

COVID-19 Policies Update - March 2021

Global London College Return protocols Booklet for Staff and Students

Government Directives for Reopening (published February 2021)

The government guidance outlines nine controls for reopening: these are listed below. All of these will be put in place by Global London College before the reopening of classes.

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend classes
- 2) Ensure face coverings are used in recommended circumstances
- 3) Clean hands thoroughly more often than usual
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often
- 6) Minimise contact between individuals and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the College community.
- 12) Contain any outbreak by following local health protection team advice.

Minimising the risk of transmission between students and staff

Please do not come into College if you or any member of your household has any of the following symptoms:

1. Adults with symptoms and/or confirmed cases

People with a new, continuous cough or a high temperature, or who have a loss of, or change in, their normal sense of taste or smell must not come to College.

Students, staff and other adults must not come into the school if:

- They have one or more coronavirus (COVID-19) symptoms
- A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- They are required to quarantine having recently visited countries outside the common Travel Area
- They have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- The start of their symptoms
- The test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

Close contact means:

- Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - Face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - Been within 1 metre for 1 minute or longer without face-to-face contact
 - Been within 2 metres of someone for more than 15 minutes (either as a
 - One-off contact, or added up together over one day)
 - Travelled in the same vehicle or a plane

Any procedure to close the College at short notice if staffing levels fall to levels where safety cannot be assured will be taken in line with advice from the College's Director and Principal and the local authority/ Public Health England.

Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. For staff and students, the College is implementing a Covid testing model and will provide self-testing kits for all staff and students. All are asked to participate in the College's strategy to take 2 tests a week to ensure the safety of all. The lateral flow devices used have received regulatory approval from the MHRA for self-use. Staff and students will be provided with self test kits for regular testing. Testing remains voluntary but strongly encouraged.

Self Testing

Both students and staff will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and students must report a positive test result to NHS Test and Trace as soon as the test is completed as per the instructions in the home test kit. Staff and students should also share a positive result with the College to help with contact tracing, and for appropriate action to be taken by the College if Covid has been confirmed in any staff or students.

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 test was done at home. The College will remain in close contact with any staff or students who need to self-isolate at home to ensure they are well, and well looked after.

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

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines, and should arrange for a lab-based polymerase chain reaction (PCR) test at a local NHS testing centre.

Further details and documentation for how the testing regime will work is provided later in this policy update.

2. Cleaning and hygiene routines

Regular hand washing and use of hand sanitiser. Students are asked (and will be reminded) to clean their hands regularly and always at the following times: upon arrival at the College, when they return from breaks, when they change classrooms. The College also advises all staff and students to wash their hands when they return home.

Enhanced cleaning routines. The College has put in place a cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms and shared areas. Greater attention is paid to frequently touched surfaces. Toilets will be cleaned regularly. Cleaning will take place in any shared spaces that are used between different groups.

- We have ensured the availability of soap and hot water in every toilet and any areas used for personal care of students.
- We have increased the number of locations of hand sanitisers and hand washing stations around the College property, for example at the College entrance, and in all classrooms.
- There will be bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infectious waste. The College has a cleaning team that will make sure that these are emptied every day.
- We will ensure a good supply of disposable tissues in each classroom and enough to top up regularly.
- The College will ensure continuity of supply of soap and sanitiser in all stations.
- The College will ensure that student and staff arriving can safely queue up, at 2-metre distance from each other, to access the sanitiser on arrival.

- Staff and students will be expected to wash their hands for at least 20 seconds with water and soap on arrival or use sanitisers, before departure and regularly throughout the day, including before and after every break. Class teachers will encourage students to follow this guidance.
- Class teachers will remind students to catch coughs and sneezes with a tissue or their elbow.
- Classrooms with windows will be kept open as much as possible, and where practical doors will also be kept open to aid ventilation.
- All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches, telephones, chairs, bannisters, shared learning resources, toilets and toilet handles, sinks, taps and other areas touched regularly, with additional cleaning during the day as necessary.
- A thorough cleaning plan has been put in place to be conducted at the end of each day.
- The College has purchased good supply gloves and disinfectant spray for use in case anyone coughs or sneezes on a piece of equipment.

