

Covid-19 Policy

Policy Aim:

This policy has been updated after the Prime Minister moved to step 4 of the roadmap in England on 19 July 2021.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to young people's education - particularly given that the direct clinical risks to young people are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is now to deliver face-to-face, high quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

The policy is to support the prevention of coronavirus spreading through dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

This policy includes:

1. Effective infection protection and control
2. Personal protective equipment (PPE) including face coverings and face masks
3. Shielded and clinically vulnerable staff & students
4. What happens if there is a confirmed case of coronavirus in a centre?
5. Self-isolation
6. Getting tested
7. Class or group sizes
8. Communicating our plans
9. Cleaning and hygiene
10. Reduce mixing within the training centre
11. Reduce the use of shared resources
12. Transport arrangements

Effective infection protection and control

Our aim is to prevent the spread of coronavirus through dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions have been employed to do this which creates a safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend the training centre and follow GOV isolation guidelines
- 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 using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom & building layout) and timetables (such as staggered break times)

Personal protective equipment (PPE) including face coverings and face masks

As part of the government's move to Step 4 of the roadmap, new advice applies to the use of face coverings by staff and students in further education in England.

Face coverings are no longer recommended for students, staff or visitors in classrooms or communal areas, in FE providers. For those wanting to wear a face covering, a supply will be available on site.

The reintroduction of face coverings for 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.

PPE is available for additional cleaning (e.g. gloves/apron) but this is not mandatory for our staff.

Shielded and clinically extremely vulnerable (staff/students/apprentices)

From 1st April 2021, clinically extremely vulnerable (CEV) people in England are no longer advised to shield. People on the shielded patient list will have received letters by 1st April with updated guidance on steps they can take to reduce their risk. All clinically extremely vulnerable students and apprentices should now attend Juniper unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Those who live with someone who is CEV should continue to attend Juniper as normal.

Further guidance for the clinically extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

What happens if there is a confirmed case of coronavirus in a centre?

Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

You're not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- you're fully vaccinated
- you're below the age of 18 years 6 months
- you've taken part in or are currently part of an approved COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you're not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible. If you are symptomatic you should stay at home. All staff who have been in close contact but are not required to self-isolate should undertake daily lateral flow tests for a minimum of 10 days.

Adults who do not need to isolate and young people aged under 18 years 6 months who usually attend an education or childcare setting, and who have been identified as a close contact, should continue to attend the setting as normal.

Self-Isolation

If you have symptoms or have tested positive for coronavirus, you will need to self-isolate for at least 10 days. Inform your line manager by phone that you have symptoms or tested positive. Read more about how long to self-isolate [here](#).

Do **NOT** attend work with Covid symptoms (cough, high temperature, loss of taste/smell) until you have received a negative PCR test.

Getting tested

Rapid testing using Lateral Flow Devices (LFD)s will support the return to education by helping to identify people who are infectious but do not have any coronavirus.

Both students and staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home.

Staff should share their result, either positive or negative on Cascade. Students should share a positive result with Juniper. Positive results should be shared with Juniper over the telephone (not in person). Positive results should be uploaded to NHS website.

Students aged 18 and over should self-test and report the result, with assistance if needed. Those aged under 17 should self-test and report with adult supervision. The adult may conduct the test if necessary.

Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, then this overrides the LFD result, and they can return to work/centre.

Those with a negative LFD test result can continue to attend Juniper and use protective measures.

Class or group sizes

There is now no limit on class sizes or the requirement for bubbles, although we will continue to keep consistent bubbles together wherever possible.

Communicating our plans

At the appropriate time, we will:

- tell staff, young people, parents, carers, visitors (such as suppliers), not to enter the centre/building if they are displaying any symptoms of coronavirus
- tell parents that if they wish to accompany their child, then only one parent should attend
- tell young people and parents/carers their allocated start/finish times and the process for doing so, including protocols for minimising people contact (e.g. which entrance to use)
- make clear to young people and parents/carers that they cannot gather at front doors/reception areas, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- promote [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times)
- communicate early with contractors and suppliers that will need to prepare to support our plans for opening e.g. cleaning, hygiene suppliers
- discuss with cleaning contractors and staff the additional cleaning requirements and agree additional hours (where required) to allow for it

Cleaning and hygiene

We will:

- follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments
- clean surfaces that young people are touching e.g. desks, IT kit, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- ensure that all people in the training centre:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Using the Gov guidance as a basis for this - [guidance on hand cleaning](#)
 - clean their hands on arrival at the centre, 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')
- encourage young people to create a habit of cleanliness and hygiene
- ensure that bins for tissues are emptied throughout the day
- where possible, ventilate our spaces by opening windows or using 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
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in a training centre

Reduce mixing within the training centre

We have:

- considered a one-way walking system around the centre (where possible), or delay a bubbles departure until the other group has moved.
- staggered breaks to ensure that any corridors or circulation routes used have a limited number of students using them at any time
- staggered lunch breaks – all people should clean their hands before food. Tables should be cleaned before and after.
- ensure that toilets do not become crowded by limiting the number of people who use the toilet facilities at one time

Reduce the use of shared resources

We will:

- prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently

Transport arrangements

We will:

- encourage young people and staff to walk or cycle to the training centre where possible
- promote the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) when planning their travel

Contingency Framework – Outbreak Management

In the event of a substantial increase in the number of positive cases which can be linked to transmission happening in one of our sites, then we will consider extra action, including some or all (but not limited to) of the following:

- Limiting visitors and parents on site
- Holding open days virtually

- Reviewing staggered start, break and home times
- Delaying employer visits & talks, or carrying out virtually where practical
- Implementing attendance restrictions – these will only be considered as a short-term measure and as a last resort – where this is required, remote education will be provided

The thresholds below indicate when we will seek support from Public Health:

- 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

At the point of reaching one of the above thresholds we will contact Public Health (DFE Helpline 0800 046 8687 option 1) for advice and review/reinforce our testing, hygiene and ventilation measures. It may be that Public Health require us to take additional action, this may include:

- Temporarily reinstating face coverings for staff and students – this will be for 2 weeks in the first instance, pending regular review
- Increased frequency of testing
- Strengthened communication to encourage students to undertake rapid asymptomatic home testing and reporting

We will seek support from Public Health if a student or staff member is admitted to hospital with COVID-19.

Outbreak management protocols will be agreed and implemented between Jon Eagle and the centre Performance Manager. In the event of them not being around, then a Management Board Member and Centre Lead/Assistant Manager will provide back-up.