

Health and Safety guidance Autumn Term 2020

Thank you for your support and patience as we work to make arrangements for the reopening of the College for the autumn term.

The information that follows provides guidance for students to follow whilst they are on site and a full description of the steps we are taking as a college to ensure the safety of students and staff. The details are in-line with the latest guidance from the government and the Co-op Academies Trust. We ask that you take the time to read this information carefully and thank you for your patience.

The guidance includes some basics that are probably already well understood but, in order to adhere to guidance, we must remind you of.

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Procedures if someone in the household is displaying symptoms of C-19

Please notify college as soon as possible if you or someone in the household is displaying symptoms of C-19. The latest advice from the government is as follows.

If you have symptoms that could be coronavirus you should isolate at home for 10 days and *your whole household should isolate for 14 days.*

If you display symptoms that could be coronavirus you should register for a test as soon as possible on the NHS website - this way you and your family will know if you need to continue to isolate.

If you test positive you should notify College as soon as possible and follow the isolation rules.

If the College receives confirmation that someone has tested positive we will ask staff and students who have been in contact with that individual to isolate at home for 14 days. If they do not develop symptoms they return to college as normal. If they do develop symptoms they will be asked to get a test.

College will receive a directive from Public Health England track and trace regarding our next steps if there is a confirmed case at the college. Please remember that the re-opening plan is designed to limit transmission between groups. In the current guidance it states that isolation of groups may follow a positive test, but not the full closure of an institution.

Procedures if a student becomes unwell whilst at college

If a student begins to feel unwell while at college they should notify a member of staff immediately.

If they require any first aid or close contact from a member of staff, the member of staff will wear PPE of gloves, facemask and plastic apron regardless of the nature of the illness.

Inline with government advice we have a space to isolate students who become unwell and separate toilet facilities for them to use.

If a student becomes unwell and has symptoms that could be Coronavirus, parents will be informed of this. If the student is well enough to make their way home they should do so, otherwise you will be asked to come and collect them. We will provide PPE for them.

Please ensure that you have a plan in place for this eventuality and that you have discussed it with your son/daughter so that they know who we should call and what arrangements you have put in place.

If a student tests positive, the college will contact the Health Protection Team for further advice and guidance.

Rules and guidance for students returning to College

Parents and carers are asked to ensure that the college has any updates that are needed to the medical records we hold for your son/daughter so that staff supervising have all the information they need to support your son/daughter if they become unwell. Please email any updates to CONL-info@coopacademies.co.uk.

Students are asked to avoid travel on public transport, especially during rush hour if at all possible. The timetable is in place for September with a 10.00 am start and finish time of 3.15/3.20pm (3.50pm for Upper Sixth A Level catch-up) and should enable students to avoid travelling at peak times. If a student must take public transport they will need to wear a face mask in line with the latest government guidance. Students should allow appropriate time for their journey which may be different to normal given the social distancing that is in place on public transport.

If students wish to cycle to college, there is a secure cycle shelter available.

Students must wear a face mask inside when in shared areas within the building whilst Greater Manchester remains in lockdown. Further guidance will follow. When students remove their masks in classrooms the mask needs to be stored in a sealed bag or disposed of in a lidded bin provided.

On arrival at the college, students must use the provided sanitizer for their hands before they enter through the new turnstile.

A one way system will operate around the building. This extends to arrival & departure, stair wells and corridors. Students will use the student turnstiles entrance on arrival & leave via the main reception.

Students will not have access to the lifts (unless disabled).

The study hall will be the only facility open for students to use when they are not in lessons. The library, the gym and other IT drop in facilities will remain closed. The refectory will also remain closed, other than at lunchtimes. Students will be free to come and go during the college day, as they normally would.

Students with time between lessons will be able to attend the staffed silent study hall with ChromeBook access to participate in recorded lessons and complete work set through Google Classroom. Social distancing will be fully observed in the study hall. Students will be asked to leave college once their lessons have finished.

Students are asked to bring in their own personal items (e.g.pens/pencils/rulers) for use in lessons.

