



WENTWORTH COLLEGE

Covid-19 Policy

(including Social Distancing and Infection Control)
Version 1.2

This policy has been temporarily suspended in line with updated Government guidance on the 27 September 2021:

(<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance>).

We will continue to:

Ensure good hygiene for everyone.

Maintain appropriate cleaning regimes.

Keep occupied spaces well ventilated.

Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Aspects of the existing policy may be reintroduced (stepping control measures up) or withdrawn (stepping them down) with short notice depending on the changing national/local health context.

Approved by Senior Leadership Team September 2021
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Key Individual Manuel Guimaraes

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The following guidance is based on advice from Public Health England (PHE) and is correct as at 4th November 2020 and is subject to ongoing review as advice from the Government and PHE is updated and as the situation progresses. This guidance may therefore change at short notice. In all cases, staff are required to discuss their personal circumstances with the Principal and for those that need to be at home, ongoing and regular contact arrangements will be made.

Planning and Organising

- Risk assessments and other health and safety advice for students and staff in light of recent government advice, identifying protective measures (such as the items listed below) will be put in place. We will also ensure that all health and safety compliance checks have been undertaken before re-opening.
- Classrooms and other learning environments will be re-organised to ensure that space is maintained between seats and desks in line with government guidance.
- We will refresh the timetable and:
 - decide which lessons or activities will be delivered
 - use the timetable and selection of classrooms or other learning environments to reduce movement around the school or building
 - consider staggering break and lunch times to ensure students are not all moving around the school at the same time
 - consider how best to provide remote education with particular consideration of the need for face to face support for students.

Communicating Our Plans

We will:

- tell students, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to school, only one parent should attend
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site, unless they have a pre-arranged appointment, which should be conducted safely
- ensure parents and students are aware of recommendations on transport to and from school, including avoiding peak times. Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene supplier and discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

When Open

We will:

- ensure a thorough cleaning of all classrooms at the end of the day
 - have formal seating plans in place for each classroom
 - have cleaning routines in place for the start and end of each lesson.
- For cleaning and hygiene we will:
- follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
 - ensure that sufficient handwashing facilities are available. Hand sanitiser will be provided

in all classrooms, offices and communal areas

- clean surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- ensure that all adults and students:
 - o frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This will require using the taps twice to ensure 20 seconds of water flow. Review the [guidance on hand cleaning](#)
 - o clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
 - o are encouraged not to touch their mouth, eyes and nose
 - o use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- ensure that help is available for students who have trouble cleaning their hands independently
- ensure that bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- ask that staff and students wash clothes following a day in school.

Reduce mixing within the school by:

- ensuring that staff and students use the one-way system around the building
- placing markings on the corridors to support students and staff distancing
- consider the need for staff duty points at lesson changeover, break and lunch to support circulation and distancing
- consider staggering breaks to ensure that any corridors or circulation routes used have a limited number of students using them at any time
- consider staggering lunch breaks – depending on the numbers who elect to eat Lunch on site. If social distancing is not possible, students should eat their lunch in other classrooms

Use outside space:

- for exercise and breaks
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between students and staff

For shared rooms:

- stagger the use of staff room and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between students and staff
- by seeking to prevent the sharing of stationery and other equipment where possible.

Shared materials and surfaces should be cleaned and disinfected more frequently

- by ensuring that practical lessons can only go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same students in one day, or properly cleaned between cohorts.

Adjust transport arrangements where necessary including:

- encouraging staff and students to walk or cycle to their education setting where possible
- making sure staff and students follow the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) when planning their travel
- ensuring that transport arrangements cater for any changes to start and finish times
- making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus
- making sure transport providers, as far as possible, follow hygiene rules and try to keep

distance from their passengers

- taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting students with complex needs who need support to access the vehicle or fasten seatbelts.

Class or Group Sizes

We will work through the hierarchy of measures set out above ensuring that we:

- avoid contact with anyone with symptoms
- frequently wash hands and ensure good respiratory hygiene practices
- regularly clean settings
- minimise contact and mixing.

The college is in the fortunate position of having very small class sizes anyway so we do not anticipate the need to reduce them. Indeed, we do not expect student numbers to exceed 50 in total for the year. This will allow us to monitor pupil behaviour (hygiene and social distancing practices) extremely effectively.

As far as possible classrooms will be rearranged with sitting positions at least 1 metre apart.

