



London Design & Engineering UTC

Academic Year 2021-22 Operational Plan During the Covid-19 Pandemic

last updated: 14th January 2022 v.2.6

Version Control Table

Version	Update Rationale
2.0	Complete re-write for the academic year 2021-22 in line with government and DfE guidelines following stage 4 of the national reopening roadmap.
2.1	9-Dec-2021: Updated in line with DfE guidance for “Plan B” temporary protocols
2.2	17-Dec-2021: Updated for latest close contact/isolation procedure for NHS Test & Trace.
2.3	4-Jan-2022: Updated for reduction in self-isolation of positive cases from 10 to 7 days in most situations; temporary wearing of face coverings in classrooms and other minor changes.
2.4	7-Jan-2022: Updated for temporary changes to PCR confirmation testing rules and clarification on face coverings in exams.
2.5	10-Jan-2022: Collected various information throughout plan into a specific Contingency and Outbreak Management Plan appendix. Also simplified diagramme on guidance on ending isolation early.
2.6	14-Jan-2022: Update for change in early release from isolation guidance from day 7 to day 6 (after “5 full days”).

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Introduction

Our current thinking

You are now reading version 2.5 of our Operational Plan During the Covid-19 pandemic. This version contains additional temporary measures implemented as part of the governments “Plan B” protocols and other changes to government guidance from December 2021 and early 2022. These additional measures are noted within the “COVID-19 Operational Plan Mitigation Measures Status” section immediately after this introduction as well as the latest changes for close contact NHS Test & Trace guidance. The remainder of the plan is broadly the same as per v2.0. Version 2.0 of the plan marked a significant move from our prior plans, and has been prepared for use during the 2021-22 academic year. The wider landscape regarding COVID-19 is much improved nationally, and we all hope that this academic year will not suffer from the same level of COVID related disruption that the prior two years have done.

However, the virus is still with us and it is important that we return to college in a safe manner following government and Public Health England advice to reduce the risk of transmission within the college and wider community. As you will be aware, the government has now moved to Step 4, which is a marked 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 children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and the success of the vaccine roll-out.

We are very proud of the blended remote/on-site learning we have been able to deliver since the on-set of the pandemic, with our staff and learners engaging brilliantly both on-line and in-person. However, our strong preference remains to deliver face-to-face, high-quality education to all learners. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. Therefore, as a result of this government guidance, we plan to operate the college to as near as normal pre-pandemic arrangements, whilst remaining vigilant to the virus and taking reasonable actions to limit its spreading by doing the following:

- 1) Ensuring good hygiene for everyone
- 2) Maintaining appropriate cleaning regimes
- 3) Keeping spaces well ventilated
- 4) Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This operational plan should be read in conjunction with government guidance and LDE UTC’s risk assessments which can be found by [clicking here](#).

Since the on-set of the pandemic we have developed and implemented a robust and thorough operational plan to mitigate the risks of COVID-19 as far as possible, during the various levels of risk it has posed in the UK. While we are pausing some of these mitigating actions now that the country has moved to step 4, we remain ready to re-implement these measures should they be necessary as part of our contingency planning. Any re-introduction of measures would be following careful consideration, taking into account the latest government guidelines, and would be clearly communicated to all stakeholders. A copy of our previous version of our operational plan will be retained should these measures need to be re-introduced.

Navigating this plan

We have simplified this version of the plan to summarise which measures from our prior plans are being retained, and which measures are being “paused” or “changed”. We have then summarised how the measures which are being retained or changed will operate.

All Covid-19 key documents, guidance, correspondence and information can be found on our website [here](#).

An understanding

We can all only try to do our best during these challenging and difficult times. Resilience and determination are key skills that employers desire. Whilst we recognise the situation we are in is not one any of us would want to be in, I am incredibly proud of our staff at LDE UTC who are and have been all through this pandemic, able to deliver high quality live lessons both on-site and online. Should any of you have suggestions for further improvement please do let me know via email.

Please keep safe.



