



Harrison College Ltd
Pandemic Continuity Plan / Covid – 19 Risk Assessment

September 2021

In the event of a pandemic illness, Harrison College Ltd will follow all guidelines and protocols established by the Department for Education and Public Health England.

In addition to following those guidelines, or upon receiving direction from Doncaster Local Authority, Harrison College Ltd will implement the following practices in buildings as needed:

PREVENTION AND PREPAREDNESS

1. Harrison College will communicate the following messages:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose or mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
 - Clean and disinfect objects and surfaces.
 - Stay at home and away from others if you are feeling ill.
 - Any visitors to the college will be asked to wash their hands using the disabled toilets in the reception area of the college
2. Harrison College will develop and distribute information on preventive measures for staff, students and parents. There are also multiple displays around the building giving advice to all users of the building.
 3. Harrison College will train designated school staff in symptom recognition and response.
 4. Harrison College will identify students and staff who are most vulnerable to serious illness and encourage them to talk to their health care providers regarding special precautions.
 5. Parents to be asked to notify the school if their children have travelled to one of the at risk areas or have developed any symptoms.

Countries and specified areas affected by COVID-19 with implications for returning travellers or visitors arriving in the UK can be found at:

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas>

6. Harrison College will identify students who are considered “high risk or medically fragile” and consult with their parents, health care provider and college staff.
7. Harrison College will develop a contingency plan for alternative transportation, maintenance, teaching and administration in the case of high absenteeism of staff. See attached student plans.
8. Communication with parents and carers will be done directly either using text messages, phone calls, social media and the blog on our website. The Principal will maintain direct contact with parents and carers.
9. Display public information posters around the college, specifically at reception, the kitchen and washroom facilities.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/869250/Coronavirus_advice_for_educational_settings_poster.pdf

UTILISE SOCIAL DISTANCING

1. To the extent practical, Harrison College will employ “social distancing” protocols in classrooms, lunch rooms, and transportation.

REVIEW COLLEGE PROGRAMS

1. Harrison College will review all scheduled field trips and travel and determine if the trip/travel should be rescheduled or cancelled.

2. Harrison College will review all scheduled large gatherings (sports events, fundraising, etc) and make appropriate recommendations on the need to reschedule or cancel those events.

DISINFECT FACILITIES

1. Harrison College will perform daily cleaning/disinfection with disinfectant (hospital type). Using best practice techniques, cleaning emphasis will be on high touch surfaces which may include door knobs, light switches, desk, table, and countertops, telephones, restroom fixtures, door push plates. Where indicated, more intensive or frequent cleaning may be initiated.
2. Harrison College will commission a third party; Harrison Facilities Management; to fully decontaminate and sanitise the building ensuring safety for students, staff and parents.

COMMUNICATION

1. Harrison College will institute regular updates to the staff, students, parents and community via college websites and social media.
2. Harrison College Principal will provide regular updates to their staff on possible changes to their individual schedules.
3. Harrison College Principal will keep up to date with announcements from the DfE, Public Health England and Doncaster Local Authority via Edulog emails and adjust where necessary and make regular updates to the plan where required.
4. In the case of emergency, staff contact details can be accessed by contacting:

Gemma Peebles, Principal / Chief Executive 07921 657028

5. In the case of emergency or the requirement from a third party agency, sensitive data can be accessed by the Principal / Chief Executive or the Director remotely via CPOMs.

MONITOR HEALTH CONDITIONS

1. Harrison College will ask parents to provide information on the symptoms and conditions of their student when they call in to report an absence.
2. Harrison College will require students and staff to stay at home when they are sick and self isolate for 14 days as per the guidance from Public Health England.

PLAN FOR CONTINUING EDUCATION

1. Harrison College will work with the DfE, Local Authority and UK Government on issues related to state requirements and regulations pertaining to attendance and credits and make-up days if necessary, and communicate updates to staff, students, parents and the public.
2. Harrison College will update individual student learning plans to continue education via distance learning utilising online platforms such as, Microsoft Teams, Harrison College Be Ready, Future Learn, Start platform and issuing appropriate assignment briefs for coursework.

RECOVERY

1. If a school closure is necessary, Harrison College will consult with state and local health officials to determine when schools should reopen.
2. If a school closure is necessary, Harrison College will communicate regularly with staff, students and families regarding the status of school closures and reopening. The Principal / Chief Executive will utilise Microsoft Teams so that the college phone can be answered remotely.
3. After college is reopened, Harrison College will continue its procedures for monitoring and reporting symptoms of pandemic illness.
4. Harrison College will work to assist staff and students with any needs following a pandemic event.

