


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>.

It also has regard to [Schools COVID-19 operational guidance](#)

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.

As of August 2021, the government's focus for schools is on keeping schools open for face-to-face learning while managing the risk of covid-19 appropriately.

Responsible Person

The Responsible Person for the college regarding Covid-19 is the Principal, Wayne Marshall and it is his responsibility to coordinate the college response to individual cases and outbreaks.

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 it is deemed essential by the college management.
- Hand sanitizer available throughout the college and its boarding houses.

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- Social distancing measures will be based on government requirements and will be updated as necessary based on those guidelines. Staff and students will be advised on a regular basis.
- Covid-19 induction for students and staff.
- PPE is made available where required, guidance is given to all staff and students on what should be worn and when.
- Promotion of the 'catch it, kill it, bin it' approach and provision of tissues and bins in all classrooms.
- Masks to be worn in communal spaces from Tuesday 30th November 2021.
- Twice weekly lateral flow tests to be carried out by staff and students.

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

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- Manager to ensure that anything that may have been touched by the infected person is thoroughly cleaned.
- The Responsible Person must be informed.
- Head of Boarding and 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.
- 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 presents symptoms

Staff should be asked to volunteer to supervise the student. This should probably be the person who has spent most time with the student that day. A boarding student would be asked to return to his / her boarding house and the House Parent advised. A day student would be asked to return home and his / her parent(s) and or carer would be advised.

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. If a student showing symptoms is in a shared room, then he / she will be moved to a spare single room if they are available, or their roommate will be moved to a spare double room. If none are available a guardian or host family will be found for the student.
- 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.

Engaging with the NHS Test and Trace process

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

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- 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 receive a positive covid-19 test result or if they are told to by NHS Test and Trace

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 Boarding and 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 10 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 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.

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

If someone who has attended college has tested positive for coronavirus (COVID-19), they will be contacted by NHS Test & Trace. College staff, such as the student's House Manager, will be able to support students with this communication. Senior staff should be prepared to assist the student and NHS Test & Trace with identifying close contacts – e.g. classmates or housemates.

Anyone who has tested positive for COVID-19 will be required to self-isolate as instructed by NHS Test & Trace.

NHS Test & Trace will also work with the positive case to identify any close contacts, and will instruct these close contacts to either take a PCR test or to self-isolate.

Those suspected or confirmed as cases of the Omicron variant, affected persons will be asked to isolation for 7 days. You need to test on day 6 and day 7 with at least 24 hours between the tests, if they are negative, you can leave isolation on day 8.

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Possible or Confirmed Cases in College Accommodation

In the event of a student or House Parent in college accommodation showing symptoms or testing positive, the following should happen:

- Anyone showing symptoms or who has tested positive should self-isolate and follow the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
- Everyone else in the household should also follow [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). Please note, if other members of the household are not showing symptoms and have not tested positive, they may or may not be required to self-isolate, depending on age and vaccination status.
- The Principal and Head of Boarding and Pastoral Care should be informed immediately.
- Staff should keep in regular contact with any student who is self-isolating for purposes of wellbeing and guidance.
- Where hosts absolutely refuse to host in such a case, call 111 - government accommodation may be provided as a last resort

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

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.

Students in their own accommodation should follow [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

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.

Isolation periods

Isolation periods will be confirmed by NHS Test & Trace on an individual basis. Generally, symptomatic individuals are required to self-isolate for 7 full days plus the day they first had symptoms.

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See [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) for further details.

Managing an Outbreak

For the academic year 2021-2022 schools are not required to contact the local Health Protection team regarding single positive cases. However, the college may need to take a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in the college, or if central government offers the area an enhanced response package, a director of public health might advise the college to temporarily reintroduce some control measures.

Control measures at the college will be decided by Wayne Marshall, SMT and governors and may include:

- Additional asymptomatic testing, staff, and student to complete two tests per week (voluntary).
- Reintroduction of compulsory face coverings in the classroom
- Advising clinically vulnerable staff or students to shield and follow their lessons online for a period of time
- Asking a partner/sister school for assistance.

Any stepping up of control measures must be proportionate and must prioritise the wellbeing and educational attainment of students.

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: February 2022 or as when required.