Geoffrey Fowler
Principal & CEO

COVID-19 Operational Plan Mitigation Measures Status

Current Plan B Temporary Measures


Additional measures have temporarily been introduced by the government as follows:

Measure:	Implemented from:	Comment:
Face coverings for all persons (unless exempt): <ul style="list-style-type: none"> - On public transport - In communal areas - In classrooms/learning spaces 	<ul style="list-style-type: none"> - Before start of year - 29-Nov-2021 - 4-Jan-2022 	Voluntary wearing of face coverings at all times on-site is encouraged. Face coverings in classrooms measure to be reviewed by government on 26 January 2022.
Working from home if possible	13-Dec-2021	Because all learners (including apprentices) are still expected to attend on-site, the scope for home working is limited for almost all LDE UTC staff.
Parents, guardians and other visitors to be asked to take a lateral flow device (LFD) test before entering the setting.	13-Dec-2021	
All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be required to self-isolate and asked to book a PCR test.	29-Nov-2021	Isolations and contact tracing managed by NHS Test & Trace, not LDE UTC.
On-site lateral flow testing offered to all learners in January 2022 on return from Christmas holiday.	5 th & 6 th January 2022 (first day back for learners)	Staff are asked to perform a home test on the morning before returning to College.
Daily testing for close contacts of COVID-19	14-Dec-2021	See further details in Appendix III
10-day self-isolation period for people who have tested positive for coronavirus (COVID-19) to be reduced to 7 days, in most cases. Updated to "5 full days" from 17-Jan.	22-Dec-2021 (Day 7) 17-Jan-2021 (5 full days)	See further details in Appendix III
Temporary suspension of confirmatory PCR test following positive LFD	11-Jan-2022	Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.

For the avoidance of doubt, DfE guidance confirms:

- Learner on-site attendance to college remains mandatory
- Before and after college clubs and societies to continue
- Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people previously considered CEV should attend their setting and should follow the same COVID-19 guidance as the rest of the population.
- All staff and learners should continue to test at home twice per week using the home test LFD kits supplied by the College. Please continue to submit all test results to LDE UTC via our website, and to NHS Test & Trace.

From Sep-2021 - What we are keeping, pausing and changing**Cleaning & Ventilation:**

COVID-19 Response Measures	Keeping	Pausing	Changing
Enhanced Cleaning (touch-points and chemical spray)	✓		
Increased ventilation (windows & doors open, systems set to fresh air)	✓		
Promoting good hygiene (sanitisers, respiratory hygiene)	✓		
Cleaning wipes for staff and learners			 ¹
Post-it note system for toilet cleaning		⏸	

¹ One pack of cleaning wipes and tissues kept on teachers desk for use by learners/staff, rather than one on every desk.

Testing & Isolation:

COVID-19 Response Measures	Keeping	Pausing	Changing
Isolation if you have symptoms or test positive	✓		
Isolation as close contact or household member		⏸ ²	
LDE UTC contact tracing (moved to NHS Test & Trace)		⏸	
On-site testing for learners when they return to College	✓		
Regular twice weekly home COVID testing (staff and learners)	✓		
Daily COVID-19 Declaration		⏸	
Live Teams Broadcasts for absent learners	✓		

² Only paused if under 18 and a half or if double vaccinated, and (from 14-Dec-2021 onwards) you should undertake daily lateral flow device COVID tests. If you do not meet this definition, you will still be required to isolate as a close contact. Follow NHS Test & Trace advice.

Social Distancing & “Bubbles”:

COVID-19 Response Measures	Keeping	Pausing	Changing
One-way system & plastic screens		⏸ ³	
Sports/PE no changing rooms (so non-uniform on Tuesdays)		⏸	
Year Group “Bubbles” with staggered starts/finishes		⏸	
Separate lunch halls for different year groups		⏸	
Learners not allowed to use lockers		⏸	
Learners desks all having to face forward		⏸	
Mandating social distancing (2m or 1m+)		⏸	
Removal of soft furnishing and tea/coffee in staff room		⏸	
Restricting visitors and trips/visits		⏸	
Separate entrances for different year groups	✓		
Parents evenings online	✓		
Increased working from home			 ⁴
COVID temporary car park	✓ ⁵		

³ One-way system and teacher 2m zone signage and some fixed plastic screens may remain in place in case they are needed in the future, but do not need to be followed/used at present.

