

Bishop Burton College Outbreak Management Plan

Overview

The government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to young people's education - particularly given that the direct clinical risks to young people are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

The College's priority is to deliver face-to-face, high quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have followed and will continue to follow closely guidance from the Department of Education, the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

Our underpinning objectives remain:

- Reduce the risk of transmission
- Sustain high quality teaching
- Provide a good student experience
- Manage the impact of a local outbreak and control any outbreaks either on campus, or amongst staff and students

Whilst overall responsibility for 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:

- **Head of Student Experience:**
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 in the event of an outbreak.
- **Director of Marketing and Communications:**
to communicate any changes and actions to the college community (Students, staff and stakeholders).
- **Health and Safety Advisor:**
to support general maintenance of health and safety best practice in this area including but not exclusive to risk assessing and monitoring practice against national guidance.

Supporting a safe return to College for staff, students and stakeholders

The College continues to follow closely guidance from a variety of agencies including the Department of Education, the Department of Health and Social Care (DHSC) and Public Health England (PHE) among others, to ensure that the above groups of people can work, study, and contribute, safely.

As such a range of mitigations (inline with and above the required level stipulated by appropriate authorities) have been put in place. They include:

- Risk Assessments:
We will regularly review and update our risk assessments - treating them as 'living documents' - as the circumstances in our setting and public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

See [health and safety responsibilities and duties for schools](#).

- Hands:
we have installed sanitisations stations at every entrance/exit to our buildings, all teaching spaces and 'high contact' areas.
- Face:
although no longer mandatory, we have asked our staff, students and stakeholders to continue to wear face coverings in crowded or enclosed spaces such as corridors or eating outlets (unless seated) if they are able to do so. We have also made it clear to these groups that if they feel they need to continue to wear face coverings, that we will support that where we can. Based on staff and student feedback, we have removed the mandate to wear face coverings in classroom situations unless an individual wishes to do so.
- Space:
we continue to promote social distancing where possible and appropriate. We have also removed excess furniture where possible (to promote social distancing). We have also installed clear signage which sets out requirements such as sanitisation of hands and work stations and also to promote social distancing.
- Ventilation:
wherever possible indoor spaces will be kept well ventilated by opening windows and doors whilst maintaining a comfortable temperature.
- Cleaning Regimes:
the college will maintain its cleaning regime but asks that students and staff contribute to maintaining a clean environment by wiping down work stations and desk tops, computer key boards etc.

- **Testing:**
the government advises twice weekly asymptomatic testing for all students residing in their term-time accommodation, or accessing college facilities, and for all staff. We will continue to promote and support personal responsibility around testing. This will include providing LF testing kits to all students and staff. We will also continue to test, on site, those students who require this facility for whatever reason.
 - **For an assisted LFD test taken on-site:** Upon notification of a positive LFD test result, students and staff are legally required to self-isolate immediately on the day of the test and for at least the following 10 full days. Contact tracing will be initiated. Following a positive LFD test result, students and staff should take a follow-up polymerase chain reaction (PCR) test as soon as possible.
 - If a student or staff member takes a PCR test within 2 days of the LFD test and receives a negative result, they and their household can stop self-isolating as the PCR test result overrides the LFD. However, self-isolation must continue if: a) the PCR test result is positive b) no follow-up PCR test is taken c) the PCR test result is negative but the test was taken more than 2 days after the LFD test
 - **For an LFD test conducted at home:** Upon notification of a positive LFD test result from a test taken at home, students and staff should self-isolate immediately and take a follow-up polymerase chain reaction (PCR) test as soon as possible. If the PCR test result is positive students and staff are then legally required to self-isolate and continue to do so for at least the following 10 full days. Contact tracing will also be initiated at this point.
- **Vaccinations:**
we will also liaise with the local authorities to provide 'onsite' vaccination opportunities where possible for all of our students and staff (subject to availability).
- **Following Guidance:**
we will continue to follow public health guidance in regards to testing, self-isolation and management of confirmed covid 19 cases.

Returning to Campus in September 2021

- Students are encouraged to test before they travel back to College, either through their local community testing programme or by ordering a free test online.
- Students are encouraged to test twice weekly.
- Students are encouraged to consider vaccination prior to returning to campus.

What we will do if there is an outbreak

We have worked hard to adapt our campus, classrooms, and teaching arrangements for the new academic year in order to keep our staff, students and communities safe.

However, it remains important that we put in place a range of strategies/contingencies should our current institutional, regional and/or national situation change.

Our priority under these contingencies remains keeping 'everyone' safe. Secondary to that is our wish to maintain high quality education for all.

