional.

All HoD's are to review individual risk assessments in respect of the new guidance.

All staff are encouraged to talk to someone if they are experiencing any difficulties. Support and signposting for all staff is available from college mental health first aiders and mental health champions, should it be wanted. In the first instance contact Rob Murray-Green in respect of mental health first aiders and Katie Davies in respect of mental health champions.

All members of staff have access to the Employee Assistance Programme (EAP) for support on several wide-ranging personal issues including stress, anxiety, and bereavement. The programme includes 24/7 access to confidential support and your call will be handled by an experienced therapist or advisor who can refer you for counselling services – the telephone number is 0800 030 5182 and the username for online use is **Ashton** and the password is **College**.

The EAP service has launched a new app called My Healthy Advantage, the app includes a personalised news feed, useful articles, webinars and a live chat facility. The app also includes an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness, breathing techniques and Bright TV.

My healthy advantage is available as a free download via google and app stores and the code to sign up is: MHA113334

3.6 Student attendance

All students should be onsite for teaching and learning, however a small number of students will still be unable to attend college in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has COVID-19. When absent from college students should contact Senior Tutors as soon as possible in order that arrangements can then be made for them to access their curriculum from home for the period of their absence. It is very important that students remain engaged with their learning through this period.

Students who are categorised as CEV (under guidance or by a health professional) should attend college unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their GP or clinician not to attend. While at college they should continue to follow Government guidance and follow the advice provided by the college about staying safe and healthy whilst on campus. Students who live with someone who is CEV should still attend college.

3.7 Support for students

Routine meetings between students and Senior Tutors should be face to face with regard to social distancing rules.

The Tutor Base is open to students for a limited capacity 'drop in' service, however the preferred method of seeing students remains through pre-bookings. Students will be requested not to congregate or attend with a following to reduce numbers in the Tutor Base pods and support social distancing. Tutors have the capability to take meetings into MB1.23 or MB1.24 if not occupied.

Meetings may be conducted in MB1.8, MB1.23 and MB1.24, these rooms have been block booked by the Pastoral Team for this purpose. Senior Tutors must inform the Estates Team that a room has been used and vacated to allow for it to be cleaned.

Healthy Minds (NHS) provide invaluable support service for some students who are experiencing more severe issues with their mental health. They are programmed to provide CBT therapy half a day every week during term time; they are situated in MB1.8 every Tue from 0900 – 1300 hours. As external visitors, the Healthy Minds Team must be booked in by the Pastoral Team, in advance, through the online booking system. They should be allocated a carparking space in the Darnton Road carpark and informed to enter college via main reception. They should be met and greeted by a member of the Pastoral Team and briefed on the college protocols for social distancing and hand/respiratory hygiene. The Healthy Minds Team should be requested to use hand sanitiser before entering the Main Building (escorted by a member of the Pastoral Team) and locating themselves in MB1.8. The Pastoral Team escort must brief the Healthy Minds Team on the location of the closest staff WC and hand washing facilities.

MB1.8 will be supplied with hand sanitiser, mini packs of disposable tissues and a pedal bin. The door to MB1.8 must always be kept open, to improve ventilation, and only closed when a student is resident with the Healthy Minds Team. The Healthy Minds Team are allowed to remain unescorted within MB1.8 because of the potentially confidential nature of their visit, but must be met at MB1.8 at 1300 hours by a member of the Pastoral Team and escorted to Reception where they will again be requested to use hand sanitiser.

It must be explained to the Healthy Minds Team, by the AP(SS), that they should not attend college if they are symptomatic of coronavirus or should be self-isolating for any reason. It must also be explained that they would be requested to engage with NHS Test and Trace if they became symptomatic after attending college, and that college would inform NHS Test and Trace if they may be a contact of someone from college has become symptomatic.

The procedures surrounding student counselling have been revised:

- All referrals from staff to be done via Cedar, no paper referrals, students can refer themselves via email.
- Student counselling will not be operating a drop in system, prior booked appointments only; These will be face to face meeting subject to social distancing rules.
- Staff **must not** bring students directly to counselling room as drop-ins or introductions.
- Appointments will be half an hour long maximum.
- There will be a gap in between appointments to allow for the counselling office to be sanitised and ventilated.
- In addition to the counselling office the Senior Tutor Managers office (MB 1.26) will be staffed on a Wednesday.

In addition to the support provided by Healthy Minds, representation from the 42nd Street organisation will attend college on a Tue to provide one day a week additional mental health support for students during term time. The controls in place for Healthy Minds also apply to 42nd Street

Inclusive Learning (IL). Inclusive Learning's departmental 'open door policy' is reinstated however IL will continue to monitor room usage and busyness. Guidance on social distancing will be followed where possible and will be further mitigated by natural ventilation, staff/student hand and respiratory hygiene, face coverings and enhanced room cleanliness.

3.8 Visitors and temporary staff

To minimise contacts and reduce the transmission of coronavirus, college has cancelled all lettings for external organisations that use college internal spaces and facilities.

Visitors to the college should be discouraged. Meetings should be held remotely where possible. In the rare event that a visit to the college needs to happen, this must be authorised by the Principal.

Where a visitor is authorised, their visit will be strictly by appointment only and will follow the procedure as detailed (for the Healthy Minds Team) in 3.7 above. Visitors **must** always be escorted. The greeting member of the team the visitor is visiting is responsible for all briefings including non-attendance, college procedures and NHS Test and Trace.

Dependent on the purpose of the visit a specific risk assessment may be required, this should be completed by the team the visitor is visiting but the H&S Manager will be available for advice.

