

Reopening of Torpoint Community College - September 2020
Expectations to Manage the Risk of COVID-19 Transmission and Keeping
Our Community Safe - as at 10th July 2020

Expectations from Parents

- Children must only be sent to school if they or a member of their household do not have COVID-19 related symptoms
- Please be ready and willing to:
 - Book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they are displaying symptoms. Students must not come into the College if they have symptoms and will be sent home to self-isolate if they develop in College. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
 - 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 & Trace
 - Self-isolate (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>) if they have been in close contact someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- If anyone who displays COVID-19 related symptoms they can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>), or ordered by telephone via NHS 119 for those without access to the internet
- To collect their child / children as soon as possible if the College has informed them that they are displaying COVID-19 symptoms
- **Please notify the College immediately of the results of the test** (see the ‘**Actions if a student, staff member or visitor shows COVID-19 symptoms**’ section below for further advice and guidance)
- If dropping off or collecting your child, please do so at the times specified by the College and do not congregate with other parents
- Avoid entering the College premises unless you have been invited to do so. If it’s for an exceptional reason, such as collecting your child because they are unwell, plans will be made for their collection outside the main reception area. Please maintain social distancing if you enter the College and use the hand sanitiser that is located near the entrance
- Explain to your child / children the importance of maintaining social distance at all times, in particular if they are using public transport to get to and from school, to strictly follow the hygiene arrangements in place, to avoid all physical contact with other students and not to share any equipment, stationery or objects with others where possible
- If your child / children has serious concerns about returning to school, please contact their tutor or House Leader via e-mail so we can provide the best support we can.

School transport

- Students using public transport (e.g. CityBus) should sit individually on each seat and comply with the compulsory requirement to wear a face covering. When waiting for transport students should maintain distancing from one and other and not touch their peers where possible
- The Bus Company will take responsibility for wiping down seats and railings regularly
- Where possible, students should walk or cycle to school or be dropped off and collected by their parents / carers.

Student expectations

Students must only attend College if they or a member of their household do not have COVID-19 related symptoms.

When attending College, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our College and the wider community:

- Arrive at College and leave to go home at the designated time. Do not congregate in College at the beginning or end of the day where possible. If arriving early due to public transport, students are to go to their designated year group area
- Wash hands with soap and water on arrival at the College in the designated area and continue to do so regularly throughout the day. Use a hand sanitiser to disinfect hands where it is provided. Guidance on hand washing can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Avoid touching of the face
- Remain in the designated year group “bubble” at all times and only enter other year group areas if walking to a destination agreed by a member of staff such as the Student Support Centre, Medical Room or Main Reception. All non-essential movement around the College it to be avoided
- When walking through the College always stay on the left side of the corridor and in single file where the corridor narrows
- Maintain distance from other students and do not touch them where possible. No hugs or the shaking of hands etc
- Maintain 2 metres social distancing from staff, and do not touch them, where possible
- Respect and adhere to all signage that has been put up in the College for the health, safety and wellbeing of all site users
- In the classroom, always sit in your designated place and do not move the table or chair
- Maintain a safe distance from others between and during lessons
- During break times, go outside (weather permitting) or to the designated year group area (if the weather is poor). You are not to congregate in corridors at any time, unless directed to do so by a member of staff. Maintain distancing from others during break times
- Do not share belongings (stationery, food, phones etc) with others

- Use the toilet designated for your year group
- If using computers, wipe the keyboard and mouse at the start of the lesson with the anti-bacterial wipes provided if this has not already been done by a member of staff.

If you feel unwell and are displaying the following COVID-19 symptoms:

- ***A high temperature***
- ***A new, continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)***
- ***A loss or change to your sense of smell or taste***

you must inform your teacher or member of staff immediately, maintaining your social distance, after which you will be isolated and arrangements made for you to be collected by your parent / carer.

Expectations in the classroom

- Students and staff will use hand sanitiser on entering each lesson within the day
- Teachers should wipe the keyboard and mouse at the start of each lesson
- In ICT rooms, students should wipe their keyboard and mouse at the start of each lesson if not already done so by a member of staff
- Classrooms are to be adapted to support social distancing where possible. This should include the seating of students side by side and facing forwards rather than face to face or side on. Students must sit in the designated place at all times. Desks / tables and chairs must not be moved from their location
- To maximise social distancing teachers should remain at the front of the class and away from their colleagues and avoid movement during lessons
- Staff should avoid close face to face contact with students and minimise the time spent within one metre of anyone
- Windows should be left open during the lesson unless it disrupts the learning
- Group activities and any close contact between individuals should be avoided where possible
- Stationery and equipment / objects should not be shared where possible. Where this can't be avoided, the items should be either cleaned immediately after the lesson in line with current guidelines or set aside so they can't be used again for at least 72 hours
- If social distancing is not possible in the general classroom, the teacher should support their designated student(s) by withdrawing them to an appropriate room as agreed prior to the students' return to the College
- Physical Education will prioritise outdoor sports and activities where possible, and large indoor spaces where it is not, whilst following the measures in their system and controls. Distance between students will be maximised and there will be scrupulous attention to cleaning and hygiene. There will be no contact sports undertaken
- If a student requires close medical or intimate care, PPE will be worn.

