

# Christchurch Learning Centre

## **COVID - 19 Protocol**

November

2021

## Protective measures

### Temperature

All pupils are required to have a temperature check upon arrival at the Centre using a non-contact thermometer. A thermometer and hand gel will be available in the foyer for pupils to use as they arrive for work. Should pupils register a temperature between 37.6°C and 37.9°C they should remain outside of the building until a qualified first aider/Covid lead can assess the situation. If their temperature remains above 37.6°C, they will be required to return home and complete a LFD test.

### Face masks

The use of face coverings is now required by staff and pupils in all communal areas and when away from desks. Staff and pupils may also choose to wear a mask at additional times while on site.

Staff may be allocated a 'home site' during the different stages of a lockdown. Should staff be required to attend a site other than their home site, a face covering must be worn at all times regardless of proximity to others.

These measures will be reviewed on a regular basis.

### Handwashing

All staff and pupils are required to thoroughly wash their hands upon arrival and at regular intervals throughout the day (such as at break and lunch times). The use of hand sanitiser is also required at the beginning of every lesson. Sanitisers are available in all rooms and various common areas.

Several rooms are available to wash hands and can be used on rotation through the day as pupils attend lessons in these areas.

**Stour Road:** Room 1 – Science, Kitchen – Food Tech, Room 4 – Art, Toilets.

**Stour Cottage:** Kitchen, Toilets.

### Rooms and equipment

Pupils have allocated seating in all classrooms. Workspaces and shared resources such as laptops are cleaned on a regular basis with appropriate cleaning wipes and all pupils can be issued with individual sets of pens, pencils etc. if requested. All spaces will be appropriately ventilated by the use of open windows and/or doors to ensure appropriate air flow. The government has issued carbon dioxide meters to schools, this device will be used to check that ventilation is adequate.

Water jugs and disposable cups are available for each classroom if needed, in order to minimise movement around the centre.

### Additional measures

Staff may be restricted to one building in order to reduce contact with others and possible spread of COVID-19.

Pupils and staff may be required to wear face masks throughout the school day subject to current guidance and local infection rates.

These measures will be reviewed on a regular basis and implemented only when necessary.

## Symptomatic persons

Staff, pupils, external agencies and visitors who are exhibiting any of the following symptoms must not attend either site.

- A temperature of 38°C or above – even if this has only been present for a very short period of time
- A cough – coughing a lot for 1 hour or three or more coughing episodes in a 24 hour period
- A loss or change in sense of taste or smell.

## Precautionary measures

Staff, pupils, external agencies and visitors displaying a temperature of between 37.6 – 37.9°C at any point during the school day will be required to return home immediately. All staff and pupils should return home for a period of 48hrs in order to monitor for further symptoms in the first instance.

## Symptomatic Pupils

Pupils must be isolated if one or more of the following symptoms are displayed.

- A temperature of 38°C or above – even if this has only been present for a very short period of time
- A cough – a persistent cough, no matter how mild
- A loss or change in sense of taste or smell.

In the event of a student displaying symptoms associated with COVID-19 immediate, but discreet contact should be made with one of the following members of staff – P. Gavin, G. Tostevin, A. Blissett, U. Schirbel.

## **Stour Road**

If identified on the **ground floor**, pupils are to be isolated behind a closed door in the Headteachers Office and remain seated in a designated chair near an open window. Staff should **not** remain in the room unless the pupil requires additional support, in which case full PPE (mask, face shield, gloves, apron) should be worn by the staff member who should maintain a 2m distance. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom which is then not used by anyone else until it has been thoroughly cleaned (see below).

If identified on the **first floor**, pupils are to be isolated behind a closed door in Room 5 and remain seated in a designated chair near an open window. Staff should **not** remain in the room unless the pupil requires additional support, in which case full PPE (mask, face shield, gloves, apron) should be worn by the staff member who should maintain a 2m distance. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom which is then not used by anyone else until it has been thoroughly cleaned (see below).

## **Stour Cottage**

Pupils are to be isolated behind a closed door in the nearest available enclosed room on that floor – alternatively remove other students from the room in order to ensure isolation procedures are adhered to. The pupil should remain seated in a designated chair near an open window. Staff should **not** remain in the room unless the pupil requires additional support, in which case PPE (mask, face shield, gloves, apron) should be worn by the staff member who should maintain a 2m distance. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom which is then not used by anyone else until it has been thoroughly cleaned (see below).

## **Parental contact**

Parents/carers are to be contacted immediately and asked to pick up their child as soon as possible. In the event of a parent or carer being unobtainable the pupil must remain isolated until contact has been made.

