

Policy Guidance on the reopening of David Game College Higher Education Centre (DGHE) and creating a COVID-19 secure workplace

This policy guidance is based on various risk assessments carried out at the College by the COVID-19 Risk Committee. The main purpose and rationale of the policy guidance are to:

1. Explain the main risks that exist for students, staff and visitors
2. Outline the changes that will have been made to mitigate the principal risks
3. Explain how the changes will be actioned and monitored
4. Outline what measures will be in place to allow those who are vulnerable to study/work remotely

This policy guidance document has been critically reviewed by the College's Governance Advisory Committee and approved for publication. It has assimilated advice from various sources, including government websites, consultancy advice, DfE, Office for Students, Universities UK, Teaching Union guidance and advice from the Health and Safety Executive (HSE).

The College is totally committed to providing a safe and secure environment for students, staff and visitors. Social distancing, hygiene measures, temperature checks, and classroom/corridor management are at the heart of the policy guidance. The policy will be subject to modification depending on the prevailing scientific and government advice. It is understood that this policy guidance is subject to constant update. The COVID-19 Risk Committee will be responsible for updating the policy every two weeks from the date of official publication.

The College intends to re-open the building from starting from 14th September, which is when students will be expected to start their studies.

DGHE aims to open a limited range of facilities from **28th September 2020** and will also be publishing additional guidance on what services will be delivered online and what will be on-campus.

Note: Term dates and teaching arrangements will vary according to department. You will be notified as to when classes specific to your department will start.

Macro Risks Identified:

SARs-CoV-2 is the name of the virus that causes the disease COVID-19. From scientific advice it is apparent that the virus has a high rate of transmission and can therefore be easily spread through a population. It is important to note that you do not have to have the symptoms (being asymptomatic) to spread the virus. That is why it is particularly important that you follow these guidelines to be safe. The key risks appear to be:

1. People being too close to each other and not engaging in accepted social distancing (2 metres); *a change in guidance from 2 metres to 1 metre may be made in the future depending on prevailing scientific advice*
2. Transmission occurring through touching of hard and soft surfaces (e.g. door handles)
3. Transmission through sharing items, including, pens, pencils, board pens, lab coats and equipment are all potential sources of risk transmission.

4. Transmission occurs from person-to-person via small respiratory droplets, dispersed through sneezing, coughing or when people are in close proximity to one another i.e. less than 1 metre.
5. Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others. Those from a BAME background show evidence of increased risks of mortality and therefore College individuals within this group should be subject to individual risk assessments
6. Those with underlying health conditions (diabetes, respiratory conditions, compromised immune systems, etc.) all of which are further impacted by obesity and advancing age.
7. Students coming in from other high risk countries
8. Students and staff congregating near the entrance/exits
9. The canteen, library, and all classrooms (including art, photography and laboratories) pose a risk unless they are re-worked to ensure social distancing
10. Staff and student and student and student interaction and social intercourse are a possible source of transmission during day-to-day operations
11. The gym and the dance floors are strong potential sources of risk (although it should be noted that coronavirus is not transmitted through sweat)
12. Individuals who may not believe or properly comprehend the risk of transmission may flagrantly breach rules and social distancing measures
13. Visitors to the building who do not follow social distancing measures or general guidance
14. Individuals who fail to report any symptoms and enter the College

All of the above are further complicated by the risks from travelling in to College on public transport.

Mitigation of Risk Factors

The mitigation of risk factors is best understood when divided up into key elements:

1. **Entrance and visitors**
2. **Students**
3. **Staff**
4. **Traffic management and classroom management**
5. **Resources for infection control**
6. **Infection control and hygiene management**
7. **Key area management**
8. **Policy adjustment**
9. **Miscellaneous**

Please note that the above are not mutually exclusive and are highly interdependent.

Entrance and visitors

To mitigate the risk of visitors potentially being a transmission threat (personally or through deliveries) all visitors' names and origin of their work place will be logged. All visitors will be offered alcohol-based gels to wash their hands on entry.

Deliveries and post will be restricted to the entrance and all DHL parcels and packages will be managed at the entrance. Visitors that have to enter into the main body of the College will be provided with safeguarding and H&S leaflets about practices they must adhere to. All key meetings will be made in the Board room or in the glass room opposite the staff kitchen on the ground floor.