⁴ Back to pre-COVID working from home regime (20%), but flexibility to request increase depending on circumstances and job role, and taking into account latest guidance from “Plan B” measures.

⁵ Temporary car park not owned by LDE UTC and may be removed at any time.

How we will operate

Teaching and Learning

It is our intention that we will provide access to our usual curriculum for all learners from September 2021.

All classrooms have been upgraded with video conferencing equipment to allow learners access to every lesson, whether they are in the lesson, watching the lesson live or replaying the lessons taught content at a later date. The equipment installed includes cameras and 360 microphones that enable offsite learners to immerse themselves in the class environment. The system includes one multi-purpose cable that will both charge staff laptops and connect to the Promethean board, minimising touch points for staff. This enables a seamless continuation of learning, regardless of whether a learner or staff member needs to isolate.

To continue to support our learners who may be isolating due to displaying symptoms of COVID-19, learners will be required to join remotely using Microsoft Teams. Therefore, for 2021-22, whenever a learner is absent the lesson will be delivered through Microsoft Teams and broadcast live. Teams will be set up for each subject with channels for each class in the year group. The curriculum lead and HoY will have oversight of all appropriate classes.



Staff may record all 'direct instruction' elements of the learning within the lesson in accordance with the LDE UTC Learning Cycle. This has many benefits for our learners and our staff. Each curriculum area, over time, will have automatically developed a resource bank of videos that are high quality content delivery of new materials. Learners can access these recorded delivery sections from home to aid their revision and recap of the lesson. Learners that are unwell can catch up prior to re-joining college at a time to suit them. Staff can review their own teaching practice to aid their development.

Learners have been reminded (or shown for the first time) how to access Teams and reminded about how they should behave online. A video has been shared with all learners and can be viewed here

<https://ldeutc.padlet.org/info/digisector> (Monday 21 September)

Expectations of our learners have also been shared

Key points to consider for teachers

Teams will be used as platform to deliver live lessons and an opportunity to provide live feedback for those learners joining remotely. For individual grading of work submitted, teachers will continue to use Satchel:One stating whether work has been submitted / late submission etc. and the Independent Learning (IL) 1-4 grade for the week.

Staff must broadcast their lessons using 'meet now' within teams if any learners are absent.

Learners joining remotely must be congratulated for taking part, teachers will award points on SIMS for positive engagement. Any poor behaviour will continue to be reported via SIMS and will be dealt with by the Pastoral and Leadership teams for learners both on or offsite.

If the teacher is self-isolating, then they do not need to use video to show their face during the lesson and can only use their audio if this is what they feel fits best with their lesson. When delivering lessons remotely, teachers and learners need to ensure they are in a quiet space. If a teacher is using video for their broadcast lesson, the teacher must use a background which is clear and free from distractions, this can be virtual if needed.

During the broadcast session the teacher must ensure that they are the 'presenter' and learners are the 'participants'.

Where learners are using shared equipment (practical's etc.) all learners must use the wipes provided to clean items before and after use and following its use, the equipment will be carefully cleaned and/or quarantined. Where safety glasses are required, learners have been issued with their own or be provided with glasses for the lesson. Any shared equipment will be cleaned/ or quarantined after use and disposable items placed in the bins prior to learner leaving the room. Teachers must ensure that learners follow these procedures to ensure the health and safety of all.

Marking and Feedback

Teachers will be expected to follow the marking, assessment and feedback policy in place at LDE UTC.

On-site learning and working - Opening days and times

The College has designated entrances and exit points for each year group and these will be maintained for 2021-22. However we will no longer operate staggered start and end times to the college day. Please see timetable section of this document for the 2020-21 timetable. Breakfast club will move back to being in the canteen area.