Where possible and acceptable, short term staff absence will be covered within department. Where the absence is of a longer duration there may be a requirement to appoint temporary or agency staff. This process will be managed by the HR department; application packs will include the latest revision of college policy, procedure and protocol regarding coronavirus (COVID-19), specifically the clear message that should any applicant be symptomatic, self-isolating for any reason, or have tested positive for the virus in the previous 10 days that they are not to attend site - this will not affect their application. It will also be made clear that there will be a requirement to disclose recent employment history (in support of NHS Test and Trace). Once appointed,

temporary staff will be given the standard H&S induction and will be added to Smartlog and updated on specific coronavirus (COVID-19) information.

3.9 Staff/student proximity

This guidance is for all staff and focuses on staff/student proximity when conducted your 'business as usual'; it is anticipated to be particularly useful to all staff who are student facing and may need to work in close proximity to a student (teachers, senior tutors, library staff, Learning Support Assistants and other support functions).

This guidance compliments the college guidance issued in respect of wearing face coverings; refer back to the information in section 3.2.

Some departments may require specific controls additional to this guidance because of specific activities, where this has not already been discussed with your AP or with the H&S Manager then please contact your AP or the H&S Manager, as a priority.

Students who are symptomatic or unwell and possibly symptomatic (direct measures):

- Maintain a distance of at least 2 metres wherever possible.
- Only encroach within 2 metres if wearing appropriate PPE (full PPE) and only if absolutely necessary (i.e. first aid).
- Request first aid and cleaning (as per college guidance).
- Maintain strict hand/respiratory hygiene.

Students who are non-symptomatic but who could be potentially asymptomatic (precautionary measures):

- Maintain a distance of at least 2 metres wherever and whenever possible.
- Generally, avoid extended contact within 1-2 metres of students for periods exceeding 15 mins.

The 2 bullet points above should not affect brief support or interactions provided to students, but staff should avoid face-to-face conversations, and definitely one held within 1 metre.

- If providing direct or extended support to students (most specifically single students), **within 1 metre** for any duration then appropriate PPE must be worn. A face shield is appropriate to protect against droplets. Staff who are providing direct or extended support (within 1 metre) to students should wear a face covering (in addition to the shield) **if a student requests them to**, or if they personally choose to, but must be aware that this may inhibit teaching and learning. Staff should use their personal face covering and college issued face shield for this purpose.
- Where a face shield has been worn it should be disinfected prior to re-use (i.e. supporting another student). Face coverings should be managed in accordance with the guidance in section 3.2.
- Avoid any direct or physical contact with any student.
- Maintain strict hand/respiratory hygiene.

College will follow the advice that it will be mandatory for all students to wear face coverings in the classroom until further notice. Teachers may choose to wear a face mask and / or a face shield in the classroom.

3.10 Room occupancy and utilisation

General. All timetabled rooms, staffrooms and offices, are in use. They are to be naturally ventilated by open windows even if this causes some thermal discomfort. Where Heating Ventilation and Air Conditioning (HVAC) is in use it will be operated in accordance with industry guidance specific to coronavirus, however the requirement for natural ventilation still exists.

All rooms in college will be thoroughly cleaned by members of the cleaning staff, in accordance with current coronavirus cleaning guidance and will be supplied with hand sanitiser, disinfectant wipes and packets of 'mini pocket' tissues for personal hygiene.

Doors are to be held open to avoid indirect transmission of the virus via the door handle or push plate (door wedges issued by estates). Staff will be responsible for kicking away wedges and closing the open doors on alarm (refer to section 4.4).

The practice of 'hot desking' should be avoided where possible, but where unavoidable, staff should ensure that all surfaces are thoroughly cleaned before use and that strict hand/respiratory hygiene is maintained.

Teaching classrooms. All students have returned to face-to-face teaching and learning; this impacts previous social distancing mitigations placed in classrooms through desk spacing. 2 metres between students cannot be achieved however classrooms have been reconfigured so that all desks will face the same way in rows. Perspex screens will be used should a 2 metre distance between the teacher and students not be possible - these are available via estates. This has only been undertaken where it has been safe to do so; social distancing mitigations and all other controls remain the priority. The layout of teaching rooms **must** not be altered, they are generally set out in rows to ensure that students are not face-to-face; where possible there is a 2 metre space between teaching staff and students and this should be maintained; individual staff may request a Perspex screen to deliver lessons behind if they feel that the 2 metre space between them and students cannot be maintained –. 'Front of class' style delivery, although possibly unnatural, must be adhered to. Rooms will be cleaned daily by cleaning staff however students should be informed to clean down their table prior to use. Hand sanitiser, wipes and pedal bins will be available in each room. A small number of face coverings will be available for issue to a student who attends the lesson without one and/or they become unwell (refer to section 4.3).

IT and 'thin client' classrooms are timetabled and in use, social distancing mitigations have been addressed in these rooms. All workstations will be in use as the number of students on site and in the classroom increases. Generally, where possible, alternate workstations, and those that avoid seating students directly opposing each other, are to be used. Screens are in place between opposing banks of workstations. Rooms will be cleaned daily by cleaning staff however, students should be informed to clean down their table, keyboard, and mouse prior to use. Hand sanitiser, wipes and pedal bins will be available in each room. A small number of face coverings will be available for issue to a student should they become unwell (refer to section 4.3).

Laboratories, workshops, and studios are timetabled and in use, social distancing mitigations have been addressed in these rooms. All workstations will be in use as the number of students on site and in the classroom increases. Shared resources should be identified and set aside for 72 hours before re-use. Where this is not practical, staff should ensure that equipment is cleaned prior to re-use (consider involving students or technicians or yourself as cleaning staff may not be able to attend). Hand sanitiser, wipes and pedal bins will be available in each room. A small number of face coverings will be available for issue to a student should they become unwell or fail to arrive to class with a mask (refer to section 4.3).