3. Student preparation before attending College

Before setting off for College, staff and students must ensure that:

- They have consciously checked and considered if they or anyone else in their household has any symptoms, including taking their temperature if appropriate
- They have all their own equipment needed for class. Staff and student should not share any equipment or materials
- Everyone is encouraged to bring their own labelled water bottle

4. Separation of classes, and class bubbles

DfE guidance sets out the following core principles:

- Consistent groups reduce the risk of transmission by limiting the number of students and staff in contact with each other to only those within the group until further notice.
- Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.
- Whatever the size of the group, they should be kept apart from other groups where possible and students should be encouraged to keep their distance within groups.
- All teachers and other staff can operate across different classes in order to facilitate the delivery of the College timetable.

At GLC we have measured our classrooms and have taken into account facilities as well as our small class sizes. Hence, we will be operating in 'class group bubbles' and will keep our class schedules as normal with students having access to their usual teachers, facilities and subjects. We are satisfied we can do this safely and effectively, and believe the benefits of keeping as "normal" operation as possible outweigh the restructuring of the timetable and other systems that form such an integral part of College life and teaching. Timetables have been considered to ensure the risk of any interactions between different class bubbles are avoided.

5. Social distancing where possible

Social distancing will be implemented in all classrooms and throughout the GLC premises. Appropriate

measures have been implemented to ensure there is no sharing of tables, and that other unnecessary furniture has been removed to allow maximum space between students while in class. All students are asked to maintain social distancing with others when arriving to the College, and at all times while on College property when not seated at a desk. Each student will be assigned a specific desk for class, and they will be expected to use this same desk each time they come to class.

6. Arriving and Departing College

It is noted that a large majority of GLC's students will walk to College. However, for other students and staff who must take any form of public transport to the College, the following should be implemented while travelling on public transport:

- Wear a face mask at all times while on public transport
- Sanitise your hands upon entering and exiting the public transport (the College can provide you with pocket-sized hand sanitiser. Please ask at the office if you require at any time)
- Please maintain social distancing while getting on and off, as well as at all times when on public transportation
- Please use the provided hand sanitiser upon arriving and exiting the College
- Only arrive to the College as close to your class start time as possible
- Upon arriving at the College, please make your way directly to your classroom to take a seat at your designated desk. Wear your face mask at all times when in the College (the College can provide you with face masks. Please ask at the office if you require at any time).

7. Practical Hygiene and Measures Around the College Site

- Signage has been placed around the College reminding students of social distancing measures, extra hygiene protocols and reviewed fire procedures.
- All students and staff must wash / sanitise their hands on arrival at College using the provided sanitiser at the entrance. Students will be reminded frequently to wash their hands using soap and water in addition to using the hand sanitising stations around the College that have been set up - however please note that the virus does live on surfaces and materials and is best broken down by soap and water, and hence students and staff must wash their hands more frequently during the day.
- Students should keep social distancing guidance as much as possible. They should avoid touching each other at all times and must not share any equipment including stationery, computers, phones, water bottles, headphones.
- The College director will actively monitor that all systems are being complied with, and will remind all students and staff when needed
- For all class times there will be the teacher, a first aider, and a designated cleaner on duty at all times.

8. In the Classroom

- Classrooms have been checked to ensure a window can be opened to allow ventilation
- All desks and chairs in classrooms will be wiped down regularly by staff between classes
- As far as is practical, classwork, homework, announcements will be provided online to minimise the use of paper and books
- Students should have their own personal equipment and not share resources such as pencils, pens etc.

- Students are encouraged to bring their own water bottles, and other equipment where possible and must not share any items with any other students.