REOPENING

1. Harrison College will organise classrooms and other learning environments maintaining space between seats and desks where possible
2. We will consider how young people arrive and reduce any unnecessary travel public transport by requesting that parents/carers offer transport or by utilising private hire companies.
3. Refresh the timetable:
 - decide which lessons or activities will be delivered
 - stagger break times (including lunch)
 - stagger drop-off and collection times
 - Supplement remote education with some face to face support for students
 - plan parents' drop-off and pick-up protocols that minimise adult to adult contact
4. Harrison College will be de-contaminated and sanitised by Harrison Facilities Management. This was carried out and a certificate of completion can be viewed on request.

CLEANING AND HYGEINE

1. Harrison College will follow the COVID-19: cleaning of non-healthcare settings guidance
2. Ensure that sufficient handwashing facilities are available and provide hand sanitiser in classrooms and other learning environments
3. Clean surfaces that young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Anit-batcerial wipes are available for use after each person uses the bathroom facilities.
4. Ensure that all adults and young people:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning
 - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
 - Are encouraged not to touch their mouth, eyes and nose
 - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
 - 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
 - All young people have been allocated a seat with labelled stationary including personal hand sanitiser.
5. 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 young people and staff. Students will use their allocated laptops and this will be labelled with their name along with the battery charger. Laptops will be cleaned at the star to of each day in College.
 - by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
 - Students will sit at an allocated desk, 2m apart from another young person. Folders and stationery will be allocated to each student and cleaned at the end of each day and will only be used by the same student each day.
6. Adjust transport arrangements where necessary including:
 - Encouraging parents and young people to walk or cycle to their education setting where possible

- Schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required
- Ensuring that transport arrangements cater for any changes to start and finish times
- Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus
- Make 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 children and young people with complex needs who need support to access the vehicle or fasten seatbelts.

CONFIRMED OR SUSPECTED CASE OF PANDEMIC VIRUS (COVID -19)

If a suspected or confirmed case arises the college will;

- Consult the recent Public Health England/DfE guidance Ring 111 or 999 in an emergency
- Report to Public Health England Health Protection Team, telephone 0114 321 1177 of any confirmed COVID cases (in staff or students) and EDULOG (Doncaster LA)
- Follow processes outlined in Appendix 4
- If isolation of individuals is necessary, the office room will be used. Tissues and yellow bag to dispose of tissues will be provided. This will be whilst advice is sought.
- Contact the health protection team for further actions/ guidance (use of education helpline)
- Inform parents/next of kin to isolated person
- Evacuate the building and following fire evacuation procedure, congregate on the grass to the left of the building, keeping all students and staff safe until parents/carers can collect their young person.
- Inform the CEO and Board of Directors and Doncaster LCOYP

The Department for Education helpline can be used by staff, leaders and parents which complements the advice being provided by Public Health England. Details below:



Appendix 1

CORONAVIRUS (COVID-19) MARCH 2020 RISK ASSESSMENT			
RESPONSE STAGE	TRIGGER	Key Actions	Who
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> • General reminders for hygiene • Effective handwashing facilities and soap available • Follow usual absence periods for sickness • Upscale quality of cleaning 	All staff members; Cleaning team
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -Public health alerts - Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric) 	<ul style="list-style-type: none"> • Increase hygiene procedure • Communication with key people including key information (staff, pupils and families, users of the site) • Specific hygiene lessons in class • Increased enforced use of handwashing before eating of food • Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. • Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) • Review resources such as pencils (named pencils for children) • Daily review of the situation • Increased attention, when cleaning, to high contact areas 	All staff; families (informed by Principal)
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> • direct case or increased likelihood of cases • Public health advice for restrictions 	Consider reducing contact situations: <ul style="list-style-type: none"> • College events/trips Consider: <ul style="list-style-type: none"> • Any screening measures e.g. use of a digital thermometer in school. • Increase time of exclusion from college for those with symptoms (beyond 48hrs) – following advice from Public Health England • Sending home any student with <u>any</u> symptoms as advised by School nurse/Public Health England • Additional Cleaning focus on high traffic areas 	SLT to inform staff and Principal to inform families
STAGE 4 – Containment	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> • High levels of sickness • High rates of absence • Significance of danger of disease or illness 	<ul style="list-style-type: none"> • Part / full closures of site / classes • Deep cleans by cleaning staff • Reduction or exclusion of visitors 	SLT; Cleaning team; HFM

