

## Coronavirus: guidance for staff and students (as at 28<sup>th</sup> February)

We know that some of you may have concerns or questions about the current outbreak of coronavirus (COVID-19). We want to reassure you we are continually reviewing and acting on [Public Health England guidance](#) on the government website to ensure everyone at the College is safe and that we are following the most up to date advice . As you will be aware the situation regarding Coronavirus is changing daily.

This guidance (based on information provided by Public Health England) covers the following:

- how all members of the college community can help to help prevent spread of all respiratory infections including COVID-19,
- advice to individuals who have travelled from specified countries or areas within the last 14 days, and
- what the College has been advised to do if someone who has travelled abroad / been in contact with someone suspected to have COVID-19 and develops symptoms whilst at College.

### Preventing spread of infection

A coronavirus is a type of virus. The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

There are general principles anyone can follow to help prevent the spread of any respiratory viruses. Posters have been placed around the College, including all toilets, which outline these principles as follows:

- washing your hands often - with soap and water or alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport.
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin.
- people who feel unwell should stay at home and should not attend work or any education or childcare setting
- students, staff and visitors should wash their hands:
  - before leaving home
  - on arrival at school
  - after using the toilet
  - after breaks and sporting activities
  - before food preparation
  - before eating any food, including snacks
  - before leaving college
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available *NB. Soap dispensers will be checked more regularly and hand sanitiser will be available for use at College*
- avoid touching your eyes, nose, and mouth with unwashed hands

- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment
- see further information on the [Public Health England Blog](#) and the NHS UK website.

### **Staff and Students returning from Travel Abroad**

People who have returned from **Category 1 specified countries/areas** in the last 14 days should self-isolate. This includes avoiding attending an education setting or work until 14 days after they return. You should **call NHS 111** and stay indoors and avoid contact with other people **even if you do not have symptoms**:

People who have returned from **Category 2 specified countries/areas** in the last 14 days, are advised to stay at home if they develop symptoms (**cough or fever or shortness of breath however mild**), stay indoors and **call NHS 111**.

All other students and staff should continue to attend college (unless advised not to by public health officials).

As at 28<sup>th</sup> February, the position is as follows:

<b>Category 1 countries/areas</b>	<b>Category 2 countries/areas</b>
Wuhan city and Hubei Province (China)	Cambodia
Iran	China
Daegu or Cheongdo (Republic of Korea)	Hong Kong
Any Italian town under containment measures  In Lombardy: <i>Codogno, Castiglione d'Adda, Casalpusterlengo, Fombio, Maleo, Somaglia, Bertonico, Terranova dei Passerini, Castelgerundo and San Fiorano</i>  in Veneto: <i>Vo' Euganeo</i>	Italy (North)
	Japan
	Laos
	Macau
	Malaysia
	Myanmar
	Republic of Korea
	Singapore
	Taiwan
	Thailand
	Vietnam

Please note this guidance also applies if you have been in transit through one of the countries specified – for example, changing planes.

### **If you develop symptoms while at College**

Should you develop symptoms while at College, please [follow Public Health England guidance](#) and call NHS 111. Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe to sit where you are away from other people, and avoid touching people, surfaces and objects. Cover your mouth and nose with a disposable tissue when you cough or sneeze and put the tissue in your bag or pocket, then throw the tissue in the bin. If you don't have any tissues available, cough and sneeze into the crook of your elbow. Please contact the college will support you to make appropriate arrangements to follow this Public Health England advice.

### **Advice for Staff if students report symptoms**

Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days. You can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or a hospital.

Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as a staff workroom, office or meeting room. If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.

### **If you are required to self-isolate**

Please do not be concerned about your work or studies if you are abroad and are unable to return to the UK, and/or if you need to avoid contact with others for 14 days when you return to the UK.

#### **Staff**

If you are a member of staff, please contact the HR team. Please be reassured that you will not be penalised for missing work.

#### **Students**

If you are a student, please contact Michelle Harvey, Director of Student Support Services or Helen Ginns-Farrow, Student Welfare Officer. Your personal tutor will liaise with your teachers to minimise any disruption to your studies and ensure you are not penalised for your absence.

### **Concerns at College**

If you have concerns about friends or family in connection with COVID-19, please contact your personal tutor or a member of student support services for support.

We understand that this is a worrying time but please be mindful of how your actions may be perceived. The College does not tolerate discrimination or harassment.