



## COVID-19 What we are doing at King Edward VI College

We have carried out, and are continuously updating as necessary, rigorous risk assessments. At the heart of these is the health, wellbeing and safety of all students and staff.

We have put a number of measures in place to ensure we all stay safe whilst causing least disruption to learning.

## How we are keeping students and staff safe whilst studying at College

- Making sure that students and staff do not attend if they or a member of their household has symptoms of coronavirus. We will block Student ID cards for the duration of isolation.
- Minimising contact by working in bubbles; reducing class sizes and numbers on site to minimise the number of students and staff that will need to isolate if we have a positive case.
- Minimising contact by introducing a one-way system for college entry and exit.
- Minimising contact by changing the layout of classrooms where necessary.
- Requiring regular hand washing and providing hand sanitiser stations throughout the college and in every classroom.
- Expecting students and staff to wear masks when entering all communal spaces such as corridors and learning centres.
- Cleaning college premises more often especially frequently touched surfaces, such as door handles, handrails, desks. Providing sanitising wipes in every classroom and learning space in college.
- Providing an isolation area should a student or member of staff present with symptoms on site and need to wait to be collected as per our procedure.
- Publishing and promoting social distancing guidelines throughout the college.
- Providing PPE for first aiders and other members of staff who need it.
- Installing screens at reception desks as well as for desks where students meet staff face to face in the Unity Hub, library, study centre and finance office.
- Floor markers to help promote social distancing.
- Operating a 'grab and go' service in our canteen spaces.
- Promoting sign up to the NHS Test and Trace app.
- Where possible keeping doors and windows open for good ventilation.
- Producing our own in-house Track and Trace system based on reports from our Management Information system

## COVID-19 Absence Guidance

What to do if...	Action needed	Return to College when
<p>You develop COVID-19 symptoms. This means:</p> <p><b>A high temperature</b> – this means you feel hot to touch on your chest or back.</p> <p><b>A new continuous cough</b> – this means coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours.</p> <p><b>A loss or change to your sense of smell</b> – this means that you've noticed that you cannot smell or taste anything, or things smell and taste different to normal</p>	<p><b>Do not come into College.</b></p> <p>You will need to:</p> <p><b>Contact college services</b> by email or phone to inform us <a href="mailto:collegeservices@kecnuneaton.ac.uk">collegeservices@kecnuneaton.ac.uk</a> or <b>024 7632 8231</b></p> <p>Self-isolate for 10 days</p> <p>The rest of your household should isolate for 14 days</p> <p>Get a test and inform college services immediately of your test result by email or phone as above</p>	<p>The test result comes back negative <b>AND you have informed us of it</b></p> <p>Your card will be blocked if you have not informed us</p>
<p>My test result is positive for COVID-19</p>	<p><b>Do not come into College.</b></p> <p>You will need to:</p> <p><b>Inform college services</b> of your test result immediately by email or telephone <a href="mailto:collegeservices@kecnuneaton.ac.uk">collegeservices@kecnuneaton.ac.uk</a> or <b>024 7632 8231</b></p> <p>Do not come in until we have agreed an earliest date for possible return, a minimum of 10 days</p> <p>Self-isolate for at least 10 days</p> <p>The rest of your household should self-isolate for 14 days</p> <p><b>We will evaluate who in your bubble needs to isolate and inform them</b></p>	<p>Once you feel better, you will be able to return to College after 10 days, even if you have a cough or loss of taste/smell – however you must go 48 hours without a high temperature.</p> <p><b>You must inform us of your return</b></p> <p>Your card will be blocked if you have not informed us</p>
<p>My test result is negative</p>	<p><b>Contact the College to let us know.</b> <a href="mailto:collegeservices@kecnuneaton.ac.uk">collegeservices@kecnuneaton.ac.uk</a> <b>024 7632 8231</b></p>	<p>The test result comes back negative <b>AND you have informed us</b></p> <p>Your card will be blocked if you have not informed us</p>
<p>I am ill with symptoms not linked to Covid-19</p>	<p><b>Please follow the College's Absence Procedure</b> which is to inform college services by email or telephone. <a href="mailto:collegeservices@kecnuneaton.ac.uk">collegeservices@kecnuneaton.ac.uk</a> <b>024 7632 8231</b> or use the <b>weduc</b> app form</p>	<p>Once you feel well enough to return to College, or 48 hours after the last bout of sickness or diarrhoea if this is the cause of absence.</p>
<p>Someone in my household has Covid-19 symptoms</p>	<p><b>Do not come into College.</b></p> <p>You will need to:</p>	<p>The test result for the person with symptoms is negative</p> <p>Or at the end of your 14 days self-isolation if the person</p>