Opening and closing times revert to pre-COVID timings, as following:

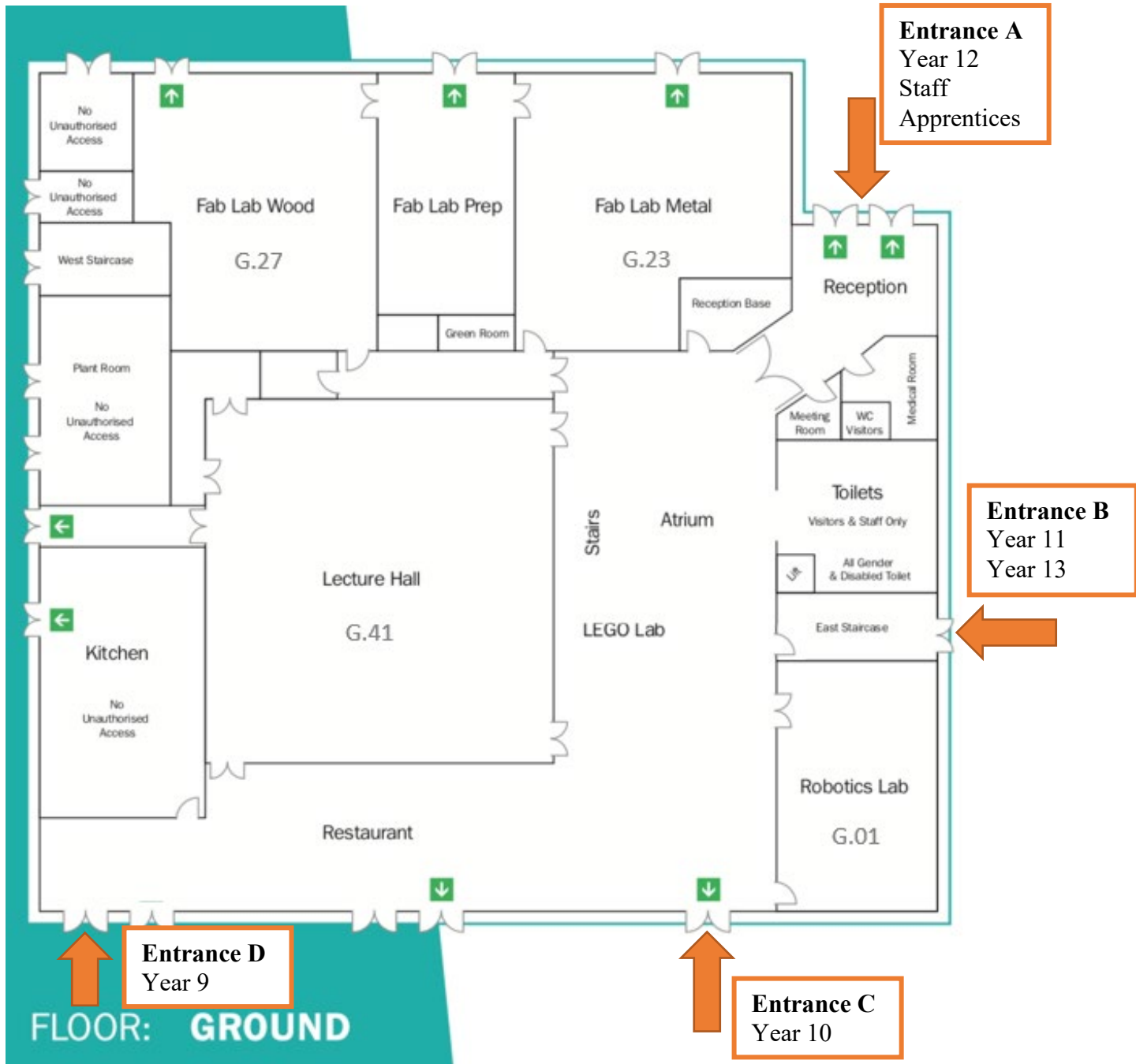
- The College will be open for staff to arrive from 7:30am and leave by 6pm at the latest on Mondays to Thursdays and 4pm on Fridays.
- Learners may arrive for Breakfast club from 8am and can remain after lessons on-site if they sign-up to a society up to 5pm Mon, Wed & Thu. In all other cases learners should leave site promptly after their final lesson of the day.