All teaching classrooms should remain uncluttered; tables cannot be removed due to storage constraints but the number of 'surfaces' should be reduced as much as possible.

Students will be expected to provide and use own equipment and materials, as appropriate.

Students will move between lessons; teaching staff are to direct students to leave rooms one at a time to ensure physical distancing and remind students of the 'keep left' policy in operation in the circulation areas.

Students are required to clean their workspace and/or equipment (in addition to enhanced central cleaning). A generic COSHH Risk Assessment, available to all staff (for students), for the activity of using disinfectant wipes to clean hard surfaces.

The IT Centre and library. Both the IT Centre and Library are 'bookable' for students who require access to an IT workstation. Learning resources staff will supervise each area and will assist students with PC issues face to face and following social distancing rules.

Where practical and possible, adjacent workstations and opposing workstations should not be occupied at the same time although screens will be in place. Rooms will be cleaned daily by cleaning staff however, students should be informed to clean down their table, keyboard, and mouse prior to use. Hand sanitiser, wipes and pedal bins will be available in each room. A small number of face coverings will be available for issue to a student should they become unwell (refer to section 4.3).

The booking for both areas is set at 10-minute slots for a maximum of 70 minutes the workstation will be exclusively allocated to the user. The booked workstation cannot be used by anyone else during the booking period, only by the person who has booked it, even if the person who booked the workstation only uses the equipment for 10 mins; this is to reduce the requirement for additional cleaning and prevent indirect transmission of the virus.

There is a section of five "walk up" pcs now available in the library these can be used without the need to pre-book for a maximum of 20 minutes. Each workstation should be wiped clean by the students when they have finished their session ready for the next user.

There is a self-service laptop locker in the library containing 20 laptops that students can book out for use on study desks within the room. After use students should wipe the keyboards down before returning the laptop to the locker. There will also be a quarantine period for the returned laptop to allow it to charge and become available again.

Students can also pre-book one of 37 study desks in the library, the desks should be wiped clean by the students using the wipes provided before being used. The booking for desks is set at 10-minute slots for a maximum of 70 minutes the desk will be exclusively allocated to one student.

Students can pre-book workstations and desks through MyPC.

~~The Library team has implemented a click and collect systems that will allow students to loan books online and collect them from a central point within the library to cut down on the number of students looking through books on shelves. From May 17th book browsing in the library will be reintroduced to allow students to browse the selves.~~ The Library is now open for browsing, there is no longer a requirement to use the click and collect service to loan a book. Books may be taken off a shelf and taken to the self-service kiosk. The click and collect service is however still available for those who wish to use it.

Students who browse should maintain social distance and if they handle a book but do not take it out on loan then the student should not return the book to the shelf, but place it on the trolley that will be available, for wiping down by library staff. eBooks will be promoted as an alternative where there is a copy available. Returned books must enter an isolation period of 72 hours before being returned to shelves and being available again for loan/collection.

Extra sanitising stations are available (with hand sanitiser & wipes close) in proximity to the library book shelves.

Offices/workspaces. All buildings and offices are in use however HoD's must address that anyone working can only do so observing social distancing guidelines of 2 metres between individuals (in any direction), or 1 metre with risk mitigation where 2 metres is not viable. To mitigate risk HoD's should consider using back-to-back or side-to-side working (rather than face-to-face) whenever possible and using screens or barriers to separate people from each other. Most have been remodelled and have screens installed however HoD's are to assess whether this is effective for their activities and advise their AP and the H&S Manager if not.

Rooms will be cleaned daily by cleaning staff; however, staff are advised to clean down their workspace and equipment prior to use. Hand sanitiser, wipes and pedal bins will be available in each room (or in very close proximity).

Staffrooms. All staffrooms are in use however HoD's must address that anyone working can only do so observing social distancing guidelines of 2 metres between individuals (in any direction), or 1 metre with risk mitigation where 2 metres is not viable. To mitigate risk HoD's should consider using back-to-back or side-to-side working (rather than face-to-face) whenever possible and using screens or barriers to separate people from each other. Most staffrooms have been remodelled and have screens installed however HoD's are to assess whether this is effective for their activities and advise their AP and the H&S Manager if not.

Rooms will be cleaned daily by cleaning staff; however, staff are advised to clean down their workspace and equipment prior to use. Hand sanitiser, wipes and pedal bins will be available in each room (or in very close proximity).

Communal staffrooms (i.e. opposite Costa) by definition and design might be occupied by staff from multiple departments. Individuals using these staffrooms are requested to be mindful and

courteous of other users and to maintain social distancing where possible. Given the size of the space the window is to remain open for ventilation and users should adopt strict hand/respiratory hygiene. Staff are requested to use a sensible approach and not overcrowd these spaces; it is requested that users occupying the staff room vacate once finished to allow others access.

Staffrooms will be cleaned daily by cleaning staff; however, staff are advised to clean down tables and equipment prior to use. Hand sanitiser, wipes and pedal bins will be available in each staffroom (or in very close proximity).

3.11 Sporting activities

Guidance for sporting activities has changed in line with the new national roadmap; ~~curriculum sport can continue in college subject to the existing departmental COVID-19 risk assessment and control measures in place to reduce the risk of transmission of coronavirus.~~ College now has the flexibility to decide how, and what, sport and physical activity can be conducted but it still must be undertaken within the Sport and Public Services Department COVID measures and system of controls. Students should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.