Parents/carers will be advised to book a COVID-19 PCR test. Information on how to book a test is available on the Centre website and below.

If a symptomatic person who has become ill on site is unable to access a home test or testing site, a school test may be issued. School tests must only be handed to a person over the age of 18 or the parent/carer.

## **Symptomatic staff**

### **Stour Road**

If staff become aware that they are feeling unwell they should go to the foyer, close the inner door and open the outer door. Through the closed hatch they should tell admin staff that they are unwell and inform them of the lesson that now requires support. Admin staff will then contact PG/GT to speak with the staff member. At the direction of SLT, staff should then return home immediately and arrange for a test to be carried out.

### **Stour Cottage**

If staff become aware that they are feeling unwell they should exit the building and contact Stour Cottage via phone from the car park/car and inform DR that they are unwell. Staff should identify which lesson now requires support. DR will contact PG/GT who will speak with the member of staff. At the direction of SLT, staff should then return home immediately and arrange for a test to be carried out.

## **Cleaning**

Any areas used by someone with a suspected case of COVID-19 should be thoroughly cleaned and disinfected using standard cleaning products and disposable cloths. Ensure appropriate PPE is worn (gloves, apron, face covering) while this is carried out.

Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.

## **PCR Testing**

### **When to get a test**

If a person has symptoms, they should arrange a test as soon as possible. The test needs to be carried out in the first 8 days of having symptoms.

Tests can be booked through the self-referral portal at <https://www.gov.uk/get-coronavirus-test>.

Appointments at testing sites are released at 10 am for that afternoon and at 8pm for the following day. Alternatively, if you cannot get to a test site, a home test kit can be ordered online or by calling 119. Key workers who are symptomatic will receive priority for test appointments.

On days 1 to 7 of displaying symptoms, a person can get tested at a site or at home. If they are ordering a home test kit on day 7, it must be ordered by 3pm.

On day 8, attendance at a test site will be required. It is too late to order a home test kit.

If it is not possible to get a test in the first 8 days of displaying symptoms, the symptomatic person must stay at home for 10 days and anyone they live with must stay at home (self-isolate) for 10 days. Anyone in their support bubble must also stay at home for 10 days.

Home test kits must be returned on the day the test is taken by using a priority post box. Priority post boxes will have this sign or one similar. The location of priority post boxes can be found on the following web site [www.royalmail.com/services-near-you#/](http://www.royalmail.com/services-near-you#/)



A small supply of home testing kits are available at school for persons becoming ill on site who are subsequently unable to obtain a test through the COVID testing website. In addition, if a symptomatic staff member, who is currently self-isolating, cannot access testing quickly, a test kit may be offered in order to allow them to return to work as quickly as possible. This approach should not be used for students, only for symptomatic staff members who are vital to the running of CLC.

### **Return to school**

A person who has tested positive for COVID-19 and who has completed their 10 days isolation from the onset of symptoms may return to school even if they still have a cough or a change to their sense of taste or smell. However, they cannot return if they still have a temperature. In order to return to school a previously symptomatic person must have had a normal temperature for 48 consecutive hours without the use of fever reducing medication.

A person who begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) but has a negative PCR test result, feels well and no longer has symptoms similar to coronavirus (COVID-19), can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

CLC should ask parents/carers to confirm test results but are unable to compel them to disclose this information.

CLC cannot ask for evidence of a negative test result in order to readmit a person to school after they had previously tested positive and have completed their isolation as results can come back as positive due to residual non-infectious virus.

### **Asymptomatic testing**

#### **Lateral Flow tests in school**

Secondary-age pupils are being prioritised for testing in response to the recent high rates of coronavirus (COVID-19) infection. All schools with secondary-age pupils (including special schools and alternative provision) have issued home test kits to all pupils. These Lateral flow tests provide results in 30 minutes.

If a test returns a positive result, they should immediately self-isolate and have this positive test confirmed with a standard Polymerase Chain Reaction (PCR) test (available through the government online portal or by calling 119).

All pupils should complete home tests provided by The Learning Centre on Monday and Thursday mornings. Results MUST be uploaded to test and trace and to Apptavi <https://app.apptavi.co.uk>.

## **Administering on-site tests**

On-site tests will be administered during the first week back in school after end of term breaks and at any other additional times as deemed necessary. At all times CLC will ensure that the testing programme is managed in line with the system of controls that includes maintaining social distancing where possible, good hand and respiratory hygiene and keeping occupied spaces well ventilated. All staff who volunteer to administer tests will carry out appropriate training and assessment.