	<p><b>Contact college services</b> to inform us  <a href="mailto:collegeservices@kecnuneaton.ac.uk">collegeservices@kecnuneaton.ac.uk</a>  <b>024 7632 8231</b></p> <p>Self-isolate along with your whole household for 14 days</p> <p>Get a test if you start to display symptoms, and inform the College immediately of your test result</p>	<p><b>You must inform us of your return</b></p> <p>Your card will be blocked if you have not informed us</p>
Someone in my household tests positive for Covid-19	<p><b>Do not come into College.</b></p> <p>You will need to:</p> <p>Inform college services of the test result  <a href="mailto:collegeservices@kecnuneaton.ac.uk">collegeservices@kecnuneaton.ac.uk</a>  <b>024 7632 8231</b></p> <p>Self-isolate along with your whole household for 14 days</p>	<p>You have completed 14 days of isolation.</p> <p><b>You must inform us of your return</b></p> <p>Your card will be blocked if you have not informed us</p>
NHS Test & Trace has identified me as having been in close contact with someone with confirmed Covid-19	<p><b>Do not come into College.</b></p> <p>You will need to:</p> <p>Inform us that you have been in contact with someone who has COVID-19  <a href="mailto:collegeservices@kecnuneaton.ac.uk">collegeservices@kecnuneaton.ac.uk</a>  <b>024 7632 8231</b></p> <p>Self-isolate for 14 days (although your household does not need to)</p>	<p>You have completed 14 days of isolation and have not contracted symptoms.</p> <p><b>You must inform us of your return</b></p> <p>Your card will be blocked if you have not informed us</p>
NHS Test and Trace has identified someone in my household as having been in close contact with someone with confirmed Covid-19	<p>Continue to attend unless you or a member of your household develops symptoms / has a positive test</p>	N/A
I have travelled and have to self-isolate as a period of quarantine.	<p><b>Do not come into College.</b></p> <p>Inform us that you need to quarantine  <a href="mailto:collegeservices@kecnuneaton.ac.uk">collegeservices@kecnuneaton.ac.uk</a>  <b>024 7632 8231</b></p> <p>Self-isolate for a minimum of 14 days</p> <p>For up-to-date travel information and quarantine guidance, please refer to the FCDO travel advice:  <a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p>	<p>The quarantine period of 14 days has been completed.</p>
My household travelled and have to self-isolate as a period of quarantine but I didn't travel with them.	<p><b>You will be able to continue to attend College providing that:</b></p>	<p>You can continue to attend College.</p>

	<p>None of the household members that travelled have or have had symptoms in the last 14 days</p> <p>The person/s that travelled DO NOT leave the household, including pick-ups or drop-offs</p>	
I have received medical advice that I must resume shielding	Contact the college to discuss your situation	
My learning bubble is closed due to a COVID-19 outbreak at College.	<p><b>Do not come into College.</b></p> <p>You will need to self-isolate for 14 days.</p> <p>We will continue with blended learning, moving on-site lessons to supervised on-line lessons</p>	College will inform you when your learning bubble reopens.

If you need to speak to someone regarding any of the above absence guidance, please contact the College using [collegeservices@kecnuneaton.ac.uk](mailto:collegeservices@kecnuneaton.ac.uk) or 024 7632 8231