

Bishop Burton College Higher Education Outbreak Management Plan

Purpose of this document The Outbreak Management Plan forms part of the planning processes and suite of documents designed to create COVID secure campuses and, together, set out how the College (Bishop Burton and Riseholme) will seek to:

- Sustain high quality teaching
- Provide a good student experience
- Reduce the risk of transmission of the virus
- Manage the impact of a local outbreak and control any outbreaks either on campus, or amongst staff and students
- Explain to students and staff how we will communicate changes to them

The purpose of this document is to set out how the college plans to manage the impact of a local outbreak and/or control any outbreaks that occur either on campus, or amongst staff and students.

Whilst overall responsibility of this plan sits with the Senior Leadership Group (SLG), responsibility is delegated in a tiered approach to all managers, staff and students. On a day to day basis responsibility is largely delegated to the following individuals:

Assistant Principal Campus and student services- to share information with the Director of Public Health and work closely with other health professionals to control any outbreaks, and ensure COVID-19 Mitigation. To manage the college's track and trace.

Director of Marketing and Communications- to communicate any changes and actions to the college community (Students, staff and stakeholders)

Health and Safety Manager- To support risk assessments and monitor practice

Senior Higher Education -Academic Lead- To support changes to the delivery of the curriculum

But we need to be clear that we all have a role to play as citizens.

Actions taken to support prevention and ensure a safe environment

The college prepared carefully for the safe return of students to the Bishop Burton and Riseholme campuses in September and January. A comprehensive risk assessment is in place for the higher education department to identify hazards and ensure appropriate control measures are in place to reduce the risk and likelihood as far as is reasonable. The risk assessment follows Government guidance and is under constant review. Measures taken include:

- **Hands.** Sanitising stations have been installed near every entrance and exit to our buildings and in all teaching spaces
- **Face.** Face coverings are mandatory in communal areas and teaching spaces inside all college buildings. From Monday 9th November following the latest government guidance all adults staff and students will be required to wear a mask when inside buildings including in lessons unless individuals are exempt.

- **Social distancing** of at least 1.5m will be maintained in teaching spaces but wherever possible this is 2M.
- **Space.** We have taken steps to reduce the numbers of people on campus, removed excess furniture from teaching spaces to ensure social distancing. We have installed clear signage at every entrance point reminding staff and students to sanitise their hands, put on their face covering and maintain social distancing. Buildings have one way system, for entry and exit. There is clear signage in each teaching space, which sets out the requirement to sanitise the desk, sanitise hands and maintain social distancing. There is a restriction on visitor access to public areas.

Communication

A communications plan has been developed. This includes:

- Emails to all staff and students, setting out the college's revised operating procedures - https://www.bishopburton.ac.uk/uploads/document/asset/330/Blended_Delivery_Model_BB.pdf
- Letters to all students setting out the behaviours expected from them - all staff and students were briefed on the safety measures in place on campus as they arrive at/return to the college; this information was communicated before term started to HE students and reinforced on arrival, during induction week, and reinforced after reading week / October half term
- https://www.bishopburton.ac.uk/uploads/document/asset/332/COVID-Safe_Induction_Brief.pdf - https://www.bishopburton.ac.uk/uploads/document/asset/359/Be_Safe_on_Campus_Protecting_Each_Other.pdf
- Videos / presentations explaining the safety measures in place on campus shared via social media, email and VLE (iLearn)
- All managers were required to risk assess their areas and this was communicated directly to individuals as well as being published on the college website - https://www.bishopburton.ac.uk/uploads/document/asset/317/Covid-19_Risk_Assessment_CB_Return_to_Campus_10.pdf
- The college web site was updated regularly to reflect any changes
- Social media
- The college undertakes to inform anyone impacted by change as quickly as possible

Teaching Arrangements

We have worked hard to adapt our campus, classrooms, and teaching arrangements for the new academic year in order to keep our community, students, and staff safe. The college is known for its strength in delivering higher level skills and as such, many of our programmes require practical elements of delivery. Consequently, we started this year with a blended model that we believe enables students to build practical skills in a safe environment. Everyone will be aware however that face to face delivery is only possible while it is safe to do so. Strategies may include reduced class numbers and limited days on campus ensuring different programmes and year groups do not come into contact. Decisions relating to shifts in the mode of delivery will be made based on government

advice and the advice of local Director of Public Health. This enables the college to respond to national and local guidance.

We want to work together, as we all have a role to play in staying safe and reducing the risk of transmission of Coronavirus. Any changes to delivery modes will be communicated as soon as possible. Student support will be available remotely as well as in college, how it is accessed will be dependent upon safety and linked to moving up or down the tiers as described in government advice.

The college will ensure there is a replacement timetable should face to face delivery not be possible. In such an event, the college will seek to deliver all course content remotely. If elements of delivery are not possible, alternative forms of assessment will be made or this element of the programme will be held until such a time as it can be safely delivered.

Government advice

The government issued advice linked to tiered Response Levels and published guidance for Higher Education providers and separate advice for Further Education Colleges. Advice for higher education details a tiered approach to the blend of online and face to face teaching. The tiers are as follows:

- **Tier 1** (default position): providers are expected to provide blended learning, with face-to-face tuition, following the provisions of this guidance, and public health guidance, including, for example, the appropriate use of face coverings.
- **Tier 2** (fall-back position): providers should move to an increased level of online learning where possible. Providers should prioritise the continuation of face-to-face provision based on their own risk assessment. We expect that, in the majority of cases, this will be for those courses where it is most beneficial.
- **Tier 3** (where stricter measures are needed): HE providers should increase the level of online learning to retain face-to-face provision for priority courses, and in as limited a number of situations as possible. Students should follow government guidance published as part of any additional restrictions applied locally, including where this says that students should remain in their current accommodation and not return their family home or other residential accommodation to reduce the risk of transmitting the virus through travel. In these circumstances, providers should support students to do so by keeping services for students, such as university libraries and catering facilities, open.
- **Tier 4** (last resort): We expect the majority of provision to be online, with buildings open for essential workers only.