Sports and activity lessons can be conducted indoors, but only in the gymnasium, and involve activities related to team sports, for example practising specific techniques, but again can only be undertaken within the Sport and Public Services Department COVID measures and system of controls. Ventilation must be maximised by opening doors and windows or using ventilation systems. Participants must be reminded of the importance of general and respiratory hygiene.

Outdoor sports will continue to be prioritised where possible, and the gymnasium used where it is not, maximising distancing between students where possible and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.

~~Indoor sports may take place but only in the gymnasium and should involve consistent student groups where possible.~~

Formally organised indoor as well as outdoor sport can be undertaken, including competition between FE providers. However, only team sports that have national governing bodies with developed COVID guidance, and that are on the government 'safe provision' list should be considered. This includes curricular and extra-curricular sport and activity where external coaches, clubs and organisations are used. External coaches, clubs and organisations must complete their own risk assessment (including covid-security) which college must receive sight of. ~~may be undertaken, however, indoor competition between different FE providers should not take place until indoor wider grassroots sport is permitted for the relevant age group (no earlier than 17 May 21).~~

Existing departmental risk assessments regarding curriculum sport, intra college fixtures and fixtures with other FE providers must be continuously reviewed.

Transport using the minibus can take place but only if absolutely necessary and following the prescribed protocols.

3.12 Educational trips and visits

In accordance with Government guidance for easing restrictions in education ([DfE guidance of 06 Apr 21](#)), a roadmap of 'steps out of lockdown' include the risk-assessed reintroduction of some limited educational trips and visits. Local outdoor pursuits and activities can also take place subject to a full risk assessment from the 19th April 2021. No other educational trip or visit will be undertaken until at the earliest 17 May 21.

Government and DfE guidance now includes that educational day, and domestic residential trips and visits may go ahead, however they are strongly discouraged until the end of the academic year. If there is an absolute requirement to undertake a trip/visit, please contact your AP in the first instance to start a pre-approval process. A rigorous trip risk assessment including college and venue covid-security measures would be required.

Transport using the minibus can take place but only if absolutely necessary and following the prescribed protocols.

3.13 Use of the college minibus

Although usage will be limited the college minibus is still available, however with a reduced seating capacity to support social distancing. No-one who is displaying any coronavirus symptoms, or who have tested positive for the virus in the previous 10 days before travel, or who should be self-isolating / in isolation for any reason is permitted to travel in the minibus.

Passengers in the minibus are required to wear a face covering, the driver will not be required to wear a face covering if, by doing so, their driving is impacted in any way – it is recommended that the drivers window is opened to allow ventilation. Passengers should not be seated next to each other. Passengers must socially distance while waiting to board the minibus.

The minibus must be booked through the Finance Office (as normal) and ample lead time must be provided as the minibus must be cleaned before and after use. The driver is responsible for ensuring that disinfectant wipes are available on the minibus to wipe down 'touch' surfaces such as handles and grab rails throughout the trip.

Should any driver or passenger subsequently test positive for coronavirus, the minibus will be taken out of service, left to sit for 72 hours, before being deep cleaned ready for use again.

College regulations for driving the college minibus still apply.

3.14 Work experience and enrichment

In accordance with Government and DfE guidance for easing restrictions in education ([DfE guidance of 06 Apr 21](#)), a roadmap of 'steps out of lockdown' include the risk-assessed reintroduction of face-to-face extracurricular activity and work placements **may take place**. **These steps may be reintroduced from 12 Apr 21 (subject to risk assessment)**. Further to this, college senior management have assessed that some selected work placements may commence from 07 Jun 21, but only where there is a requirement for awarding body accreditation, **and**, where college senior management have agreed that the placement may go ahead.

Where there is an agreed requirement for a work placement to go ahead the following must be undertaken:

- The Head of Subject will confirm the requirement to the Work Placement Team.
- The Work Placement Co-ordinators will make a provisional placement confirming with the placement provider that they:
 - are following current Government and sector COVID-19 guidance.
 - have a COVID-19 risk assessment in place.
 - conduct a COVID-19 induction for new starts/placements that includes responsibilities and actions for staying safe and protecting others.
- Once the placement is confirmed the Head of Subject will give learners going on placement a COVID-19 safety briefing (including when **not** to attend their placement) – this must be documented.
- Learners are responsible for conducting twice weekly LFD tests, prior to and during their placement. The outcome of these tests must be evidenced to college and the placement provider (a photograph of results should be sufficient).
- Learners are responsible for uploading their LFD results to the NHS site (standing procedure).

Should a learner develop any COVID-19 symptoms they must stay at home, self-isolate, and arrange a PCR test.

Learners must not attend their arranged work placement, and must contact the Head of Subject or Work Placement Co-ordinators, if:

- an LFD test and subsequent PCR test indicates that they are positive for COVID-19.
- they should be self-isolating for any reason (including if told to self-isolate by NHS Test and Trace or the NHS COVID-19 app).
- they have tested positive for COVID-19 in the previous 10 days prior to the start of their placement.

DfE and Government guidance relating to services where students attend work placement (required for qualification) will be continuously monitored.

There will be no on-site enrichment activities undertaken before May half-term. The college will relaunch an e-enrichment offer for all students.

3.15 Chaplaincy

The Chaplaincy remains open and accessible to ensure that staff and students have a facility which offers spiritual and emotional support. The opening of the Chaplaincy is done so under a set of enhanced controls to support COVID security:

- Maximum number of people in the prayer room at same time is 3 however a physical distance of 2 metres should always be maintained.
- The Chaplain is to remain in Chaplaincy vestry/office.
- Remove 2 x chairs from the prayer room and leave the remaining 3 x chairs spaced out.