Any visitor who is likely to stay for some time inside the College will be temperature checked. Parents or potential students and their parents/carers can have a tour of the College, but this will take place in the early evenings (where possible) and social distancing will be enforced. The College will activate its new InVentry system, so that students, staff and visitors can be recorded as entering and leaving the College via a card system.

Examination External Candidates will be largely managed online; verification of identity through key documents will take place at the entrance.

Students

- I. All students must sign up to adhere to conditions based on the policy guidance and any persistent breaches will result in disciplinary action.
- II. All students will be subject to temperature check (using a non-contact IR thermometer) as they enter the building in the morning and their temperature logged. Temperature checks are, however, not considered highly reliable, but the College will use quality gadgets to help improve accuracy.*
- III. Students will be encouraged to wash their hands before eating and not touch their eyes, nose or mouth.
- IV. Students will be profiled to determine who may be considered vulnerable in terms of their own health status or for someone in their family. Arrangements will be made to secure their ongoing education if they are unable to physically come to College.
- V. Students will be required to wear face masks upon entry into the DGHE section of the building. Students will also be required to wash their hands on entry and hourly wash their hands with alcohol-based gels and sprays that will be made available around the College. Students will not be allowed to use the College gym until January 2021.
- VI. Students arriving from abroad will be required to self-isolate for 14 days. Students' timetables are likely to be staggered to allow students to avoid the rush hours where possible.
- VII. Staff will have to give careful consideration to sharing of utensils and protective equipment e.g. including, pens, pencils, board pens, lab coats, resources/ equipment etc.
- VIII. Students using experimental instruments and equipment will be required to use disposable gloves.
- IX. Students will be asked to have access to their alcohol-based gels or sprays so that they can clean the desks that they use

****The use of temperature checks are considered often unreliable and misleading because asymptomatic people are just as likely to be infectious as those who show symptoms. Also infected people can go up to 14 days without showing symptoms and false positives and negatives can easily occur.***

Staff

- I. All staff will receive training to ensure that they fully understand the procedures that are put in place and instructing information should they come across someone who feels ill in their class or the College in general.
- II. All staff will be asked to report to the Reception to be temperature checked in the morning and the information logged.
- III. Staff will be asked to cancel any non-essential travel.
- IV. Staff will be kept informed of all HR up-dates and/or adjustments to existing contractual obligations
- V. Staff will be asked to police the new arrangements on social distancing and have the right to whistle blow if they are not happy with College arrangements if any issues that are first raised to Management are properly addressed.
- VI. Staff who are considered vulnerable or who have vulnerable members of their family will be allowed to have special arrangements for visiting and remote working.
- VII. Staff will be asked to be sensible in their use of staff rooms and resource rooms to ensure social distancing
- VIII. Testing for staff is something that the College is prepared to consider, but given the issues or testing keep shifting, this is something that will have to worked-out on an ongoing basis – including what form of testing, and frequency.
- IX. All Reception staff and those in frequent contact with students (teachers, personal tutors, UCAS advisers, etc.) will be required to wear full face visors. Security staff will also be required to wear full-face visors.
- X. Teachers will be asked to keep doors open when students enter and leave and not to share board pens etc.
- XI. College trips will be risk assessed, but are most likely to be cancelled before January 2021.
- XII. Staff will be asked not to use others' keyboards or computer terminals where possible.
- XIII. Staff should not impose their own social distancing measures if they compromise fire safety e.g. putting a chair at the entrance of the room or any other form of blockage that could inhibit the movements of students in the case of a fire alarm or any other emergency.

Traffic management and classrooms

- I. The flow of people within the College will be worked out on a one-way system – mostly operating in an anti-clockwise direction. Signs will be available to provide instructing information. Movement up and down the main staircase will also be managed to prevent clusters of people.
- II. Doors should be kept open wherever possible; strict consideration will also be given to ensure that fire safety is not compromised.
- III. Signs, posters and hazard tape will be in situ to ensure that everyone is clear as to what is expected of them and how they should move around the College and what basic behaviour is expected and required.
- IV. All classrooms will be adjusted to ensure social distancing is possible. This may reduce the numbers of students that can fit into some rooms.
- V. All classrooms will contain approved posters and relevant instructing information. Students will also be asked to follow social distancing when waiting to enter a classroom.
- VI. Only one person at a time will be allowed in the lift

