

Coronavirus: September 2020 Reopening Policy and Guidance

The plans, policies and guidance outlined on this page apply from the beginning of the 2020/21 academic year. All are subject to change, depending on changes to Government policy and 'lessons-learned' by the College.

From September 2020, teaching at JLC will resume.

Some elements of our curriculum will continue to be delivered remotely to enable us to limit the number of students on our sites at any one time. Student timetables will clarify which lessons are on campus and which are remote.

Please find a copy of the College's overarching risk assessment below.

Attendance Expectations

In March 2020, when the coronavirus (COVID-19) infection rate was increasing, the Government made it clear that no parent would be penalised or sanctioned for their child's non-attendance at college.

Now the circumstances have changed and it is vital for all students to return to college to minimise as far as possible the longer-term impact of the pandemic on young people's education, wellbeing and wider development.

Missing out on more time in the classroom risks students falling further behind. Those with higher overall absence tend to achieve less well. College attendance will therefore be mandatory again from the beginning of the Autumn term. This means from that point, the usual rules on college attendance will apply. If, as a learner you are unable to attend a lesson either face to face or virtually then you must inform Student Services in the usual manner on studentservices@leggott.ac.uk

Learners who are Shielding or Self-isolating

The Government now knows much more about Coronavirus and so in future there will be far fewer young people and adults advised to shield whenever community transmission rates are high. Therefore, the majority of learners will be able to return. We note, however, that:

- A small number of learners will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has Coronavirus
- Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of Coronavirus. This means that the small number of pupils who will remain on the shielded patient list can also return to college, as can those who have family members who are shielding.
- If rates of the disease rise in our local area, learners (or family members) will be advised to shield during the period where rates remain high and therefore they may be temporarily absent
- Some learners no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning in September (usually at their next planned clinical appointment) - read advice from the [Royal College of Paediatrics and Child Health](#)
- Where learners are not able to attend college because of public health advice, we will offer them access to remote education.

- You will have been sent an email from the well-being team asking you to advise us if any of these circumstances apply to you.

Our Staff

Following the reduction in the prevalence of Coronavirus and relaxation of shielding measures from 1st August, we expect that most staff will attend work. Working remotely continues to be a potential option to mitigate the risk of coronavirus for some support teams.

Prevention on Campus

An extensive public health campaign is in place across our campuses reminding students and staff of the following key messages:

- Maintain social distance
- Wash hands regularly with soap and water, or sanitize
- Avoid touching your face
- For coughs and sneezes: Catch It, Bin It, Kill It
- If you develop these symptoms: new persistent cough, temperature, loss of taste or smell. Inform staff, leave campus, self-isolate, request a test online, inform us of your results

College Rules for Coronavirus

In order to keep staff and students safe when we return to college a set of student and staff rules have been introduced. We expect these rules to be adhered to and they will be rigorously policed. These have been relayed to staff and learners in separate communication.

We have also issued Frequently Asked Questions (FAQs) please ensure you familiarise yourselves with these. These will be updated as guidance changes.

Minimising contact with individuals who are unwell by ensuring that those who have Coronavirus symptoms, or who have someone in their household who does, do not attend our sites

It is vitally important that learners, staff and other adults do not come into our sites if they have Coronavirus symptoms, or have tested positive.

Anyone developing those symptoms during the day will be sent home.

If anyone on our sites becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home (avoiding public transport) and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have Coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Anyone who develops symptoms must inform us immediately.

If anyone becomes ill with Coronavirus symptoms and is awaiting collection they will be moved to a designated room where they can be isolated behind a closed door, depending on the age and needs of the individual and with appropriate adult supervision if required.

If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the individual while they await collection if a distance of 2 metres cannot be maintained (such as a person with complex needs).

As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk.

Any members of staff who have helped someone with symptoms and any learners who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive.

Everyone must wash their hands thoroughly for 20 seconds or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned after they have left to reduce the risk of passing the infection on to other people.

Maintaining Social Distance

Corridors have been clearly marked with distance guides in corridors and stairwells.

Priority-flow signage for stairwells, entrances and exits will be in place. Students and staff will be asked not to loiter or sit in corridors.