9. Limiting visitors and large groups

Government guidance is clear - large groups should be avoided, and visitors onto site should be limited as far as is possible. The College will continue to strictly restrict visitors, especially during class times. Enquiring potential students, contract workers, and all other guests, will be asked to phone the College and if possible their business will be conducted externally or delayed to later in the year. However, where such guests or visitors must come on site, they will be asked to call to schedule an appointment to visit the College out of class times. Visitor numbers should always be kept to a minimum, and their visits should be conducted as quickly as possible. Guests will be asked to wear masks at all times while on site, to use the provided hand sanitiser upon entry and exit, and not to touch anything as far as is practical. An extra thorough clean of any areas visited will be conducted following their visit in addition to the other regular deep cleaning currently going on in the College (as described above).

10. Use of PPE

It is now recommended that students wear face coverings in classrooms and within indoor areas around the College property unless social distancing can be maintained.

Face coverings will also be worn by staff and adult visitors where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). These additional precautionary measures are in place for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until further notice. These measures will keep it under review by the authorities and the College. The College has purchased supplies of face masks, and these will be made available to all staff and students for free upon request (please see staff room).

11. What the College will do in response to confirmed cases within the community

At all times the school will work closely with local authorities and act in accordance with their advice:

- Staff and students must not come into College if they display Coronavirus symptoms.
- If symptoms develop in College, the student or staff member should be sent home.
- Students and staff must then be tested through the NHS Test and Trace service.
- Should the test be negative, students and staff can return to College if they feel well and no longer have symptoms.
- If the test is positive, staff and students must self-isolate for at least 10 days and follow the PHE stay at home guidance, which can be found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- The College will contact the local health protection team, who will conduct a rapid risk assessment to advise next steps. The College will follow the advice given, which may include sending home individuals, class groups, or, in the event of a wider outbreak, temporarily closing the College.
- In order to support this process, the College will keep accurate lists of who the students have been in close contact with. Close contact is defined as:
 - Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre

- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes)
- Travelling in a small vehicle, like a car, with an infected person
- The College will keep staff and students fully informed but as a general rule will not share the names of individuals who test positive as set out in DfE guidance.

12. How will the curriculum, teaching and learning be structured?

As a basic principle, the College will endeavour to deliver the full curriculum. All lessons will be taught as normal. Classrooms and other frequently touched surfaces and equipment around the College property will be cleaned between classes and at the end of every day.

Learning Support

The College has made plans for staff providing 1:1 support as follows:

- Staff wash hands before and after working with a student one-on-one
- A space is identified for the interaction to take place, and set up with two separate desks placed a suitable distance apart where possible and, where appropriate, the interaction is provided at a distance
- A scheduled time should be set for the one-on-one session where the social distancing can be more easily arranged
- Where appropriate, all equipment needed for the student is set up in the space before the start of the session
- After the session, the member of staff cleans the desk area and washes any equipment that needs to be used by others afterwards (the College will provide all necessary cleaning equipment)

13. Managing student and staff wellbeing and mental health

- The College understands that the past year has been extraordinary in many aspects, and extended lockdowns as well as other issues related to the Covid-19 situation has put a strain on the lives of staff and students alike. The College sees, as part of its responsibilities, to support the rebuilding of friendships and social engagement, to address and equip staff and students to respond to issues linked to Covid-19 and to support the physical and mental wellbeing of all at the College.
- Regular communication with teachers and support staff will be available, and you may find senior staff take a proactive role in communicating with all about general wellbeing to ensure all is well.
- The College will communicate the requirement not to attend College if unwell or if someone may have been exposed to someone who is displaying symptoms.
- Sensitivity must be given in order not to create stigma or allow individuals presenting with symptoms to be discriminated against or bullied by others.
- College staff will monitor and support each other.
- Students are encouraged to speak to College staff about any problems or questions they have related to both education as well as other issues that may affect their wellbeing outside of class. All conversations will be treated with confidentiality, and appropriate support will be provided by the College itself or where necessary students may be directed to other support services.