


# Covid-19 policy



ST ANDREW'S COLLEGE POLICY DOCUMENT	
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This document is drawn up with reference to the guidelines provided by the UK Government on Covid-19, which can be found in the following link: <https://www.gov.uk/coronavirus>.

Up to date information on Covid-19 can be found in the following link: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

This document considers actions to take for prevention and management of Covid-19 virus should it enter our student/staff body. It will be updated regularly, as the global situation develops and guidance changes.

## Prevention

The College takes the following measures in order to prevent the infection and its spread amongst its community:

- Detailed and regularly updated risk assessment, which also shows action to be taken to further reduce the risk of infection. The risk assessment is distributed to staff and shown on the website.
- Strict rules on visitors to the teaching buildings and boarding houses. No visitors are allowed in any college buildings unless the situation is considered to be an emergency.
- Hand sanitizer available throughout the college and its boarding houses.
- Hand washing/ sanitizing built into daily arrival procedures and procedures throughout the day.
- Social distancing measures within the classrooms and boarding houses.
- Significant numbers of staff working from home.
- Covid-19 induction for students and staff.
- Frequent cleaning of surfaces within college buildings.
- PPE is made available where required, guidance is given to all staff and students on what should be worn and when.
- Daily temperature checks for students entering the college and halls of residence.
- Promotion of the 'catch it, kill it, bin it' approach and provision of tissues and bins in all classrooms.

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## Action to be taken if a student or member of staff starts to display symptoms within the college academic buildings:

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

Most people with coronavirus have at least one of these symptoms.

The person experiencing symptoms should:

- Inform manager or, if a student, a member of staff immediately
- Avoid touching anything
- get at least 2 metres away from others;
- go to a separate well-ventilated room / area behind a closed door;
- cough or sneeze into a tissue and put it in a bin (make a staff member aware that this has happened and identify the bin), or if they do not have tissues, cough and sneeze into the crook of their elbow;
- use a separate bathroom, where possible.
- 119 to arrange a test in England or Wales. To book a test online: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing>
- They should use their own mobile phone to call either: 119 to arrange a test or for an ambulance if their life is at risk. They should tell the operator:
  - Their symptoms
  - Which country they have come from in the last 14 days

The nominated 'Responsible Person' at the school should also contact their Local Health Protection team on 119.

- Manager to ensure that anything that may have been touched by the infected person is thoroughly cleaned.
- Head of Pastoral Care to inform the student's parents.
- Complete the Covid-19 log
- The affected person is not to return to site until after isolation period as set out in government guidelines.

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- Make sure that the area that the student or staff member has been in is deep cleaned and that the person cleaning is provided with appropriate PPE.

Further action to be taken will depend on guidelines related to the government's track and trace system.

## **If a student under 18 presents symptoms**

If the person is a child, staff should be asked to volunteer to supervise the child. This should probably be the person who has spent most time with the child that day.

The Responsible Person should [arrange NHS testing](#) (or call 999 in emergencies) on behalf of the child and also contact parents. The supervising staff member should wear a fluid-resistant surgical mask, and where contact is required, disposable gloves, apron, and possibly eye protection.

- They should use a separate bathroom which should be cleaned after use. The bathroom should be locked after use by the infected person if it cannot be cleaned after use. A sign will be placed on the toilet until it has been cleaned.
- The member of staff who has assisted the student showing symptoms does not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell student or colleague.
- If there is a confirmed case of Covid-19 during our provision, guidance will be taken from our local Public Health Protection team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken.

## **Engaging with the NHS Test and Trace process**

Staff and students must understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the college if they have symptoms, and must be sent home to self-isolate if they develop them in college.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

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Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.

Staff and students must inform the Head of Pastoral Care immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. 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.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to college 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 7-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 14 days.

## **Managing confirmed cases of coronavirus (COVID-19) amongst the college community**

If someone who has attended college has tested positive for coronavirus (COVID-19) a member of the management team will contact the local health protection team.

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 schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the college must send home those people who have been in close contact with the person who has tested positive, advising them 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

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The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between students and staff in different groups.

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 class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: 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 the college immediately, and must isolate for at least 7 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

## Accommodation

In the event of a student or host(s) showing symptoms or testing positive, the following should happen:

- Hosts will need to isolate together with students
- Where hosts absolutely refuse to host in such a case, call 111 - government accommodation may be provided as a last resort
- In cases where symptomatic individuals are accommodated in a home share, all residents in the household will need to self-isolate.

We may need to report to HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences).

Where a student in residential accommodation shows symptoms of Covid-19:

- The student will need to isolate in the room
- Hosts should consult the stay at home guidance available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Meals and extra linens should be brought to the room  
Cleaning should not take place in the room during the self-isolation period
- Extra bin bags should be provided for the student

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- Student should be contacted on a regular basis for purposes of wellbeing and guidance.
- The student's parents should be informed.

If the student is in a residential apartment with shared facilities (e.g. kitchen, bathroom) it is possible that all students in the apartment will need to self-isolate. We will consult our local health protection team in such a case.

The Department for Education gives some guidance on staffing in residential settings that are self-isolating, which you will need to cover based on the situation.

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## Isolation guidance

If a student who lives in hall is showing symptoms, it is likely that they will have been in close contact with the other students in the hall. It is therefore possible that all students and staff in the residence may need to self-isolate for 14 days. The College will support the House Manager with the provision of shopping and any other welfare requirements.

Students living in host families are considered part of that household and therefore government guidance on self-isolation in families should be followed. Homestay hosts must inform the college if a member of their household is displaying symptoms and they have a student staying with them.

## Isolation periods

Symptomatic individuals should isolate for seven days (or longer if the symptoms persist).

Persons who live with a symptomatic individual (e.g. hosts, other students in home shares) should self-isolate for fourteen days as it can take fourteen days for symptoms to appear

If symptoms appear during self-isolation, the symptomatic individual should isolate for seven days from that point (even if this means self-isolating for longer than 14 days).

## College closure

At a certain point it may become clear that a large proportion of the community has become infected. At that point, the SMT will meet and decide whether to close the college for a period of time. An action plan will then be put together to ensure that student and staff welfare needs are met.

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If there is a confirmed case of Covid-19 at the school / college, guidance will be taken from our local Public Health Protection team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken. Where schools are observing guidance on infection prevention and control, which will reduce the risk of transmission, closure of the whole setting will not generally be necessary. However, it is possible that the rest of their class or group would need to return home and self-isolate for 14 days.

Mitigation measures such as the following may be possible:

- Delivering provision as normal but with additional cleaning / social distancing measures in place.
- Partially opening the school to a limited number of students.
- Asking a partner/sister school for assistance.

## **Staff with symptoms**

Members of staff showing symptoms when at home should not come into college/school. The member of staff should inform the Principal and obtain a Covid-19 test as soon as possible. The member of staff will be required to self-isolate in line with government guidance.

## **Review**

The effectiveness of college procedures will be reviewed at least once per term in the following ways:

- Student survey
- Staff survey
- Health and safety committee meeting

**Next review: June 2021**