Specific Issue	Actions (with any messages)	Who
Suspected case in college (staff or pupil)	<ul style="list-style-type: none"> • Contact relevant agencies e.g. NHS 111 / DfE / Public Health England • Deep clean core areas • Inform staff • Core reminders of hygiene • Contact parents – general information about sickness etc. 	SLT
Confirmed case in college	<ul style="list-style-type: none"> • Deep clean core areas • Inform staff • Core reminders of hygiene • Contact parents – general information about sickness etc. and the key next steps 	SLT; all staff if informing
Suspected case in a family	<ul style="list-style-type: none"> • Parent/carer informs college • Parents to ensure student washes hands before leaving the house. • Student to wash hands immediately after coming into college • Increase monitoring of students • 	Families
Confirmed case in a family	<ul style="list-style-type: none"> • Parent/Carer informs college as soon as possible • Students in the family to remain at home for the 14 days self isolation period • Deep clean of the college 	Staff; cleaning team
Teacher shortage	<ul style="list-style-type: none"> • Supply • Where too many – partial closure or part time / AM / PM 	
Protection for most vulnerable children	<ul style="list-style-type: none"> • Identify who these young people are e.g. underlying health conditions that may be affected by the current threat • Discuss with parents the initial steps and agree key actions re. isolation/seclusion • Weekly 'check ins' via phone call or home visit and recorded on CPOMs 	SLT
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> • Ask them to contact their consultants to seek advice on their condition • Consider working from home if relevant 	
Staff with symptoms	<ul style="list-style-type: none"> • Stay at home; follow NHS 111 advice; discuss with Principal 	
Admin shortage	<ul style="list-style-type: none"> • Principal to cover the college phone using Microsoft Teams 	Principal

Useful contacts:

- NHS 111
 - Foreign and Commonwealth travel advice: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
 - Advice for travellers from Italy: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
 - Self-isolation: <https://publichealthmatters.blog.gov.uk/2020/02/20/what-is-self-isolation-and-why-is-it-important/>
 - Handwashing: <https://youtu.be/bQCP7waTRWU>
 - Educational resources: <https://campaignresources.phe.gov.uk/schools>
 - DfE Coronavirus Helpline Phone: 0800 046 8687
 - Email: DfE.coronavirushelpline@education.gov.uk
- Opening hours: 8am to 6pm (Monday to Friday)

Appendix 2

Example signage around the building



All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

Appendix 3

Outbreak Planning Grid (Doncaster LA)

Prevention	Suspected case response	Coordinated support \Multi-Disciplinary Team	Outbreak Control Measures (inc. test and trace)	Infection Prevention & Control	Lead:
<p>What actions are possible to anticipate, educate, enforce or empower to prevent circumstances that cause spread of infection for this group/place/setting?</p>	<p>What steps are needed if someone becomes symptomatic on site / within setting?</p>	<p>Which partners should work alongside a core resource to provide support for this group/place/setting?</p>	<p>What are the most likely effective outbreak control measure approach group/place/setting? How will targeted Test and Trace be applied?</p>	<p>What is most likely effective approach to infection prevention and control for this group/place setting</p>	
<ul style="list-style-type: none"> minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use 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 cleaning frequently touched surfaces often using standard products, such as detergents and bleach minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) Coordinate support across Senior Leadership including Governors Coordinate support across school to address risks proactively Review Risk Assessment Communicate expectations with staff Has Risk Assessment Been Shared Raise awareness of visitors to schools. Ensure children are prepared for return to school i.e. video/pictorial Monitoring/Review of systems in place Raise awareness the importance of staggered entry/exit. Having a designated area suspected cases Ensure PPE arrangements are understood. Ensure PPE training is completed Ensure appropriate hand hygiene protocols are clearly understood. Undertake individual risk assessments for vulnerable pupils Ensure strict adherence to pupil/staff group or bubble 	<p>Pupil Symptomatic</p> <ul style="list-style-type: none"> Staff take pupil to designated space and supervise Continue protocol for isolating pupils here Grab Bags Parents informed and notified of need to establish test and inform school of outcome Notify LA through EDULOG if it is a confirmed positive test minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges Consider requirements for Deep Clean <p>Staff Symptomatic</p> <ul style="list-style-type: none"> Remove themselves from site Register for test SLT to liaise with staff Notify Public Health England Health Protection Team, telephone 0114 321 1177 and LA through EDULOG if it is a confirmed positive test <p>Other Actions Following Positive Test</p>	<ul style="list-style-type: none"> Senior Leadership including Governors EDULOG Public Health Other relevant agencies working with the child 	<ul style="list-style-type: none"> Increased segregation in school Prevent staff cross contamination and securely lock down groupings Develop contingency plans for loss of workforce capacity Review Risk assessment in light of circumstances surrounding organisation and make amendments as necessary to update protocols in light of the review clearly communicating with staff / parents/ pupils as required. To follow guidance from the Health Protection Team (HPT) / Outbreak Control Team and distribute letters provided by PHT accordingly To follow advice on additional swabbing of staff or pupils and inform HTP of any further cases or outbreaks 	<ul style="list-style-type: none"> Regular reviews of systems and process with all staff. Clear and concise communication with all stakeholders Ensure clear guidance for visitors Implement 'train the trainer' approach Support on deep cleaning Support staff maintaining PPE and hygiene supplies Vigilance on further guidance from Public Health and DFE 	<ul style="list-style-type: none"> Coordinate support across Senior Leadership including Governors Designated Senior Leader