- No 1:1 meetings are to take place in the chaplaincy vestry/office – an alternative room is to be arranged by the Chaplain or confidential discussions/ meet socially distanced outdoors/use email, phone or MS Teams for conversation.
- Masks/face coverings are to be worn whilst inside the chaplaincy room.
- No handshaking/embracing/offering a sign of peace or physical contact.
- Suspension of ablution facilities.
- Door to be always kept wedged open during the college day.
- All books, leaflets, artefacts (mats, beads, tiles, crosses etc.) are to be removed, and a notice placed apologising to visitors for this.
- Personal artefacts such as prayer mats may be brought by the individual but must be taken away and not left.
- Any books and artefacts used by the Chaplain must be taken from chaplaincy storage.
- Memorial Services outside can take place with appropriate social distancing however singing is not permitted.
- Reusable worship leaflets for public use will not be used.

3.16 Exams

On Wednesday 6th January 2021, the Secretary of State for Education cancelled all GCSE, A level and BTEC examinations in the summer of 2021. We await further information on the alternative arrangements. All exams planned for January and February 2021 have been cancelled.

Arrangements for internal assessment will be taken in the light of the guidance from Ofqual. Students will wear face coverings during the assessments taking place in April 2021. ~~A decision will be taken about face mask requirements in May 2021 (not before 17 May 21) following government guidelines.~~ Refer to section 3.2 regarding the requirements relating to the wearing of face coverings.

3.17 Internal events

Select internal events may be undertaken but are subject to the following absolute provisions:

- That they have been agreed and authorised by the Principal.
- That they are subject to a rigorous college risk assessment of the event and activities, which must include covid-security as a key risk.
- That covid-security measures must (at least) equal 'in place' college covid-security measures, including, but not limited to:
 - Strict non-attendance if symptomatic, or self-isolating for any reason.
 - Distinct groups maintaining social distancing (where possible).
 - Maximum use of external spaces.
 - Strict personal hand and respiratory hygiene, and sanitation is kept.
 - Controls regarding face coverings are strictly observed.
 - All teaching space mitigations such as layouts and screening are retained.
 - College guidance regarding first aid and becoming symptomatic on site are followed.
- That in all cases any existing LFD programme and NHS Test & Trace are supported.
- That external organisations undertaking any activity on college site produce their own risk assessment which includes covid-security measures; this risk assessment must be made available to those college staff organising the event.

4 General Health and Safety

There is a requirement under the HASAWA 1974 that SPT, as employers, must protect people from harm. Health and safety legislation additionally require employers to assess risks and put in place proportionate control measures. This includes taking reasonable steps to protect staff, students, and others from coronavirus (COVID-19) within the education setting. Every setting should carry out a suitable risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for students and staff and visitors to ASFC.

An updated risk assessment (Annex A to this document), which reflects guidance introduced from 06 Apr 21 onwards, was discussed and approved at a Trust Board meeting on 12 May 21.

4.1 Facilities management and catering

Industry advice has been sought and on-going works have been conducted to preserve and prepare services and facilities in respect of general safety (maintenance/inspection due to absence) and, in respect of coronavirus transmission.

Heating, Ventilation and Air Conditioning (HVAC). The college has sought HSE, industry and HVAC engineer advice; the collective guidance is that the risk of air conditioning spreading coronavirus is extremely low. There is clear guidance that equipment that circulates air to different rooms should be switched from 'recirculation' to 'fresh air supply'; there is nowhere in college where this type of system is in use. The closest to this type is a re-circulatory system in the Lecture Theatre which serves that space only. Natural ventilation will be mandatory in every room in use, although this may result in thermal discomfort, but it will help reduce the risk of spreading coronavirus (staff and students are to be prepared for this).

Legionella. Throughout the pandemic, the estates department have systematically ensured both hot and cold-water systems in each building have been run to prevent standing water and the prevent legionella. The college water hygiene contractors (Aquatrust) continue to undertake statutory temperature testing.

Statutory inspections. All regular scheduled maintenance and statutory inspection required to operate the college safely have continued throughout the pandemic. This has included water hygiene, lightning protection, air handling units, portable appliance testing and lifts.

Cleaning and sanitation. A thorough cleaning and disinfection regime is in place for all areas of college and is undertaken daily, this includes the regular cleaning of toilet facilities. The guidance linked below will be followed:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Additional frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area are completed using appropriate cleaning products and methods.

All surfaces that any symptomatic (or potentially symptomatic) person has come into contact with will be thoroughly cleaned and disinfected, this includes classrooms or offices in which a member of staff or student has become unwell.

Disinfectant supplies/wipes are provided to offices and classrooms to allow staff to wipe down keyboards and work surfaces etc prior to use.

Staff and student toilet facilities remain separated for safeguarding reasons. The initial restrictions on staff and student toilet facilities have been revised, the maximum occupancy is now determined by the number of sanitary conveniences within the toilet facilities; social distancing is mitigated by the continued wearing of face coverings.

Signage external to facilities informs of the maximum occupancy and the requirement to wear a face covering and, instructs individuals to wait outside if the facilities are at maximum occupancy; floors are marked at 2 metre intervals, where possible.