Strategies/contingencies may include but is not exclusive to: reduced class numbers, limited days on campus, ensuring different programmes and year groups do not come into contact, reintroduction of past measures e.g. one-way systems or face coverings in all areas, move to blended learning delivery or full remote delivery. Decisions relating to an escalation of strategies/contingencies and ultimately shifts in the mode of delivery will be made based on Government advice and the advice of the local Director of Public Health. This enables the College to respond responsibly in relation to the institutional, regional and/or national context.

A key threshold for the College will be if: 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time.

Any changes will be communicated as soon as possible to all college stakeholders. All college services such as student support will be available in all instances, however how it is accessed will be dependent upon safety and linked to the severity of the situation and Government advice.

Steps involved in management of the college outbreak plan.



In addition:

- **A localised outbreak involving a particular student or staff member:** will be managed following government guidance regarding testing, track and trace and self-isolation.

- **A localised outbreak in student accommodation or in a particular programme or curriculum area:**

will be managed by step two or depending on the severity, step 3 of our plan, where individuals are told to self-isolate and/or undertake testing following government guidance.

- **If the college experiences an outbreak (increased prevalence of infection locally that requires interventions in the whole community, including students and staff):**

we can move to deliver a blended teaching provision step 2 in our plan. In this eventuality student will be informed via their curriculum area management teams and through direct communication from the College e.g. college intranet and college website.

In these circumstances' sessions will be taught (to some degree) via face to face remote delivery using appropriate platforms such as Microsoft TEAMS or ZOOM. However, because of the practical nature of many of our programmes, where it is safe to do so and whilst maintaining social distancing measures, we will continue to deliver practical sessions so as not to inhibit a student's personal and technical progress.

This approach also means that the balance between remote and on-site delivery may vary from one programme to another. Whilst our more practical based subjects require more on-campus delivery, there may still be elements of on campus delivery for theoretical based subjects also, if deemed safe and responsible.

- **If there is a large-scale outbreak at the college or in the local population:**

we will move to step 3 in our plan which will entail full remote delivery.

Because of the practical nature of many of our programmes, we will endeavour to deliver practical sessions in year, in line with Government guidance. The college has the flexibility to extend the length of our programmes, should this be required. However it will be our intention to complete programmes within the published timetable where possible.

Staff and students should note that the college will manage outbreaks based on risk assessment and Government guidance. We ask for staff and students continued support in ensuring the campus remains as safe as possible so that we can continue with our preferred option of on-site delivery.

Communication

A communications plan has been developed which includes:

- Emails to all staff and students (including next of kin where appropriate), are sent as necessary setting out the college's revised operating procedure (before the return to campus at start of term / if changes to government guidance are implemented)
- The same information is communicated on our central website, so a single source holds all up to date content, relevant to the different needs of college and university centre measures

All information is accessed via a home page link from the main college website -

[Guidance on Coronavirus \(bishopburton.ac.uk\)](https://www.bishopburton.ac.uk/guidance-on-coronavirus)

- Social media is also used to promote and communicate information to our wider stakeholder network
- Videos / presentations explaining the safety measures in place on campus shared via social media, email and VLE (iLearn)
- Appropriate risk assessments to be published on the Colleges website: August 2021 Risk Assessment - [Ref No \(bishopburton.ac.uk\)](https://www.bishopburton.ac.uk)
- College wide information screens and VLE used to communicate current measures and expectations of staff, students and visitors in relation to campus safety
- College representatives from all areas impacted to be called together to collectively decide the best and most appropriate way to manage 'changes'.

Government advice

Currently both the FE and HE guidance say that FE Colleges who provide HE courses should use the FE guidance.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

College Recording

In addition to government track and trace, the College will record positive cases and act accordingly, inline with national guidance.

Any 'Covid' related incidents for both staff and students should be reported to the Covid Hotline, which will now be manned by the Student Services team, who will disseminate information as required, including feedback to external parties such as the Department for Education.

The College will continue to promote and support positive and responsible action, including:

- Book and take a test if you have symptoms via www.nhs.uk/coronavirus or telephone 119.
- Notify the College 'Covid Hotline'.
- Inform your course manager/personal tutor (for students) or line manager (for staff).
- Ask for help if you need it via the Student Services or HR team.
- Follow the latest Government advice at www.gov.uk/coronavirus.

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 team.

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 also have access to a range of support systems and materials on i-Learn, the College's virtual learning environment, plus one to one support.

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. Academic teams 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 disadvantaged.

Where it is possible to deliver a blended learning approach we will endeavour to do so. Tutors will signpost lesson content on i-Learn 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 course manager/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