It is important to note the tiered response level is concerned with the balance of face to face and online learning. It does not necessarily equate to an assessment of the scale of any outbreak. The college is required to work in partnership with the local Director of Public Health and its responses to any outbreak should be coordinated with them. It follows that decisions about changes to the tiered response level should be made in conjunction with the local Public Health team, who will be able to provide up to date information about the local context to inform that decision.

1. See <https://www.gov.uk/government/publications/higher-education-reopening-buildings-andcampuses/higher-education-reopening-buildings-and-campuses> for a description of the different tiers. 2 See <https://www.gov.uk/government/publications/higher-education-reopening-buildings-andcampuses/higher-education-reopening-buildings-and-campuses>.

From January to March 9th 2021 at the earliest, the Government put the country back into a lockdown and consequently no face to face teaching is possible until government guidance allows face to face delivery once more.

College track and trace

In addition to government track and trace, the college has a protocol for tracking any member of staff or student with a positive result, to determine contact with others and to limit infection. Staff or student with a positive result, to determine contact with others and to limit infection.

The College procedures include a COVID plan for students presenting to staff with illness and a college contact tracing form. The contact tracing form includes a number of sections and questions to gather information such as: travel arrangements, classes attended, times and also movement around communal areas.

It is essential that students and staff follow official advice if they or anyone in their household develops Coronavirus symptoms. If this happens, please remember to:

- Self-isolate immediately with your household.
- Book and take a test if you have symptoms via www.nhs.uk/coronavirus or telephone 119.
- Notify the University Test and Trace team
- Inform your personal tutor and faculty office (for students) or line manager (for staff).
- Ask for help if you need it via the Student Support or HR team.
- Follow the latest Government advice at www.gov.uk/coronavirus.

College Testing Facility

From January 2021, a fully operational Rapid Response Covid-19 Test Centre has been accessible to staff and students upon their return to campus. All students are expected to take the lateral flow tests when they return to campus – all students are eligible to receive the test free of charge on site.

Appointments for tests can be booked via the college virtual learning environment, [iLearn](#). The centre is located within the Dance Studio in the Sports Centre. Tests are available for students who do not have any symptoms of the virus – if students do have symptoms, they should return to campus and follow Government guidance to access a test locally.

Staff and student support

We recognise that many students and staff are facing additional mental health challenges, due to the disruption to study and working practices, and uncertainty caused by coronavirus. Students who are struggling with their mental health at this time can access support via the College's Student Services.

Services provided include; the Health & Welfare team, this team can offer support or can refer students to the inhouse team of qualified counsellors for more specialist support, there is also a college Chaplain. Counselling can be carried out remotely. In addition to college services, students can also access The NHS and online resources from Public Health England and the charity Mind.

<https://www.gov.uk/government/publications/covid-19-guidance-for->

<https://publichealthmatters.blog.gov.uk/2020/09/14/student-life-in-the->

www.mind.org.uk/information-support/tips-for-everyday-living/student-life

In relation to residential students, the warden team are available out of hours and at the weekend.

Students can also access academic support through the Additional Learning Support team, if they are experiencing anxiety in relation to their work and attendance at college. Students have access to a range of support systems and materials on [iLearn](#), the College's virtual learning environment, plus one to one support.

Students may also request the loan of IT equipment, such as a lap top, ear phones or a dongle if they have issues connecting remotely. Students suffering from mental health or who do not have a quiet place to learn at home may also come on to the campus, with permission to work at college.

Students should seek permission from their programme leader. Students regularly accessing the college campus must also engage in regular testing. Should students wish to access this support they should make the request to their programme manager.

Student attendance at sessions delivered at college

Students who request not to attend face to face sessions at college due to shielding for medical reasons, must inform us that they will not be attending college in person. These concerns may be about their own health and wellbeing or their families. Programme managers will keep a list of students making this request and registers will be marked accordingly, the college will ensure that student in receipt of a bursary linked to attendance will not be disadvantage.

While it is possible to deliver a blended learning approach we will endeavour to do so. Tutors will be signposting lesson content on iLearn for students unable to attend in person. Tutors will track engagement of those individuals not physically attending college and ensure work is still being submitted. All students are required to attend their online delivery sessions.

Student Concerns

The initial person to talk to if students have any concerns are their programme manager. If a student feels their concern has not been adequately addressed, they can register a complaint via the college complaint system

https://www.bishopburton.ac.uk/uploads/document/asset/110/Complaints_Procedure.pdf

Restarting programmes after a national lockdown

The college's priority is to ensure students can resume as near normal delivery as soon as possible. As soon as government guidance allows, the college will provide a list of programmes that will resume face to face contact in order of priority. Those programmes that have a high practical content, that cannot be suitably replaced by virtual delivery will be a priority. Along with students who are about to complete their programme of study.

The list will be issued in communication via individual programme leaders and placed on our website. Along with guidance regarding attendance. When face to face delivery is again possible, the college services will resume, such as buses, halls of residence will be again open to receive students that were previously studying at home, student services will also be open.

Assessment

The college, alongside its partner universities will operate a no detriment policy. Students will be kept up to date about what this means to them, along with any changes to assessment strategies. Since this will vary between programmes and validating university partner's, students should ensure they are in frequent contact with their programme leaders. Should any student have concerns they should always contact their programme leader as a first priority, if for some reason there is a problem, they can contact Patricia Crowther the Faculty Administrator on patricia.crowther@bishopburton.ac.uk who will ensure your programme leader is aware of your concerns.