



RETURNING TO COLLEGE GUIDELINES

Introduction

This Return to College Guidance has been developed in conjunction with the other relevant guidance published by the Suffolk Academies Trust (SAT) the Department for Education (DfE) and Public Health England (PHE).

While the government does not currently expect Year Twelve students to return to school or college on a full- time basis at this stage, they are asking schools and colleges to offer some face to face support to these students. It is clear that schools and colleges will not be in a position to offer a normal curriculum in these circumstances for the remainder of this academic year. Moving into 2020-21 we expect that students will be able to resume a more normal pattern of learning and the college is has prepared a Reopening plan to that end.

The approach set out in this document provides an overview of the Reopening plan to enable students and parents/carers to have the most current information on how teaching and learning will resume next academic year whilst also keep students and staff safe. Full details of the control measures in place to minimise risk are set out in the full risk assessment which you can access by contacting the college or from Platform One for staff.

For the remainder of this academic year, we will continue to offer the following:

Provision for vulnerable students

Provision for vulnerable students will continue to be offered in accordance with existing arrangements.

Maintaining Contact with Students

Arrangements in place to maintain contact with students as follows:

Students identified as vulnerable should receive contact daily to support their wellbeing and to encourage them to engage with guided home learning. They can have face to face meetings with relevant staff as required.

Students not otherwise identified as vulnerable should receive contact to discuss the work that they have completed, ensuring that support and guidance is offered as required.

A specific programme of contact should also be in place for prospective students in year eleven to assist with students' transition to their post-16 destinations. Resources for Year 11 students are available via the websites from One and Abbeygate.

Attendance Arrangements

Any student or staff suffering any symptoms of Covid-19 (or who is in a household with somebody displaying symptoms) must self-isolate in accordance with Government guidance and must not attend college.

Students and staff who are extremely clinically vulnerable or who live with somebody who is extremely clinically vulnerable (i.e. those who have received a letter instructing them to engage in social shielding) must not return to college at this time, although this guidance will change on 1st August

Students and staff who are clinically vulnerable (but not extremely clinically vulnerable), or who live with somebody who is clinically vulnerable should seek their own medical advice regarding whether it would be appropriate for them to return to college.

Until further guidance is issued by Government, the Trust will respect the right of parents to choose whether or not they consider it safe to send their child to college to receive the provision on offer. No penalties will be enforced for non-attendance during this period. However, where students do not attend, the college will continue to maintain weekly contact (or daily for vulnerable students) to support learning and wellbeing.

Any risk assessments in place for individual students will be reviewed as a matter of urgency and before the student is allowed to return to college to ensure risks remain manageable under the circumstances.

Clothing Arrangements

Government guidance highlights the importance of washing clothes frequently and wearing fresh clothes daily in order to minimise the risk of transmission of the virus.

Provision on offer 2020-21

For the academic year 2020-21 the college intends to open for students, allowing them to undertake their studies as long as it is safe to do so. At this stage, we will closely monitor updates from the DfE and Government and will adapt to ensure the college is in line with these requirements as they appear. We have the ability to safely teach from within the centre and via online learning and blend the two depending on delivery needs.

Organisation of Classrooms

The college has several models for social distancing measures and any corresponding onsite/offsite delivery and will adapt its final model based on the Government guidance at the start of the new autumn term.

Where possible we will try to limit movement across the centre to minimise transmission risk. This may not always be achievable due to the need for practical space or timetabling.

Each classroom should be set up with appropriate social distance measures in place and ensuring that seating arrangements maintain that distance. Furniture must not be moved unless to change the layout for practical work where a strategy has been agreed

Students will fill up rooms from the back. Students should remain at their desks whenever possible.

Staff should use the room layout and capacity guidance when seating students.

Students and staff will wash their hands before entering teaching spaces.

Teachers should ensure clean desks, workstations and equipment have been provided before use.

Doors should be left open wherever possible.

For group activities that may require close contact between students, further guidance will follow at a subject specific level.

Stationery and equipment should not be shared.

The use of fabric chairs should be avoided as much as possible.

Staff must engage with students using social distancing, using a variety of methods such as screen sharing or observation.

Arrival to and departure from college

Students and staff may need to queue on entering the building in order to sanitise their hands and scan in. Please leave additional time.

One-way systems will be maintained ensuring that social distancing between students entering and exiting the building.