Hand washing facilities with soap and hot water are available throughout all open buildings with gel sanitisers located where hand washing facilities not readily available. Hand towels are provided for use in accordance with NHS guidance on hand washing, refer to guidance:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Contractors and construction work. All preferred contractors have been informed not to attend site if they are symptomatic of coronavirus, have tested positive in the last 10 days, or are required to self-isolate for any reason. Contractors required to attend site for routine works will only do so outside of core college opening. All contractors will be briefed on, and must adhere to, college guidelines/procedures in respect of COVID-19 security. Contractors will book in and out of college at the Estates Office, the Estates Manager will retain a daily log of on-site contractors for NHS Test & Trace purposes.

Exceptional works are to be programmed for a 0700 hrs start the next day, where delaying the works does not present an immediate or significant risk to health, safety, security, or infrastructure. Areas where works have been conducted are cleaned by estates staff after completion. Emergency works are to be conducted as soon as possible; areas where emergency works are required to be undertaken will be cleared of all personnel and will be supervised by a member of estates staff. If the works are in a circulation space then signage, barriers and diversions will be put in place and senior management informed. Areas where works have been conducted will be cleaned by cleaning staff after completion.

Contractors are to wear a face covering at all times while on campus (unless within a designated construction site). Their activity risk assessment must be reviewed if they are unable to do so.

Deliveries. Outer packaging will be sprayed with disinfectant prior to handling by any member of estates staff; deliveries will be stored in the estates workshop for a period of 72 hrs before onward delivery. Recipients are advised to wash their hands after opening the delivered package. Delivery drivers are to wear a face covering when entering buildings

Note: Personal deliveries for staff will no longer be accepted at college.

Catering. All catering outlets are open but limited initially. Staff and students are encouraged to provide their own food and drink rather than use on-site catering where possible to reduce the risk of transmission). Where staff use on-site catering, they are advised to use the service outside of break/lunch times and must (in all cases) queue socially distanced at 2 metres, where possible.

Drinking water dispensers are in use but only to refill personal water bottles or containers, no additional cups or containers will be provided

Cleaning staff thoroughly clean catering and social areas after recognised breaks/lunchtimes. Staff and students are strongly encouraged to thoroughly wash their hands with soap and water for at least 20 seconds, prior to, and after eating. Disinfectant wipes are available where there are common use fridges & kettles; staff and students are strongly encouraged not to share food or drinking vessels or handle other cutlery/cups.

Catering services and catering procedures will remain under constant review.

4.2 Personal protective equipment (PPE)

The HSE advise that for most people any potential infection from coronavirus will not be because of their work.

Current guidance is for face coverings to be worn by staff and students when inside any building on site, this includes all teaching spaces; this is a COVID-19 transmission mitigation. Other than exemption based on medical/impairment grounds (see section 3.2) the only exception where a face covering may not be worn is if an activity-based risk assessment details otherwise i.e to wear a face covering would prevent or negate the designed purpose of required PPE, or wearing a face covering would introduce additional hazards. Currently, administering first aid, cleaning duties and minibus driving have been identified.

Where PPE is required as part of the risk assessment then;

- Re-usable PPE should be thoroughly cleaned after use and not shared between staff or students.
- Single use PPE should be disposed of so that it cannot be reused, refer to the general risk assessment (Annex A), activity number 13 'wearing PPE', for details of disposal.
- Where respiratory PPE (RPE) is required to be worn (through risk assessment) then staff will need training on the following:
 - how to fit the mask correctly to ensure a tight fit;
 - how to keep it clean;
 - to avoid touching the facemask with dirty or un-sanitised hands;
 - when to replace it.
 - a warning of personal degradation as prolonged use may impact on breathing, cause sores to the mouth and nose and possible temporary rash to the area around the mouth and nose.

- If first aiders need to assist others within close contact, they will be required to wear (as a minimum) disposable gloves and a FFP3/FFP2 respirator. first aiders are to refer to additional First Aider guidance at Annex B.

4.3 Illness and first aid

In all aspects and circumstances relating to illness and first aid, social distancing and hygiene guidance is always to be followed. Specific guidance for college first aiders is provided at Annex B to this document.

Requesting (non-COVID) first aid. Where the request for first aid is **not** directly coronavirus related or the injured/ill person (IP) are not seen to be symptomatic of coronavirus, then the existing protocol for requesting medical assistance for both staff and students is to be continued (phone reception on 201 or contact a first aider directly via handheld radio). The attending first aider will determine the treatment and/or course of action. If they suspect, at any time, that the IP is symptomatic of COVID-19 then they will escort them to isolation. They will inform reception of this decision (or may ask a member of staff to do so), reception will be asked to inform the IP's emergency contact and the on-site member of senior management.

Requesting first aid for symptomatic personnel. If any member of staff or student become symptomatic while at home, they should not attend college, self-isolate and arrange for a PCR test. Medical advice is available from NHS 111 online or telephone services (111 or 119). Refer to section 2.2 of this document.

If any member of staff becomes symptomatic while in college, they should socially distance, inform a member of 'on site' senior management and go home immediately and directly thereafter. **Avoid calling a college first aider unless absolutely necessary.** When at home they should self-isolate and arrange for a PCR test and inform HR. Medical advice is available from NHS 111 online or telephone services (111 or 119). If the staff member is unable to drive they will be asked to enter isolation and wait to be collected by a member of their household.

If any student becomes symptomatic while in college, they will be sent into isolation (Main Building Room MB1.3a (left-hand meetings room)) to await collection by a member of their immediate household. The capacity of the isolation area is 9. Should the isolation area exceed capacity then an emergency backup area will be established in the (out of use) Smoking Shelter. Isolation areas will be collapsed and deep cleaned as soon they are no longer in usage.