Resources for infection control

- i. The College will purchase PPE equipment. It will ask staff to wear full face visors when interacting with students. The use of PPE equipment will not, however, be compulsory, but strongly recommended.
- ii. All keyboards will be covered by keyboard “skins” which are plastic covers that can be easily sterilised and prevent transmission from touching keyboards.
- iii. Gels and sprays – sanitizers will be made available all over the College as well as disinfectant sprays.
- iv. Face masks will be made available to purchase in the College – but will be given free if a student mask is damaged or lost.
- v. Deep cleaning and the sterilizing of hard surfaces will take place daily.
- vi. The use of hazard tape to highlight social distancing and other forms of posters, stickers and instructing information will be made available.
- vii. The College will also purchase and make available to staff high quality IR thermometer guns to check staff and student temperatures; these will be logged and kept for one month
- viii. Staff and students will be required to wear disposable gloves where appropriate

Key area management

The COVID Risk Committee has identified the following areas of the College as problematic and in need of careful risk management:

- The library
- The canteen
- Reception
- Laboratories, art room, photography and dark room
- Toilets

Specific arrangements and individual risk assessments will be made for each of these areas.

In the library, when a book has been used by a student it will be kept on a trolley for 5 days and then returned to the shelf. The canteen area will have to enforce good hygiene and social distancing in both sitting and queuing.

For College toilets, the main issue is to ensure social distancing and the use of paper, disposable towels, instead of using hand driers.

Specific hygiene protocols will be enforced for those functioning inside laboratories, art and photography rooms. Students will not be allowed to share items (including lab coats, eye protection equipment, etc.) and the use of disposable gloves would be encouraged during Biology, Chemistry and Physics practical work.

All of the critical College areas will be subject to additional hygiene measures and deep cleaning on a daily basis.

Monitoring and evaluation of efforts

It is critical that staff, the senior leadership team, the COVID-19 Risk Committee and the executive body of the College are all united in their determination to ensure compliance and implementation of the policy guidance. To ensure this, members of staff will be appointed with specific roles and responsibilities to oversee that compliance is achieved and that students, staff and visitors respect

what conditions have been put in place to make a safe working environment. As already mentioned, the Risk Committee will meet regularly to review the situation, both within the College and the external public environment, based on scientific advice, and the R number. This may result in our scaling up or down elements of the policy guidance. If a second spike occurs, then we will be fully guided by the DfE and government advice at the time.

Inspections will occur throughout the day by staff in areas of concern to check compliance with hygiene and social distancing, and reports will be made to senior staff.

Miscellaneous issues

- I. Severe restrictions and considerations will be given to any rooms that may be hired out at the weekend or during the evenings
- II. Every effort must be made to work closely with the City of London Authority to ensure compliance.
- III. Consideration would also have to be given to the staff of Sir John Cass's Foundation if they return to the building by September
- IV. Ensure that staff are familiar with symptoms caused by hay fever, pollen allergies and the common cold and not to confuse these with COVID-19
- V. That where in doubt, staff should invoke the precautionary principle – act when there is doubt and unclear evidence to a specific threat.

What happens if a student shows symptoms?

If a student becomes unwell with symptoms of suspected coronavirus then the following procedure should be followed. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#)

If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus (COVID-19) in the College?

When a student or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days, and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](#) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should also self-isolate. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where a student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where student or staff member tests positive, the rest of their class or group within their education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise Colleges on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the College will not generally be necessary.

Remote working and learning

The College is of the firm belief that its UFP, GCSE and A level provision will largely be in operation by early September, but with a more limited on-site presence for students from the Higher Education department (DGHE), and generally wants to strongly convey the message to all stakeholders that it is open for learning, subject to implementation of the detailed policy guidance. It does, however, recognise that some students who may be considered vulnerable may find it difficult to travel on public transport to the College. All cases will be assessed individually based on advice and risk factors. Where a student is vulnerable or has within their household a vulnerable family member, arrangements for remote learning will be made. The exact nature of these arrangements is being worked out by a Committee, but they are likely to be based on Zoom or an equivalent remote

engagement platform or streamed live from the College in real-time by the teacher who is in a physical class. The latter, does, however, have some constraints.

Each department within the College has established a Committee/Working Group to properly research and evaluate what are the most effective ways for students to be educated in their homes. Specific details, relevant to each department will be published as and when finalised with initial guidance being available from July and final arrangements being agreed by August at the latest – prior to the launch of the new academic year.

John Dalton

Chair of Risk Committee

7th June 2020

Updated 17th June 2020, J Sanders (Director of HE)