## **Staff Self-testing**

All staff have been issued with self-testing kits which will be conducted at home before attending work on **Monday** and **Thursday** mornings. Staff are required to complete the tests and register the outcome on the NHS Test and Trace website. If a positive test is identified, staff should contact the Centre on 01202 471410 and request a return call from a member of the SLT and/or the C-19 Team Leader – Mrs A Blissett.

A record of your test outcome **MUST** also be registered on the schools **APPTAVI** portal before arriving to work or at the earliest opportunity before pupils arrive at 8:45 am.

## **Confirmatory PCR test**

NHS Test and Trace has reintroduced confirmatory PCR testing for positive LFD tests conducted at all assisted testing sites, including schools and for home administered tests. This means that all staff and pupils who get a positive LFD test should self-isolate and obtain a confirmatory PCR. The PCR test should be booked immediately either online or by calling 119 and should be undertaken within 2 days. If the PCR test is negative, it overrides the LFD test and the staff member or pupil can return to school or college. Close contacts of a confirmed case of COVID should also arrange to take a PCR test, however there is no requirement to self-isolate before the results are known as long as the close contact is aged 18 or under or is fully vaccinated.

## **Close contacts**

### **What is meant by a 'contact'**

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a 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.

If a person is a close contact with someone who is being tested for COVID-19, but they do not yet have a test result, the contact should take extra care in practising social distancing and good hand and respiratory hygiene until results are known. There is no requirement to self-isolate as long as the contact is aged 18 or under or has been fully vaccinated unless a positive test result is returned.

## Actions resulting from a positive test result

CLC must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). CLC should contact the schools continuity team and the local health protection team. These teams will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) has attended CLC – as identified by NHS Test and Trace.

The schools continuity team or health protection team may carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and inform them of the need to take a PCR test. The schools continuity team or health protection team will work with CLC in this situation to guide them through the actions they need to take. Based on the advice from the schools continuity team or health protection team, CLC must send home those people who have been in close contact with the person who has tested positive who are not fully vaccinated, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

Should 10% of the school population test positive for COVID-19 (minimum of two cases) within a 10 day period Public Health Dorset will be contacted for further advice as transmission may be occurring within the setting and further testing may be required.

## Provision during partial or full shutdown and cases of self-isolation

In the event of a full or partial shutdown, every attempt will be made to offer education via our virtual school platform. Pupils will be allocated digital devices on the basis of need (as this is a limited resource) and parents/carers will be required to sign a loan agreement for any devices they are allocated. All devices will remain the property of CLC at all times. We will work towards offering virtual lessons within 24 hours of a shutdown. All lessons will be 30 - 45 minutes in duration with a greater emphasis on core subjects. In addition, paper-based work/resources will be sent out where necessary. Staff will also carry out additional welfare checks as needed.

## Replenishment of testing kits

The supply of school test kits can be replenished via the portal which can be found at <https://request-testing.test-for-coronavirus.service.gov.uk/>. Test kits should only be reordered if school has run out or is running out of the original ten kits that were sent. The number of test kits available for each order will be proportionate to the size of the school/FE provider however they are packaged in boxes of 10.

## [Additional information](#)

Additional information and advice is available at <https://www.gov.uk/coronavirus> and in the staff room.

## [Useful contacts](#)

In any first suspected single or confirmed case in a BCP school or setting, contact [schools.continuity@bcpcouncil.gov.uk](mailto:schools.continuity@bcpcouncil.gov.uk) and [publichealth-hp@dorsetcouncil.gov.uk](mailto:publichealth-hp@dorsetcouncil.gov.uk) with main details.

When there is more than one confirmed case, complex cases or a repeat new case (e.g. previously had one case) contact PHD on [publichealth-hp@dorsetcouncil.gov.uk](mailto:publichealth-hp@dorsetcouncil.gov.uk) or on 01305 221000 and [schools.continuity@bcpcouncil.gov.uk](mailto:schools.continuity@bcpcouncil.gov.uk).

### **DfE Helpline**

(for advice and guidance regarding COVID-19) 0800 046 8687 and selecting option 1. Lines are open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.

### **PHE – National Enquiry Line**

020 7654 8000 (option 9).

### *References*

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

*Schools and further education providers testing webinar v15 11.09.2020*

<https://www.gov.uk/get-coronavirus-test> (updated 30th September 2020)

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings> (31st December 2020)

<https://go.tessello.co.uk/CourseStore/clients/TestDeviceTraining/15-NHSTestandTraceResources-2020122217577/course/en/assets/5fe0d596262d63676c0129c7/file.pdf>

*Testing in secondary schools and colleges webinars (1 – 3)*

*Asymptomatic testing document sharing platform*

<https://www.gov.uk/government/news/all-schools-to-receive-carbon-dioxide-monitors>