If they become symptomatic while in class, the following procedure is to be undertaken:

- The supervising member of staff should ensure social distancing is maintained and instruct the student not to remove their face covering.
- The student is to be asked to wait outside of the room to be collected by an immediate response first aider. The supervising member of staff should inform reception (or first aiders directly) if they have a symptomatic student who needs to be in isolation. Excluding informing reception, the supervising member of staff should observe the student until collected.

- The supervising member of staff should request reception to inform estates that a cleaner will be required in the classroom, the classroom (although naturally ventilated) should be cleared of students for 10 minutes while it is cleaned. Students should adhere to social distancing guidelines while waiting outside of the classroom. Once cleaned the classroom may be reoccupied. If the classroom is heavily soiled (for example with vomit) then the classroom will not be reoccupied, and an alternative classroom will be arranged.
- The first aider will make their way to the symptomatic student and escort them to the Main Building Meetings Room 1.3a (observing social distancing). The first aider will verbally assess the individual and inform reception to arrange collection by the individual's emergency contact.
- The first aider will remain in visual contact until the individual is picked up by an immediate member of family.

Public transport or taxis **must not** be used by either staff or the student to get home if symptomatic. If the individual is unable to drive or cannot be picked up HR will contact NHS 111 for triage and advice (patient pathway). Refer to the following guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If a member of staff has helped someone who is symptomatic, they do not need to go home unless they develop symptoms themselves. If the member of staff comes into close proximity of someone with symptoms, and that person subsequently tests positive, they would not be considered a 'contact' or need to self-isolate if they wore appropriate PPE and/or maintained appropriate social distancing (over 2 metres), while in contact with that person (refer to section 2.2).

All staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and should inform the member of on-site SLT.

4.4 Emergency response (fire and security)

Weekly testing of the fire detection and alarm system, and subsequent maintenance has continued throughout the pandemic, along with security checks of buildings and site (fly tipping and arson prevention) to ensure that all buildings (zones) on campus are safe to return to.

Estates management and staff will provide a sufficient level of first aid cover but also ensure that emergency (fire and security) evacuation support is maintained.

Alarm and detection system. The college continues to adopt a zonal alarm and detection system where each building is a zone, and where the alarm will only sound in the building (zone) that has been activated. The alarm and detection system remains on in all buildings.

Actions on alarm. On alarm the same general response to evacuation is expected of staff with a few enforced differences:

- On alarm, if you are in an office/staffroom/classroom, alone or with others, you are to evacuate immediately and encourage any others to do so. If in a classroom you must ensure that the evacuation of students from your classroom is complete.

- **New** – if you are the last person to leave the office/staffroom you are to kick away the door wedge to allow the fire door to close. If you are in a classroom follow the students out, you should be the last person to leave and should do likewise.
- **New** – in all cases you should encourage and maintain social distancing on evacuation.
- Follow the emergency (green running man) signage to the nearest safe assembly point.
- **New** – fire doors on evacuation routes are held open remotely but will close on the sound of the alarm, if you have to move through a fire door on your escape route, ensure (where possible) you open the door with your shoulder or foot rather than touch the push plate with your hands. Sanitiser gel will be brought to the assembly area.
- You may need to escort a colleague or student with mobility issues to a refuge area, if this is the case ensure that you leave instructions, with as many others as you can, to inform the Emergency Response Team of the situation.
- If you are a staff volunteer Fire Marshal please sweep your allocated floor and report to the Emergency Response Team.
- **New** – once the Emergency Response Team has entered the building in alarm to determine the cause of activation they may continue to act as Fire Marshal and conduct a sweep of the building if no other Fire Marshals are present.

Personal Emergency Evacuation Plans (PEEPs). Staff and students are encouraged to disclose if they have a permanent or temporary issue that may significantly slow down, or prevent, their safe evacuation from any building in alarm. A PEEP will be written in consultation with the individual and will be shared with the Emergency Response Team.

Security. CCTV is still in operation for safety and security purposes. Staff may enter via the accessibility gates between the GH/Sports Hall and Sports Hall/Centenary as these automatically close – it is requested that staff ensure they are not being ‘tailgated’ when using these gates.

Existing security protocols are extant in all respects as the level of College response will always be proportionate to the threat faced; and a member of on-site senior management will still become the ‘crisis manager’.

The following bullet points include COVID-security into standard procedures:

- **General response** – this is the normal state at which the college operates and includes standard practices & procedures and normal pastoral and management interventions.
 - The general response is unaffected by COVID-19 outside of general COVID-security measures (hands-face-space), minimising of contacts and specific changes to the Pastoral Team method of ‘COVID’ working (refer to section 3.7.)
- **Heightened Security** – this level of response will be imposed if college receives a direct threat or if other organisations in the local area receive a direct threat. Heightened security may also be imposed to deal with localised disturbances or security issues. Heightened security is unlikely to affect all personnel on college; it will be localised therefore will only be communicated to those personnel affected. Wider communication may be given if circumstances dictate. Communication will likely be by email, telephone or word of mouth.
 - COVID-security measures, particularly social distancing and minimising contacts, will be maintained wherever possible, particularly during a ‘soft’ controlled

evacuation; however, this may be dependent on the specific circumstances or urgency of the incident. Heightened security responses are supported by reduced numbers of students on site because of blended learning and the 'week group' protocol.

- **Major Security Incident response** – this level of response will be imposed if the college is involved in a major security incident such as a violent intruder with a weapon or the confirmation of an Improvised Explosive Device (IED) or under situations that have a dramatic detrimental impact on Business Continuity. Major incident response is likely to affect all personnel on college and therefore communication is likely to be college-wide.
 - In the remote likelihood that the security alarm is sounded, signalling a Major Security Incident, the National Police Chiefs Council (NPCC) advice of Run-Hide-Tell remains extant and under these extremely unlikely circumstances there would be no expectation to follow any COVID-19 procedures, particularly one-way systems, as the immediacy of saving life would be the highest priority.