Prevention	Suspected case response	Coordinated support\Multi-Disciplinary Team	Outbreak Control Measures (inc. test and trace)	Infection Prevention & Control	Lead:
<p>What actions are possible to anticipate, educate, enforce or empower to prevent circumstances that cause spread of infection for this group/place/setting?</p>	<p>What steps are needed if someone becomes symptomatic on site / within setting?</p>	<p>Which partners should work alongside a core resource to provide support for this group/place/setting?</p>	<p>What are the most likely effective outbreak control measure approach group/place/setting? How will targeted Test and Trace be applied?</p>	<p>What is most likely effective approach to infection prevention and control for this group/place setting</p>	
<p>Guidance document https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control</p>	<p>Follow DfE Guidance</p> <ul style="list-style-type: none"> Where the child, young person or staff member tests positive, the rest of their class / group/ bubble within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Follow the guidance of Covid-19 Cleaning in non healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 				

Appendix 4

Responding to Cases and Outbreaks of Covid – 19 Education Settings Public Health England

Responding to Cases and Outbreaks of COVID-19 in School and Educational Settings: Developing partnership working arrangements

Purpose: To outline the proposed approach of the Health Protection Team in managing cases and outbreaks of COVID-19 in school and educational settings and inform the development of effective joint-working arrangements between Public Health England and Local Authorities

Developing Partnership Working: Each local authority area and each school setting is unique. Outlined below is a summary of the Health Protection Team's planned approach to cases and outbreaks, but it is recognised that this will need to be adapted to reflect the needs and capacity of local systems, taking into account:

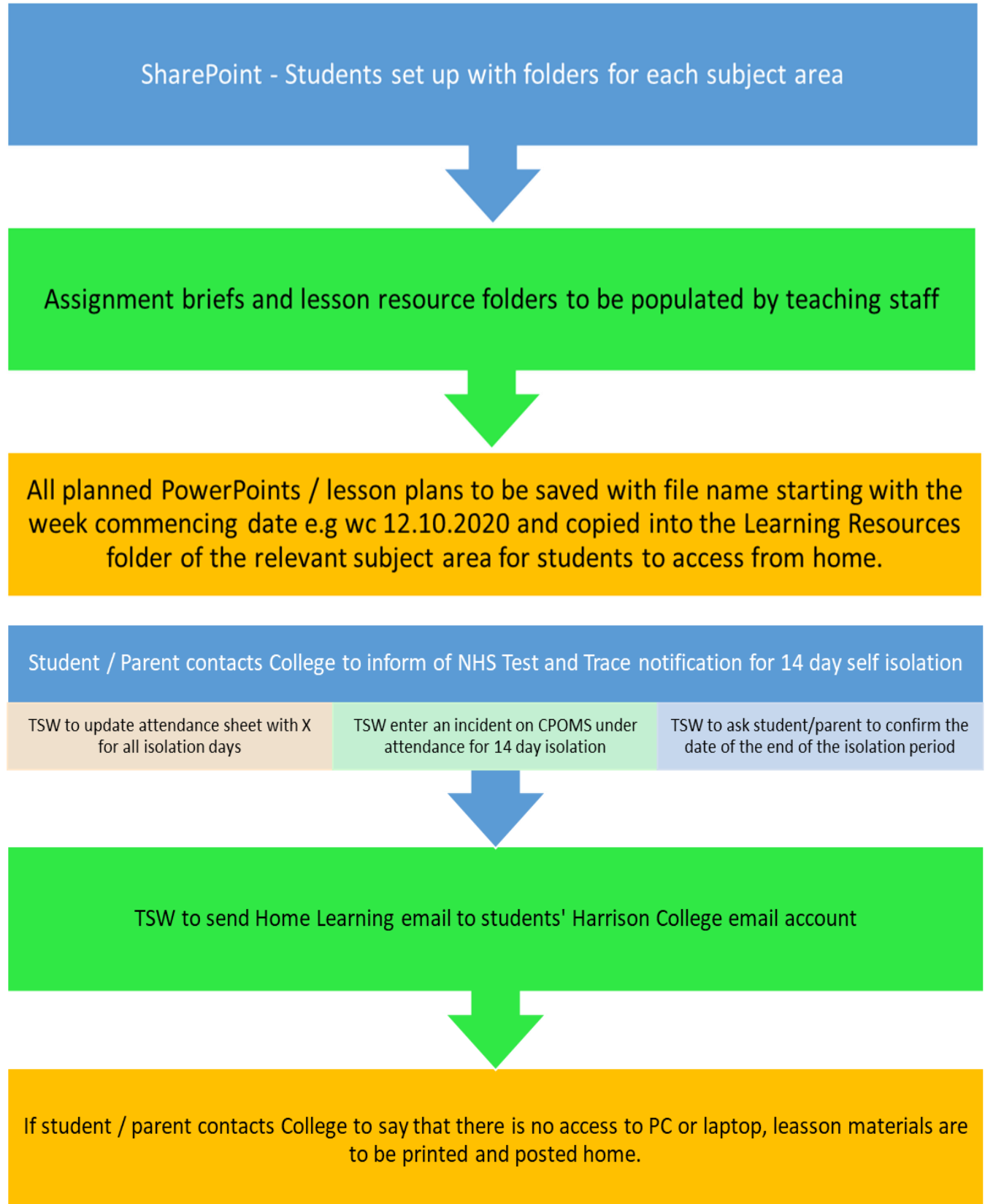
- the level of involvement of each local authority in the management of cases and outbreaks
- the input of local outbreak boards in supporting the management of school outbreaks
- local training and workforce gaps that could benefit from Yorkshire & Humber coordination
- local capacity to undertake swabbing in schools (if required)

