



COVID-19 Operational Guidance

Over the past five months we have worked very hard to ensure that we can provide a high quality education experience whilst at the same time ensuring that we are doing everything possible to reduce the risk of infection.

Changes we have made to our education provision include:

- Making adaptations to buildings to ensure that we can maintain social distancing as far as is possible. This includes looking at each room to assess the safe capacities, changing furniture to enable thorough cleansing, removing or reducing touch points, ensuring that we have sufficient hand sanitiser and PPE, and creating signage that students can understand to enable them to comply with social distancing and hygiene rules.
- Adapting our curriculum to ensure that students are still able to access education that will enable them to meet their EHCP outcomes and enjoy and develop from their college experience, but will focus on on-site experiences in the first term.
- Taking protective measures to stay safe, including enhanced cleaning, encouraging regular handwashing and maintaining social distance.
- Staggering student start and finish times in order not to create bottlenecks, which reduce the ability for social distancing.

Below are the current operating guidelines, which will be amended when Government guidance or the risk assessment requires us to do so.

The use of PPE:

Within the college environment, PPE should continue to be utilised as it previously was. Even when social distancing is not able to be completed, in the following instances additional PPE should be introduced only when the following arises:

- Students whose care routinely already involves the use of PPE (disposable gloves, disposable apron). Additional PPE such as fluid resistant masks to be worn, due to their intimate / personal care needs within 2 metres to ensure they continue to receive their care in the same way. Supporting students going to the toilet, changing a continence pad and any other personal care. A student who is known to display extreme behavioural cases where infection prevention control cannot be followed.
- Should a student become unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres 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 person carrying out any task. 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.

On each site there will be an area to safely dispose of PPE, please ensure that you use the correct bin. The College has a supply of facemasks that should be used when administering personal care.

Facemasks need to be worn:

- On route to college (students)
- On college transport (staff and students)
- In environments where it is required (e.g. supermarkets) (staff and students)
- When additional staff (e.g. therapies) need to interact with a group of students for a period of time (staff and students)

At present if staff wish to wear a mask at other times then this is at your discretion. You will need to ensure that the use of the mask does not in itself present a hygiene risk and is changed and disposed of in accordance with general government advice.

At each site:

Each site has a designated Site Supervisor who is first-aid trained, safeguarding alerter trained, a fire warden able to manage the evacuation of the building in the event of a fire, responsible for hygiene at the site and responsible for visitors to the site.

There should be sufficient hand sanitiser upon arrival and throughout the building. Please contact your Site Supervisor if you find that there is a lack of hand sanitiser in a particular area.

Room usage:

Wherever possible students and staff will use the same room. Each room has the capacity on the door. Please check capacity before entry. If room is up to capacity, do not enter.

Do not use a room unless you are timetabled to use it. If you have a problem with the allocation please discuss in the first instance with the Site Supervisor.

Arrival at College:

Upon entry into buildings, handwashing and sanitising takes place before sign in (this applies to staff and students). Sanitising stations are available before the entrance to the buildings.

We would not encourage parents, escorts or drivers to enter the building. Staff will greet students outside.

Entry into each building needs to be managed to ensure that social distancing is maintained at all times. Upon arrival, staff to check student feels well and no concerns or symptoms at home. If this is indicated then students should be isolated and confirmation sought at home. Staff with the student should wear full PPE i.e. masks, gloves and aprons.

Entry routines need to be established in order that students remember the rules. These include hand sanitiser, reminder about social distancing and hygiene.

Rooms and buildings:

Environments allow for social distancing, so the removal of chairs and tables has resulted in natural space being created and should not be changed regardless of activities.

Floors etc. have social distancing markers and students and staff should abide by this at all times.

Doors wherever possible should be left open to ensure that handles are not being touched as frequently as we would normally do. Windows should be open wherever possible to ensure that fresh air is circulating.

Staff should not congregate together in corridors and ensure that students do not do so.

During the College day:

Whilst the weather allows then please ensure that external activities are planned. Please ensure that equipment is not shared and is wiped down after use.

If a student becomes unwell whilst at College then they should be isolated and staff with them should wear full PPE i.e. gloves, aprons and masks. Contact the Site Supervisor if this happens.

Throughout the day, surfaces should be wiped down and students should be involved in this activity to ensure that they are learning about good hygiene.

Handwashing should also continue throughout the day, particularly when transferring from one area to another or where food is concerned.

Activities need to ensure that social distancing is maintained. Where materials are touched by staff and students, gloves should be worn for the session and discarded after use. Wipe down keyboards, iPads etc. after use.

Where students are required to wear PPE such as boots, they should not share and each student needs a named high-vis jacket or pair of boots.

Breaks and mealtimes will be staggered to ensure that social distancing is maintained. It is important that these times are adhered to.

Leaving College:

Each site will be clear of clutter and all surfaces clear. There will be a clean desk policy implemented with only items that are permanent left on desks.

Staff and students will stagger departure times.