College Timetable for 2021-2022

KS3/4 Timetable						
	Monday	Tuesday KS3/4	Wednesday	Thursday	Friday	
8:40 - 9:00	Registration, Sector briefing and pastoral time					
9:00-10:00	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	
10:00-11:00	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	
11:00-11:20	Break					
11:20-12:20	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	
12:20-13:20	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	
13:20-13:50	Lunch					
13:50-14:50	Lesson 5	Fitness	Lesson 5	Lesson 5	Lego & Societies (Optional) 13:30-15:30	
14:50-15:00	Break					
15:00-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)		

16+ Timetable						
	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00-10:00	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	
10:00-10:20	Break					
10:20-11:20	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	
11:20-12:20	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	
12:20-12:50	Lunch					
12:50-13:50	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lego & Societies (Optional) 13:30-15:30	
13:50-14:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5		
14:50-15:00	Break					
15:00-16:00	Lesson 6	Staff training	Lesson 6	Lesson 6		
16:00-17:00	Societies (Optional)		Societies (Optional)	Societies (Optional)		

Map of College with designated year group entrances



Mental Health & Wellbeing support

Mental health and wellbeing are always very important and will continue to be so at all stages of this pandemic. The Chaplaincy is now open again fully. If learners are self-isolating Heads of Year will continue to make weekly phone calls to check that they are able to access their learning.

A College counsellor was appointed in November 2020 and attends the College one day a week, and this has now been increased to two days a week. The College Counsellor will continue to accept referrals from the Heads of Year / SENCo who will discuss cases at the weekly wellbeing forums.

The college continues to regularly update its staff and learners with useful resources, some of which are detailed below.

- Parents/carers
 - Government advice to parents and carers on supporting young people’s mental health during COVID-19 [Click here](#).
 - <https://youngminds.org.uk/find-help/for-parents/>
 - <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>
 - <https://www.annafreud.org>
 - <https://www.headstartnewham.co.uk>
 - <https://families.newham.gov.uk/kb5/newham/directory/family.page?familychannel=1-1>
 - <http://www.bereavement.co.uk>
 -
- Learners
 - <https://youngminds.org.uk>
 - <https://www.annafreud.org>
 - <https://www.headstartnewham.co.uk>
 - <https://www.kooth.com>
 - <https://www.nhs.uk/conditions/stress-anxiety-depression/bereavement-and-young-people/>
 - Chaplaincy@ldeutc.co.uk
- Staff
 - All staff have access to our “Employee Assistance Programme”, this provides a 24/7 telephone line manned by BACP accredited counsellors who are there to help staff with any matters they are worried about (work based or in their personal lives). This service also offers some face-to-face counselling where needed and other excellent benefits. More information on how to access this scheme is included in the Staff Area of the LDE UTC website.
 - All staff will continue to have wellbeing calls/meetings with their line managers. This is a dedicated opportunity to discuss wellbeing and raise any concerns.
 - The Chaplaincy continues to offer support to all the staff and learners at LDE UTC (chaplaincy@ldeutc.co.uk).
 - Staff are also encouraged to spend time understanding how they can support learners’ wellbeing at <https://www.gov.uk/guidance/teaching-about-mental-wellbeing>
 - <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

Expectations of the learner

Attendance

It is mandatory once again for learners to attend LDE UTC on-site. It is the parents' duty to ensure good attendance and the college will be recording attendance and follow up absence (including missing remote lessons) in the usual way. Where learners are unable to attend because they are complying with clinical / public health advice, learners will need to engage with remote education as detailed in this document. Remote learning will be monitored by teaching staff and the relevant head of year. Parents must inform the college for every day the learner is absent.

Parents should NOT send their child in to the college if the learner has any of the COVID-19 symptoms; a high temperature; a new, continuous cough or change to their sense of smell or taste and a test should be arranged as soon as possible. Parents should also not send their child into college if the child has tested positive for COVID-19, the child should self-isolate for 10 days in accordance with advice from NHS Test & Trace.

If a learner is contacted by NHS Test & Trace as a close contact of a positive case (including household members), they would not usually need to isolate (if they are under 18 years and 6 months), but should get a PCR test as soon as possible (there is no need to isolate while awaiting the PCR test result in this situation). All learners and parents must follow the advice given by NHS Test & Trace if it differs from the above.