Confirmed Cases
<ul style="list-style-type: none">• We are asking schools to notify the Health Protection Team of any confirmed COVID cases (in staff or students) reported to them• Possible cases should be sent home, given isolation advice, and have a test arranged in line with the Department for Education guidance for schools available here (the Health Protection Team only need to be notified of confirmed cases)• Health Protection Team <i>should</i> be notified separately through Track and Trace of any staff or student who is tested and confirmed to have COVID-19, but schools are asked to notify directly to ensure cases are not missed• If you are notified of a confirmed positive test Notify Public Health England Health Protection Team, telephone 0114 321 1177 and LA through EDULOG.
Contacting Case
<ul style="list-style-type: none">• On notification of a confirmed case, the Health Protection Team will contact the case to obtain further information and undertake a risk assessment• This will consider:<ul style="list-style-type: none">○ Whether the case was in school 48 hours prior to symptoms (or test result if asymptomatic) or within 7 days after onset of symptoms○ Whether the case had contact with any other individuals and the nature of this contact (i.e. does the contact meet the criteria for direct / proximity / travel contact)• Health Protection Team will provide the following isolation advice:<ul style="list-style-type: none">○ They should not attend school until 7 days after date of onset (or date of test if asymptomatic) AND have not had temperature for 48 hours○ They can attend school if they still have a cough but no temperature if it is more than 7 days since the date of onset or date of test• Health Protection Team will advise the case that we will be contacting the school to obtain further information (if not already done so, we will encourage case to notify school themselves)
Contacting School
<ul style="list-style-type: none">• School will be contacted by Health Protection Team to confirm nature of case's contact with others and possible exposure• If case has not been in school 48 hours prior to symptoms (or test result) or within 7 days after, no further action will be recommended by Health Protection Team