Effective Infection Protection and Control

We will ensure that staff, students and parents take important actions to help prevent the spread of the virus which can be transmitted by direct transmission (for instance, when in close contact with those sneezing and coughing) and by indirect transmission from touching contaminated surfaces. A range of approaches and actions will be employed to ensure that the risk of transmission is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school
- cleaning hands more often than usual and washing them thoroughly for 20 seconds with running water and soap and drying them thoroughly; or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- regularly cleaning frequently touched surfaces using standard products, such as detergents and bleach
- minimising contact and mixing by regularly informing pupils of the need to do so and altering, where possible and necessary, the environment (such as classroom layout) and timetables (such as staggered break times)

Personal Protective Equipment (PPE) including face coverings and face masks

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. They are now mandatory on public transport. This does not apply to classrooms but new government guidance published on the 4th of November 2020 states that: "...face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained". We will only encourage the use of masks in the classroom in the event of overcrowding. However, staff and students will be permitted to wear a face mask (whenever they wish) if this supports them in feeling more confident and secure. Most staff will not require PPE beyond what is normally required for their work, even if they are not always able to maintain a distance of 1 metre from others. However, as above this will be permitted to support confidence and wellbeing.

PPE in classrooms is only needed in a very small number of cases including: • students whose care routinely already involves the use of PPE due to their intimate care needs

should continue to receive their care in the same way

- If a student becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the member of staff if a distance of 1 metre cannot be maintained. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the staff member. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including the use of PPE.

Read [Putting on and removing PPE](#) for guidance on how to safely put on and take off PPE safely.

Clinically Extremely Vulnerable and Clinically Vulnerable Students For the vast majority of students, coronavirus is a mild illness. Students who have been [classified as clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. We do not expect such students to be attending school, and they should continue to be supported at home as much as possible.

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of students may fall into this category, and parents should follow medical advice if their child is in this category.

Clinically Extremely Vulnerable and Clinically Vulnerable Adults

Clinically extremely vulnerable individuals are advised not to work outside the home. Staff in this position are advised not to attend work. Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions) as set out in the [Staying at home and away from others \(social distancing\) guidance](#) have been advised to take extra care in observing social distancing and should work from home where possible. This will be supported, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 1 metre away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 1 metre of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.

What happens if someone becomes unwell in an educational or childcare setting?

- If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). They can book a test [on the NHS website](#).

- If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the student and with appropriate adult supervision if required. If it is not possible to isolate them, they should be moved to an area which is at least 1 metre away from other people.

- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

- PPE should be worn by staff caring for the student while they await collection if a

distance of 1 metre cannot be maintained (such as a child with complex needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves, in which case, a test is available, or if the student subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus in a setting?

- When a student or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to [book a test on the NHS website](#).
- When the student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the student or staff member tests positive, anybody they have been in "close contact" with should be sent home and advised to self-isolate for 14 days.
- Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace – see 'How will the Test and Trace programme work?' for further information as to how this process will work.
- If a positive case is identified the school may close for 24 hours for deep cleaning and a review of all risk assessments and hygiene protocols.

How will the Test and Trace programme work?

The NHS Test and Trace programme was launched on 28th May. The service has been set up to help identify, contain and control coronavirus, reduce the spread of the virus and save lives.

Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. They will be asked:

- if they have family members or other household members living with them. In line with the medical advice these family members must remain in self-isolation for the rest of the 14-day period from when the staff member/student first displayed symptoms
- if they have had any close contact with anyone other than members of their household. The NHS will be interested in the 48 hours before symptoms developed and the time since symptoms developed. Close contact means:

- o having face-to-face contact with someone (less than 1 metre away)
- o spending more than 15 minutes within 1 metre of someone
- o travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane.

- if staff/students work in – or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace).

They will be asked to provide, where possible, the names and contact details (for example, email address, telephone number) for the people they have had close contact with. As with their own details these will be held in strict confidence and will be kept and used only in line with data protection laws.

People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading

the virus. [Further information about Test and Trace is available.](#)

If those in isolation develop symptoms, they can [book a test on the NHS website](#) or by calling 119. If they test positive, they must continue to stay at home for 7 days or until their symptoms have passed. If they test negative, they must complete the 14-day isolation period. Members of their household will not have to stay at home unless the person identified becomes symptomatic, at which point they must also self-isolate for 14 days to avoid unknowingly spreading the virus.