All lifts will be limited to one person at a time and should only be used by those with mobility issues.

Within classrooms some desks and computers have been set out to provide appropriate distancing between students while they work.

Some alternations to workshop spaces have been made to allow for socially distanced working practices.

Students will be encouraged to minimise contact outside of their groups while at college to reduce the possibility of transmission.

Clean Hands

Coronavirus is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Staff and students must ensure they clean their hands regularly, including when they arrive at our sites, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

To help with this we have installed several new sanitiser dispensers across our site

Ensuring Good Respiratory Hygiene by Promoting the 'catch it, bin it, kill it' Approach & Face

Coverings

The 'catch it, bin it, kill it' approach continues to be very important and we will be promoting it across our site.

We will ensure enough tissues and bins available to support our learners and staff to follow this routine.

As with hand cleaning, we will ensure those with complex needs are helped to get this right.

Face coverings are required at all times on public transport.

They are not required in further education settings as learners and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Although not required, if any of our staff or students want to wear face-masks or coverings to feel safe they will not be prevented from doing so. The college has a supply of face coverings that are available for students and can be obtained from Student Services.

Enhanced Cleaning

We have made a significant investment to bolster our cleaning staff to ensure that all classroom and office spaces are cleaned to a high standard daily. Toilets will be checked and cleaned regularly. Checking schedules will be visible in all toilets so users can see when they were last cleaned.

Students will be encouraged to take part in this regime, taking responsibility for their classroom hygiene.

Students will be encouraged to take responsibility for the cleanliness of their workshop space and equipment with their tutors, helping them to clean equipment before use.

All frequently touched equipment will be cleaned daily.

Travel to and Arrival at College

Wherever possible we will be promoting cycling, walking and other forms of exercise.

We will be reminding learners and staff that it is the law that they must wear a face covering when travelling in England on a public bus, coach, train, tram, or other forms of public transport, as per the [safer travel guidance for passengers](#).

We will be reminding our learners to remove their face masks and wash or sanitize their hands-on arrival at college, placing disposable face masks in the bin, or placing reusable face masks in a plastic bag for use later.

The Use of Personal Protective Equipment (PPE)

The majority of our staff will not require PPE beyond what they would normally need for their work, in workshops for example. PPE is only needed in a very small number of cases, including:

- where an individual becomes ill with Coronavirus symptoms while on site, and only then if a distance of 2 metres cannot be maintained
- where a learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used
- if the use of PPE is specified in the COVID-secure guidance for the sector

Managing Confirmed Cases of Coronavirus

We will take swift action when we become aware that someone who has attended college has tested positive for Coronavirus.

We will contact the local health protection team. This team will also contact the College directly if they become aware that someone who has tested positive for Coronavirus attended our sites – as identified by NHS Test and Trace.

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 provide definitive advice on who must be sent home.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the learner or staff member who is self-isolating subsequently develops symptoms.

If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 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 their setting immediately, and must isolate for at least 10 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection

We **will not** request evidence of negative test results or other medical evidence before admitting learners or welcoming them back after a period of self-isolation.

Containing any Outbreak by Following Local Health Protection Team Advice

If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team who will be able to advise us if additional action is required.

In some cases, health protection teams may recommend that a larger number of other learners self-isolate at home as a precautionary measure – perhaps the whole site or a specific group.

Due to the measures we are taking, whole-site closure based on cases within our sites will not generally be necessary, unless advised by our health protection team.

Behaviour on Campus

The vast majority of our students behave with the utmost respect and professionalism at college, but a minority engage in antisocial behaviour.

We need our staff to focus on safety during this time, so there will be a zero-tolerance approach to antisocial behaviour.

Safeguarding/Lanyards

We must be able to identify who is on campus and who our students are at all times to keep them safe. Lanyards with ID cards must be worn and visible at all times.

Any student who does not have one at any time should report to Reception and will be provided with a temporary one.

Anyone attending college who has lost their lanyard must report to Student Services and a replacement will be issued.

Report Concerns and Share Ideas

If you have any health and safety concerns on campus, or concerns for individuals you can report them via studentservices@leggott.ac.uk

This is also a place where you can share ideas for improving our systems and processes and improving college life while social distancing applies.