<ul style="list-style-type: none"> • Health Protection Team will work with school to identify which students and staff meet definition of direct / proximity / travel contacts during the infectious period of case • The expected default will be that class contacts will fall into the category of direct or proximity contacts as per current Department for Education guidance available here • Health Protection Team will provide headteacher with suggested letter to send to identified contacts advising 14-day isolation, although household contacts of contacts will not need to self-isolate • Health Protection Team will also discuss how school are implementing social distancing and infection, prevention and control measures, and provide advice as required (relevant guidance is here and here)
<p><i>Notification to Local Authority Teams</i></p>
<ul style="list-style-type: none"> • Health Protection Team will encourage headteacher to notify the Local Authority of the situation • Health Protection Team will also notify the Local Authority directly if there are any operational concerns due to the public health actions taken
<p><i>Outbreaks</i></p>
<ul style="list-style-type: none"> • We are also asking schools to notify the Health Protection Team if they have either: <ul style="list-style-type: none"> - Two or more confirmed cases of COVID-19 among students or staff in the school/college within 14 days or; - An overall increase in sickness absence reporting where parents report illness with suspected COVID-19 (but where no tests have been done or results are available)
<p><i>Contacting School</i></p>
<ul style="list-style-type: none"> • When notified of a possible outbreak, the Health Protection Team will obtain further information from the school to inform a risk assessment (this may involve asking the school to complete a data return) • This will include details of the setup of the school, total number of staff and students confirmed or symptomatic, vulnerability of student population, potential number of contacts and current social distancing and Infection prevention and control measures • Health Protection Team will also discuss how school are implementing social distancing and infection, prevention and control measures, and provide advice as required (relevant guidance is here and here)
<p><i>Management of outbreak</i></p>
<ul style="list-style-type: none"> • Health Protection Team will undertake a risk assessment to consider the severity and spread of outbreak, current control measures and the wider context (including communications from the school, anxiety level amongst students, staff and families, media interest etc.) • Health Protection Team will inform the local authority (pending local discussions) and jointly consider need for Outbreak Control Team. • Health Protection Team (or Outbreak Control Team) will help school to identify contacts who need to isolate (any symptomatic contacts will be encouraged to access testing) • Health Protection Team will provide school with letters to be sent to contacts and non-contacts
<p><i>Notification to Local Authority Teams</i></p>
<ul style="list-style-type: none"> • Health Protection Team will notify Local Authority of any COVID outbreaks in schools • School asked to notify Health Protection Team of any further cases or outbreak develops any concerning features such as a death in a student or staff member
<p><i>Further investigation / Swabbing</i></p>
<ul style="list-style-type: none"> • The Health Protection Team may advise widespread swabbing of the staff and student population, particularly in the early stages of Test & Trace • However, it is important to note that primarily this would be to add to overall understanding of COVID transmission rather than to inform the management of individual outbreaks • Arranging this will require discussion with partners in the local system
<p><i>Further advice and PPE</i></p>
<ul style="list-style-type: none"> • Department of Education's helpline for schools - 0800 046 8687 - should respond to all queries from schools (particularly in relation to published guidance) • The Department for Education guidance asks Local Authorities to support schools to access local Personal protective equipment supplies and available stock, escalating through Local Resilience Forums if required

Covid19 Response Self Isolation

In response to the Covid-19 crisis, Harrison College need to ensure that any student who is required to self-isolate can access the teaching and learning taking place in college during their period of isolation. It is the responsibility of teaching staff to ensure that the resources are available and that the below process is followed.



Appendix 6

In response to the Prime Minister's announcement on 12 October 2020 that, due to the current rates of infection in the area, Doncaster has been placed into Tier 2 level of restrictions, Harrison College has implemented the following procedures to ensure that the risk to students and staff is minimised:

- All staff will wear a face shield – students can, if they wish, wear a face mask whilst they are in the College
- Procedures for students entering the College will be tightened, and they will be required to line up and enter one-by-one so that the locker area doesn't become congested and social distancing rules are adhered to
- In addition to the normal sanitising procedures, students will be asked to sanitise their hands at intervals during the day - with their previously allocated personal hand sanitiser
- Students will be required to collect their folder from the locked cabinet and return it at the end of the day. In addition, they will be required to file their work – staff will not have any contact with student folders
- Students' work will not be handled or physically marked by the teacher but, instead, he/she will stick a post-it note on their work with a grading
- During breakfast/lunch times
 - students will be reminded of the need to adhere to social distancing rules
 - students will be required to wear gloves when playing pool and board games
 - students wishing to read will be required to retain the book until read. Once returned to reception, the book will be sanitised and retained for a period of time before being put back into circulation
 - students will be allowed to use the kitchen facilities on a queue system and will be allocated separate crockery and disposable (wooden) cutlery for their use. In addition, students will be required to wash, dry and put away the crockery they have used.
- The kitchen and toilet areas will be thoroughly sanitised after each breakfast/lunch break – this is in addition to procedures already outlined in this document
- At the end of the day, students will be given sufficient time to put away their folders, collect their belongings from the locker area and to sanitise their hands in preparation for leaving the College/boarding the minibus
- Visits from outside contractors, and prospective students and their parents will be restricted to before and after College, ie, when there are no students on site and where staff on site is at a minimum. In addition, visitors will be asked to wear a face mask and adhere to the strict hand sanitising and signing in procedures already in place.

As well as the procedures outlined above, disposable gloves, disinfectant wipes and tissues have been distributed around the College. Students will also be issued with their own bottle of hand sanitiser for use off-site.

Update 5 November 2020:

Further to the Government's announcement that a national lockdown will be implemented until 2 December 2020, Harrison College will remain open. We will continue to undertake risk assessments and implement the system of controls set out in the DfE guidelines for FE Colleges.

1. Face coverings will be worn by adults and students when moving around the premises, outside of classrooms and in communal areas where social distancing cannot easily be maintained.
2. Sanitising of equipment, furniture, doors, toilet areas, etc, and cleaning routines have been increased to minimise the risk of infection to students and staff.

3. Visitors to the College will be restricted to only those that need to be on site – engineers/workers conducting repairs, maintenance, installations, and deliveries.