Students will be given sanitizing wipes to clean down chrome books and desks before and after each use by students.

We will implement year group sized 'bubbles' where students can only interact with other students within their bubble as per government advice. The bubbles will be:

- Bubble 1 - Lower sixth students only
- Bubble 2 - Level 2 and Upper sixth students only

Students will not be allowed to interact with students from outside their bubble. Year groups in bubbles will be kept separate during lunchtime and measures will be put in place to maximise social distancing in and around college. The refectory will be cleaned between bubble settings. Lunch will be a reduced menu.

Students should maintain social distancing with college staff

Signs and floor markings are in place around the college to help you keep to social distancing. This includes a one-way system and floor markings anywhere where you might need to queue.

Students are asked not to move any desks or chairs as they will have been arranged carefully to ensure social distancing.

Outdoor spaces will be closed to students.

Students must bring their own water into college as the water fountains will be turned off.

We need to remind you of some good hygiene practices that will help to keep us all safe at this time and reduce the spread of infection:

- Washing your hands often, with soap and water, for at least 20 seconds is one of the best ways to protect yourself against Coronavirus. Please wash your hands regularly through the day and whenever you leave or return to your house.
- Try to avoid touching your face
- If you need to cough or sneeze and have a tissue to hand, the advice is 'catch it, bin it, kill it'. If no tissue is to hand, please catch your cough or sneeze in your elbow.
- Wear clothes/coats that can be easily washed.

Additional Safety measures

We are providing bins in all rooms that are in use to prevent the spread of infection from any used tissues.

We are supplying paper hand towels in the toilets as these have been shown to be more effective at removing germs from hands following hand washing than air dryers. Students will be given sanitising wipes as they enter a classroom so they can wipe down desks and chairs prior to beginning their lesson.

Toilets and communal areas will be cleaned regularly throughout the day.

Anyone who is not expected at the college will not be allowed admission. If a parent or carer has a question they are asked to telephone and make an appointment if necessary.

Other information

- **Students already identified as self-isolating** If you have already self-identified as shielding, a member of the pastoral staff will contact you before the start of term to discuss your personal situation.
- **Date of return for students** Induction will take place for all students between Wednesday 26th August and Friday 4th September, and invites will be sent to students. The first day of term will be Monday 7th September.
- **Timetable** To be reviewed in line with further guidance & updated public transport plan, aiming to revert to original timetable (with a start time of 8.45am) as soon as we are able to do so safely. As 80% of our students use public transport, it is necessary to condense the college day, so students can avoid rush hour travel at the start and end of the day.

Timetable		
Period	Time	Notes
1	9:55 - 10:50 10 - 10:50	L6 Lesson U6 Lesson, L2 Lesson
2	10:55 - 11:45	Lesson
3a	11:50 - 12:40 11:45 - 12:30	L6 Lesson U6 Lunch - Limited food offer
	12:30 - 12:40	Refectory - Cleaning of surfaces
3b	12:30 - 1:25	U6 Lesson, L2 Lesson

	12:40 - 1:25	L6 Lunch - Limited food offer
4	1:30 - 2:20	Lesson
5	2:25 - 3:15 2:25 - 3:20	L6 Lesson U6 Lesson, L2 Lesson Students leave college at 3:15/3:20 (except U6 A Level intervention)
6	3:20 - 3:50 Intervention	U6 A Level only

- **Student day** Students will be on site for timetabled lessons and are able to stay on site if they have trapped time between lessons. This means that all students will not arrive or leave at the same time. The study hall will be the only facility open for students to use when they are not in lessons. The library, the gym, and other IT drop in facilities will remain closed. The refectory will also remain closed, other than at lunchtimes. Students will be free to come and go during the college day, as they normally would.

If, having considered all the information provided in this letter, you still have concerns about the safety of attending College please contact us so that we can discuss your concerns and attempt to address them. You can do this via email to CONL-info@coopacademies.co.uk and if necessary a member of the Senior Leadership Team will call you back.

Thank you for your attention in reading this communication. We really look forward to welcoming students back. We will update you in due course with any further guidance from the government.