Break time (Comfort Break) and Lunch Time plan

- Year groups will have separate designated areas that may use during a break time. NO FOOD WILL BE SERVED IN THE CANTEEN DURING THE ALLOCATED COMFORT BREAK IN THE MORNING
- Students will go outside for breaks, where possible, and maintain social distancing
- During breaks, students will be supervised by their teacher / a member of staff
- Year groups will be served food in their designated “bubble” areas at lunch time; students must remain in these areas at all times and remain separate from other “bubbles”

Toilets

- During lessons, students must use the designated toilets for their year group
- When given permission during lesson time, teachers should indicate which toilet should be used
- During break times, students must use their designated toilet
- Distancing must always be maintained when using the toilet facilities. Please do not congregate in the toilet area.

Staff rooms, Prep Rooms and Offices

- Staff should only use Staff Rooms, Prep Rooms or offices if they are able to socially distance themselves from each other
- The main Staff Room must not be used for meetings unless social distancing is possible. The main hall will be used as an alternative venue for whole Staff Meetings; there are several other rooms that can be used subject to the specific need and requirement
- In Staff Rooms, Prep Rooms and offices, hot desking on computers should be avoided where possible. Staff should only use the computer if it is designated to them. Alternatively, if the sharing of computers is unavoidable, staff should wipe down the keyboard and mouse before using
- Staff should use a hand sanitiser when entering and leaving the Staff Room, Prep Rooms and or offices.

Visitors (including contractors)

- Visits should only take place if pre-arranged and agreed with a member of staff, where possible, or unless there are exceptional circumstances and the nature of the visit is urgent
- Visitors should only come to the College if they, or a member of their household, do not have COVID-19 related symptoms
- Social distancing of 2 metres is to be maintained throughout the visit, where possible. The hand sanitiser, located in main reception, is to be used by the visitor(s) on their arrival and departure from the College. They should also be advised to wash their hands thoroughly in the designated area
- PPE is to be worn if required, and in line with current guidelines

- Visitors are to respect and adhere to all signage that has been put up in the College for the health, safety and wellbeing of all site users
- Think carefully about meeting environments to avoid close face to face contact. Meeting rooms should be well ventilated and social distancing maintained
- Try to avoid the sharing of objects, materials etc with staff and students
- If a visitor feels unwell and is displaying coronavirus (COVID-19) symptoms they should inform their host / main reception immediately and be advised to book a test. They should also be advised to notify the College immediately of the results of a test. Details of who the visitor has been in close contact with should be obtained by main reception from either the visitor themselves, or the visitor's host.

Actions if a student, staff member or visitor shows COVID-19 symptoms and tests negative or positive

- Students are to be sent to main reception from where the receptionist will direct them to the Seminar Room (the designated quarantine room) where they will be asked to wait until arrangements for their collection / return home have been made
- If a student requires close medical or intimate care, PPE should only be worn by a member of staff if a distance of 2 metres cannot be maintained
- Staff - please be ready and willing to:
 - Book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if displaying coronavirus (COVID-19) symptoms. Staff must not come into the College if they have symptoms and will be sent home to self-isolate if they develop in College. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
 - 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 & Trace
 - Self-isolate (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>) if they have been in close contact someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- If anyone who displays COVID-19 related symptoms they can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>), or ordered by telephone via NHS 119 for those without access to the internet
- The government has advised a small number of testing kits will be available in the Autumn Term that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school. The issuing of a kit will be in line with the government's advice as and when the new testing avenues become available
- The College will contact its local health protection team as soon as it becomes aware that someone who has attended the College has tested positive for coronavirus (COVID-19). The

team will also contact the College should it become aware that someone has tested positive for the virus who has attended the College – as identified by NHS Test and Trace

- The health protection team will work closely with the College to determine who should be sent home to self-isolate for 14 days since they were last in close contact with the person when they were infectious (i.e. the health protection team will provide definitive advice on who must be sent home). Close contact means:
 - Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, face to face conversation, or unprotected physical contact (skin to skin)
 - Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - Travelling in a small vehicle, like a car, with an infected person.
- **Parents, staff and visitors are requested to inform the College 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. Other members of their household can also 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’ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> and must continue to self-isolate for at least 7 days from the onset of the symptoms and then return to the College only if they do not have symptoms other than a cough or loss of smell/taste. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.