Update 27 November 2020:

In response to the Government's announcement that specific areas, including Doncaster, will be placed in Tier 3 after the national lockdown ceases on 2 December 2020, the College will continue to implement systems already in place and detailed above.

Update 4 January 2021:

Where staff, students or trades need to enter the College site, they must follow the Covid-19 secure procedures detailed below:

- Staff procedures
 - *Sanitise hands when entering the building*
 - *Non-contact temperature check (anyone with a temperature will be sent home and a test must be taken)*
 - *Face coverings should be worn when working with students*
 - *Social distance at 1m+*
 - *Sanitise hands at regular intervals*
 - *Sanitise workspace at lunch break and at the end of the day*
- Student procedures
 - *Sanitise hands when entering the building*
 - *Non-contact temperature check by staff when signing in (anyone with a temperature will be sent home and a test must be taken)*
 - *Sanitise hands at regular intervals*
 - *Encourage 1m+ distance*
 - *Limit sharing of resources – disposable gloves to be worn when playing games etc*
 - *Face coverings to be worn when in smaller spaces, e.g. kitchen, locker area, transport*
 - *Chill Out room limited to 2 people*
- Trades
 - *Disposable gloves should be worn at all times whilst on site*
 - *Face coverings should be worn on entering the building and whilst on site*
 - *Sanitise hands when entering the building and before signing in*
 - *Non-contact temperature check (anyone with a temperature will be refused entry to the building)*
 - *Social distance at 1m+*

New National Lockdown – 6 January 2021:

On 4 January 2021, the Prime Minister announced that a [new national lockdown](#) will come into force at 00:01 on Wednesday 6 January.

During the period of national lockdown, schools, alternative provision, special schools, and colleges will remain open to vulnerable children and young people and the children of [critical workers](#) only.

Harrison College will prioritise the safety and welfare of students and their families during this time, and students will learn remotely until February half term. Individual student risk assessments will be updated regularly following welfare calls, visits and live lessons.

Remote Learning

During the period 6 January to 18 February 2021, students will be able to access live lessons via remote learning on Microsoft Teams. Individual students have been contacted in advance and have since been provided with the relevant daily timetables for their lessons as well as having remote access to resources.

Daily welfare calls will take place for all students that would normally be attending College that day by the Inclusion Co-Ordinator.

Weekly welfare visits to the home will be conducted by College staff – staff will not enter the home but must have sight of the student. Visits will be recorded on CPOMS. Any student that is classed as more at risk following individual risk assessment will receive multiple home visits per week.

It is crucial that we emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

Reporting concerns

- It is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns in relation to remote online education.
- Schools should consider referring teachers, parents and carers to the practical support that's available for reporting harmful or upsetting content as well as bullying and online abuse.

Harmful or upsetting content

Get support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)
- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

Bullying or abuse online

You can:

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

Coronavirus (COVID-19) testing

The coronavirus (COVID-19) testing programme should be continued to enable weekly testing for staff and daily close contact testing for those staff and pupils attending secondary schools and colleges. This programme also allows schools and colleges to test pupils on return. Harrison College will update this risk assessment and communication systems and procedures prior to testing commencing.

Return to face-to-face teaching – 8 March 2021:

This document has been updated following the announcement from the Prime Minister on Monday 22nd February 2021, regarding a return to face-to-face teaching.

The DfE have said that all students should return to College from 8 March and have encouraged a phased return to ensure that risk is mitigated by maintaining social distancing and the roll out of further testing and vaccinations.

The plan for our phased return, which is in effect from 8 March – 26 March, is outlined below:

- Staff ATS testing – Friday 5th March and Wednesday 10th March
- Covid Safe Procedures (daily routine):
 - Sanitise hands on arrival

- Temperature checked and noted on the signing in sheet
- If an LFD test has been performed at home, then inform College by putting a green dot next to your signature on the signing in sheet
- Sanitise hands again
- Face coverings to be worn at all times in all areas of the College
- Increased hand washing routines to sanitise hands at the beginning of the day, when changing areas, before and after lunch and at the end of the day
- Cleaning of workstations, tables, equipment including laptops and workstations etc. in-between and before/after each session
- Follow the lunch duty rota
- Designated staff only to use the PPA Office, all other staff store personal belongings in lockers and eat lunch either in the first-floor kitchen or in other available spaces
- Maintain 2m distance from other staff and adults
- Maintain 1m+ distance from students – also during breakfast club and lunch
- **Timetable**
 - The timetable has been updated to reflect changes
 - **Master Timetable Update** - enrichment sessions will be temporarily paused until after the Easter break, when wave 2 is in force. Therefore, students will finish at 12.00pm on Tuesday and Wednesday. All other lessons will take place as per the normal timetable.
 - **Duty Rota** – please view the duty rota and ensure that you are on duty at your allocated time and take your lunch at the time stated
 - **Seating Plan** – we are limiting students to 1 per desk in HC1, and it is compulsory that the seating plan is followed and staff will enforce this with students.
 - All **individual student timetables** have been updated.
- **Rapid testing for students**
All secondary school and college students will take coronavirus (COVID-19) tests as they return to the classroom from Monday 8 March. After an initial programme of 3 tests in college, students will be provided with two rapid tests to use each week at home. College staff will also continue to be provided with two tests to use each week at home.