Estates staff will ensure that all doors are closed and locked at the end of the working day.

5 Outbreak planning

This document and the all Trust COVID-19 H&S guidance have been written in full support of, and within the design of, the Tameside Metropolitan Borough COVID Outbreak Control Plan. The Outbreak Control Plan describes a preventative approach which features a detailed response mechanism should there be an outbreak. Sections 1-4 of this document provide our preventative approach. Trust guidance, specifically for SLT, on the protocols and procedures of outbreak planning will be developed.

5.1 Defining an outbreak

An outbreak (in an educational setting) is defined as “Two or more confirmed cases of COVID-19 among individuals associated with a specific setting with onset dates within 14 days, with:

- identified direct exposure between at least two of the confirmed cases in that setting (e.g. within 2 metres for >15 minutes) during the infectious period of the putative index case, or;
- (when there is no sustained community transmission or equivalent Joint Biosecurity Centre (JBC) risk level) - absence of alternative source of infection outside the setting for initially identified cases.

5.2 Managing confirmed cases

Trust/college management will take swift action once made aware that someone who has attended college has tested positive for coronavirus (COVID-19). A designated member of SLT will contact the local health protection team and the Tameside Single Point Of Contact (SPOC).

Health Protection Team:

PHE Greater Manchester Health Protection Team,
2nd Floor 3 Piccadilly Place, London Road,
Manchester,
M1 3BN

Phone: [0344 225 0562 option 3](tel:03442250562)

Tameside Single Point of Contact:

Covid-19@tameside.gov.uk. This team will also contact college directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended college premises – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with SLT in this situation to guide them through the actions needed to be taken. Based on the advice from the health protection team, college would send home those people who have been in close contact with the person who has tested positive, with advice to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin);
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
- travelling in a small vehicle, like a car, with an infected person.

The health protection team will provide definitive advice to SLT on who must be sent home. **This is the main reason why a register of staff and learners is kept.** Records of which students belong to which 'bubble', and any close contact that takes places between students and staff will also be retained. This will be a proportionate recording process using student registers and Paxton.

College management have a template letter which, on the advice of the health protection team, will be sent to students, parents and staff if needed. Names or details of people with coronavirus (COVID-19) should not be shared unless it is essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days;
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period), their household should self-isolate for at least 14

days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

You should not request evidence of negative test results or other medical evidence before admitting learners or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#)

5.3 Containing any outbreak by following local health protection team advice

If college experiences an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may indicate an outbreak. SLT would continue to work with the local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or a specific group.

5.4 Restriction of on-site delivery or site closure

College has returned to full on-site delivery of services and T&L, with caveats that should a member of staff be absent, that their lesson will be covered or it will be facilitated so that staff member can deliver a 'live lesson' electronically. Blended learning, in respect of individual students being absent, has ceased and those students would be set work for the period of their absence. Restrictions to on-site delivery, and a move to greater remote delivery will only be made under 2 exceptional circumstances:

1. **College has received written Public Health advice to do so** – this may be in response to local outbreaks, community transmission **or when a COVID-19 variant is classed as a Variant of Concern (VoC)**.
2. **It is strictly necessary for operational reasons** (after all other mitigations have been exhausted) – this may be due to high levels of staff absence.

The guiding principle for decision making is that any restrictions to attendance are kept to a minimum. The maximum possible amount of students should be allowed to attend college in line with public health advice at the time.

Where restrictions are required, the default position for FE providers is to allow only vulnerable students, children of critical workers, students who are taking practical assessments or need access to specialist equipment, and other students who were due to take external exams or assessments in this academic year to attend in line with their usual timetable.

Any imposed measures would be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so.

5.5 Communications plan

A communication plan has been implemented to rapidly disseminate key and relevant information in the event of:

- A full college closure and return to remote learning and working.
- A local lockdown.
- Changes to working practices as a result of staff absence.
- Advice from Test and Trace services.

Communication would be disseminated via one (or many) of the following means; email, remote or face-to-face staff meetings (all staff or selected staff), video attachment, letter, social media accounts, college website, digital signage and telephone.

Key stakeholders including the Principal, Deputy Principal, MAL Team, IL Team, Senior Tutors, Director of Finance, Estates and H&S Managers have been issued with the plan or are informed of the duties/responsibilities incumbent on them.

6 Further information

Further information can be viewed at these links:

Social distancing for different groups

- [Stay at home: guidance for households with possible coronavirus \(COVID-19\) infection](#)
- [Guidance on social distancing for everyone in the UK](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

Guidance for contacts

- [Guidance for contacts of people with possible or confirmed COVID19](#)

Specific guidance for educational settings

- [Guidance for schools and other educational settings](#)
- [Opening schools and educational settings to more pupils: guidance for parents and carers](#)
- [COVID-19: implementing protective measures in education and childcare settings](#)
- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)

- [Guidance for FE and skills providers](#)
- [Guidance on what FE college will be required to do from the start of the Autumn Term 2020](#)

Testing

- [NHS: Testing for coronavirus](#)

Infection prevention and control

- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)
- [5 moments for hand hygiene: with how to hand rub and how to handwash. Posters](#)
- [Catch it. Bin it. Kill it.](#) Poster

[Coronavirus Resource Centre posters](#)

- available [here](#)

Related documents

Annex A – College Risk Assessment – COVID security – Summer Term 2021 – Revision 15

Annex B – COVID-19 guidance for college first aiders - Revision 8