Unless their child has a medical need or other vulnerability, parents should not come on to the college site. Parents/Carer/Taxi drivers etc will be allowed to wait in the designated pickup queue.

Upon entering college, students and staff will be asked to use a hand sanitiser. Students and staff will also be asked to use hand sanitiser as they leave. Those with medical conditions preventing the use of sanitiser should discuss alternatives with their PPT or HR.

Movement around college

All non-essential movement around the building should be avoided. Student and staff should be directed to take the shortest route to their destination.

Some areas of the college maybe one-way. These areas will be clearly signposted and one-way systems must be adhered to at all times by staff and students. Where corridors are not designated to be one way, they should be divided to ensure that social distancing is maximised.

Supervising staff will direct students as needed and ensure that students use the shortest route possible and maintain social distancing.

Hygiene and PPE considerations

Extensive signage will be utilised to remind students of the importance of good hygiene habits, including frequent hand washing, and "catch it, bin it, kill it". Tissues will be readily available and should be kept in pockets or disposed of down the toilet, not into bins. Signage will also remind students of the need to maintain social distancing and any other required measures. We will update all on these measures as they become available.

The College will maintain adequate stocks of hand sanitiser, soap and PPE to support the implementation of the guidance in this document.

If a student requires first aid or personal/intimate care, the relevant member of staff will wear appropriate PPE (to include an apron, gloves and face mask as a minimum) and is trained to use it correctly. Some students may require staff to use similar PPE due to the need to be in frequent close contact.

PPE will also be worn by any member of staff interacting with a student or colleague who may have developed symptoms whilst on site (see guidance later in this document). In these circumstances, a fluid resistant surgical face mask will be worn by the supervising member of staff (normally a first aider), along with disposable gloves and a disposable apron.

Eye protection should also be worn where there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting.

Skin is an effective barrier against the virus and handwashing is the normal option where it is available. If the skin is broken, gloves must be worn when undertaking tasks that might involve contamination.

At this point face coverings are optional for all; this will be reviewed in line with government guidance as it becomes available.

Catering

Food will be available from our normal outlets- this will be a 'grab and go' option. Students and staff may use dining facilities provided.

Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear the normal catering garments. A separate bin should be used to discard these items.

Catering staff will continue to wash hands with soap regularly, particularly before serving food.

The menu for each day will be reduced to offer quick grab items and limit options.

When serving food, catering staff will need to maintain social distancing as much as possible.

Vending machines will not be online.

All food items should be served in disposable packaging.

Food and drink should only be consumed in communal designated dining facilities to help with cleaning, or at staff desks (for staff only).

Hot water taps will be offline.

Drinking fountains will be offline

All building users can request a disposable cup of tap water from Café One

Staff and students are encouraged to bring their own flasks for hot drinks, snacks, packed lunch (or similar) and water to avoid queues.

Students and staff must not share food or drink.

Staff will not be able use microwaves, fridges or kettles for food purposes.

Cleaning

Toilets will be opened in sufficient numbers and those that are open and available for use will be cleaned regularly.

Cleaners will disinfect and wipe down high traffic area surfaces (touchpoints) paying attention to railings, entrances to the buildings, lifts and staff room offices.

Where possible, doors will be opened to prevent the need for constant handling of exit buttons and handles.

Furniture in classrooms which are open for use will be cleaned daily. Equipment will be cleaned between uses and users reminded to wash hands after use, avoiding touching faces, eyes or mouth.

Cleaners and staff cleaning items should wear the required PPE at all times, which will include an apron or gloves for cleaners and gloves for staff cleaning equipment between uses.

Separate arrangements will be in place for cleaning any areas where individuals displaying symptoms have been housed, and enhanced PPE will need to be worn in these circumstances.

Air Handling

The HSE have researched and updated their guidance on air conditioning in buildings with the same systems as One. We will be able to run our air conditioning with no additional risk and will couple this with opening doors, where possible, to further increase through flow of fresh air.

Toilets

Toilets will have reduced capacities. A small queue will be allowed but when this is full individuals must move on to the next toilet. Social distancing must be maintained in the toilet areas.

At all times, students and staff must utilise their nearest available toilet to minimise movement around the building.

Only one person per cubicle

Cleaning staff must ensure that toilets are adequately stocked with soap.

Personal care processes must be risk assessed and appropriate PPE worn, with cleaning down afterwards.