Covid-19 Roadmap – 10 May 2021:

This document has been updated following the [announcement](#), today, by the Prime Minister that the country will move to Step 3 of the roadmap on Monday 17 May 2021.

Update on face coverings

As part of the government's move to Step 3 of the roadmap, from Monday 17 May, new advice applies to the use of face coverings by staff, pupils and students in schools and further education in England. Their guidance on face coverings has been updated to reflect these changes, and is as follows:

- Face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and FE providers.
- Face coverings will also no longer be recommended for staff in classrooms.
- In all schools and FE providers, we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (Bronze/Silver/Gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local Directors of Public Health to advise on.

Asymptomatic Testing

Students have been supplied with kits so that they can perform the Lateral Flow Device (LFD) test at home. These tests are important in rapidly identifying and containing asymptomatic cases and reducing the spread of Covid-19. Therefore, we are asking parent/carers for their continued support in ensuring their young person performs an LFD test twice per week (between 3 and 5 days apart).

As a college, we will retain a small on-site Asymptomatic Testing Site (ATS) so we can offer testing to students who are unable or unwilling to test themselves at home.

In line with stay-at-home guidelines, if anyone tests positive with an LFD, they must self-isolate. If a confirmatory PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test, and the individual can return to college.

Covid-19 Road map – 6 July 2021:

This document has been updated following the Prime Minister's [announcement](#) that the country will move to Step 4 with effect from 19 July 2021.

Update on face coverings

From Step 4, face coverings will no longer be advised for students, staff and visitors either in classrooms or in communal areas. The Government is removing the requirement to wear face coverings in law but expects and recommends they are worn in enclosed and crowded spaces where an individual may come into contact with people they do not normally meet. This includes public transport and dedicated transport to college.

Control measures

The College will ensure that control measures, previously stated, will be implemented, such as:

1. Good hygiene for everyone - frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that students clean their hands regularly, and this can be done with soap and water or hand sanitiser.
2. Maintain appropriate cleaning regimes – as detailed previously.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Asymptomatic Testing

Testing remains important in reducing the risk of transmission of infection within settings. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

As students will potentially mix with lots of other people during the summer holidays, the College is advised that it should offer students two on-site lateral flow device tests on return, 3 to 5 days apart, in the autumn term. All tests subsequent tests should then be completed at home by students and staff.

Staff and students may commence testing from 3 working days before the start of term and should then continue to test twice weekly at home until the end of September, when this will be reviewed by the Government. The College will retain a small Asymptomatic Testing Site (ATS) on-site until further notice so we can offer testing to students who are unable to test themselves at home.

If a student (or member of staff) receives a positive LFD test result he/she should self-isolate in line with the [stay at home](#) guidance. He/she will also need to [get a free PCR test to check if they have COVID-19](#). Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within

2 days of the positive LFD test, and is negative, it overrides the LFD test result and the student can return to their setting, as long as the individual does not have COVID-19 symptoms.

Those with a negative LFD test result can continue to attend college.

Close contacts of a positive Covid-19 case - update 18 August 2021:

The government announced that, from Monday 16 August, unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.

Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual.

Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal.

18-year-olds will be treated in the same way as children and young people until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Where a student is required to self-isolate, he/she will be emailed work to complete at home, as set out previously.

Return to College – September 2021:

On returning to college, following the summer break, students (and staff) will be expected to follow the sanitising rules as previously outlined. That is, sanitise hands on entry, non-contact temperature check, regular hand cleansing regimen.

Control measures

The College will ensure that control measures, previously stated, will be implemented, such as:

5. Good hygiene for everyone - frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that students clean their hands regularly, and this can be done with soap and water or hand sanitiser.
6. Maintain appropriate cleaning regimes – as detailed previously.
7. Keep occupied spaces well ventilated
8. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Asymptomatic Testing

Students (and staff) will be asked to have two onsite LFD tests, 3-5 days apart, and then continue testing twice per week at home. However, the college will maintain a small testing area for those who aren't able to test at home. Testing remains important in reducing the risk of transmission of infection within settings.

The College will retain a small Asymptomatic Testing Site (ATS) on-site until further notice so we can offer testing to students who are unable to test themselves at home.