Guidance on Covid-19 Testing

As key workers, all college staff and members of their households are entitled to a Covid-19 test if they begin suffering symptoms. This right has also been extended to any student attending college, as well as members of their household. Further details can be found at <https://www.gov.uk/apply-coronavirus-test>.

NHS Guidance regarding the Track and Trace system

Part 1: for someone with symptoms of coronavirus

Isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms

Test: order a test immediately at www.nhs.uk/coronavirus or call 111/119 if you have no internet access

Results: if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate

Share contacts: if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers.

Part 2: if you are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus

Alert: you will be alerted by the NHS test and trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS test and trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue

Isolate: you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home

Test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must book a test at www.nhs.uk/coronavirus or call 111/119 if you have no internet access. If your test is positive, you must continue to stay at home for at least 7 days and we will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus.

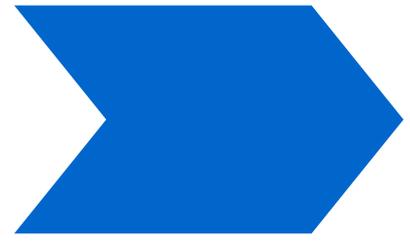
Actions if a student or staff member shows COVID-19 symptoms



Student or staff member displays COVID-19 symptoms.



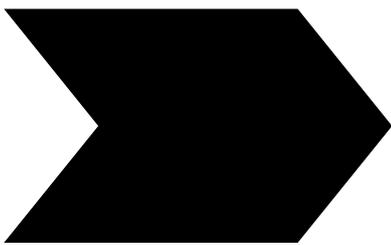
Send home and advise to self-isolate for 7 days.
Household members should self-isolate for 14 days.
Staff or students the individual has been in contact with to remain away from college until the results of testing.



If test is negative, return to college and household ends self-isolation.
If test is positive, move to 'confirmed case' scenario.

Where a student or member of staff becomes unwell whilst on site, they should immediately be moved to a separate room whilst they wait to be collected. Once collected, the allocated room must be deep cleaned. The desk and equipment must be isolated and cleaned before use.

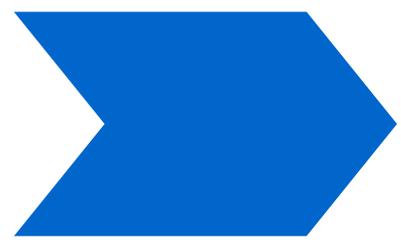
Actions if there is a confirmed case of COVID-19 in a college



Student or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.
Staff or students the individual has been in contact with sent home and told to self-isolate for 14 days.



If other cases are detected within the college, report to PHE who will investigate and advise.

What should I do if I am showing signs of a cold?

- We are doing all we can to minimise the potential risks of spread of infection. A key part of this is the appropriate use of testing to help identify people who are positive and subsequently their contacts. Coronavirus testing is available throughout the country and anyone with symptoms can book a test online or over the telephone through 119 to get the certainty they need to protect themselves and those around them.
- It is crucial that everyone with coronavirus symptoms has access to a test as soon as they develop those symptoms. We want to avoid a surge in test demand as our students return to ensure that testing capacity is prioritised for those with symptoms and to avoid students and their families self-isolating unnecessarily.
- To avoid a huge increase in demand for tests from people without coronavirus symptoms, we recommend that students and staff who feel unwell, only get tested if:
 1. they develop one or more of the main coronavirus symptoms: a high temperature; a new, continuous cough; or the loss or change of their sense of taste or smell; or
 2. they are recommended to get tested by a healthcare provider (e.g. GP or nurse).
- If a student or staff member develops one or more of the main coronavirus symptoms described above, only they should be tested. There is no need for their households to have a test, unless they are also symptomatic. Unless a student or staff member has one of the three main coronavirus symptoms, they should only be tested if instructed otherwise by the local authority, health protection team or their GP. As schools and colleges across England return, pupils and students may feel unwell for example with a sore throat, stomach upset or a headache. These pupils and students don't need to book a test but may need to stay off school or college and seek medical advice through their GP or pharmacist as usual.

What should I do if I have travelled to a foreign country or a part of the UK where Covid-19 restrictions are being enforced?

- It is the responsibility of any individuals returning from a foreign holiday or who has visited an area of the UK where the risk of infection from Coronavirus is high to strictly observe the current UK travel quarantine rules, we are not in a position to implement any voluntary quarantine measures – but we will be vigilant in the case of anyone displaying symptoms of Coronavirus.