How we make use of our facilities, including travel to and from college and internally around the college.

Traveling to the college

LDE UTC encourages all learners, staff and visitors to use active methods of travelling to College, including walking and cycling wherever possible. These methods are COVID safe, good for the environment and good for your health. However, we recognise that this may not be possible for everyone, so we are also making driving/dropping off by car easier, see the below section for guidance on this.

We recognise that the vast majority of staff and learners use public transport and recommend that everyone is familiar with the government's safer travel guidance for passengers which can be found by clicking [here](#).

Access to the college by car/motor vehicle

Parents/carers will be permitted to drop their children off via car, but the parent/carer should not exit the car themselves while on-site.

All staff and visitors will be permitted to park on-site free of charge for the time being. A designated staff parking area is signposted, and if this is full staff will be permitted to park in a marked parking space on the UEL campus. All staff have been consulted about their need for parking in July 2020 so that we can ensure sufficient space is available to support this. LDE UTC has created a temporary COVID staff car-park to increase capacity, but this is not a permanent feature. In all cases a permit to park is required.

Vehicle access via UEL security can be gained by showing your staff/child's learner LDE UTC ID badge on arrival.

Access to the college via bicycle

Visitors may use the LDE UTC bike shed to secure their bikes when arriving via bicycle. Hand sanitiser are available in the bike shed and users should sanitise their hands on entering and exiting the bike shed.

Staff are encouraged to cycle to work, and the College has a Cycle2Work scheme to support this. Details of which are available on the staff area of the website.

Access to the college via Public transport

If you have no alternative but to use Public Transport, you must follow all relevant government and Transport for London advice tfl.gov.uk/campaign/coronavirus-covid-, including the mandatory wearing of a face covering.

Staff, learners and visitors, can make their own face covering from using items around your home by following the advice in the "Face Coverings" section of this document. Parents/Carers of learners are responsible for ensuring their child has a suitable face covering for this purpose and follows the appropriate guidance.

Arrival into and departing from the College

We will maintain the separate entrances for each year group, however we will go back to the pre-COVID timetable for start and finish times.

All persons (learners, staff or visitors/contractors) will enter the building and register using their College ID cards on the card readers provided at their designated entrance (the "speed lanes" at the main entrance also serve this purpose). Visitors will continue to be registered by reception staff.

Upon entering the college from any entrance, if you wish to wear or remove PPE, particularly face coverings, then you should follow the guidance on wearing and using face coverings in the "Face coverings" section of this document, particular attention must be taken to putting on and removing face covering, including avoiding touching the front of the face covering, or any part that has been in contact with your mouth or nose and washing/sanitising your hands before and after putting on or taking off the face covering. Bins will be provided for disposing of single use face coverings, and reusable face coverings should be placed in a plastic bag (to be brought by the learners/staff/visitors

themselves) and kept on their person. Note the “Plan B” additional measure regarding face coverings now being mandatory in all communal areas of the College.

Once registered and cleared to enter the building all persons should use the hand sanitiser provided.

On leaving and throughout the day, learners, staff and visitors will be asked to use hand sanitisers which are provided throughout the building at free standing “sanitiser stations” or to wash hands at the sink areas near the toilets on each floor.

Movement around the College

We have paused the one-way system, so learners can move around the College as pre-COVID 19. All learners, staff and visitors should be conscious of keeping distance from others where possible. The college has installed door stops (including automatic door release stops for fire doors) in order to increase ventilation and reduce touch points.

For clarity. Who is allowed on site

NO PERSON MAY ENTER SITE IF THEY HAVE SYMPTOMS OF COVID-19, OR HAVE TESTED POSITIVE FOR COVID-19 AND HAVE NOT FINISHED ISOLATING (PCR OR LATERAL FLOW DEVICE). YOU MUST ALSO NOT ENTER SITE IF YOU HAVE BEEN ASKED TO ISOLATE BY NHS TEST & TRACE. PLEASE FOLLOW NHS TEST & TRACE ADVICE REGARDING ISOLATIONS.

Trips and Visits

Trips and visits can now take place again, as before the COVID-19 pandemic, including a full and thorough risk and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.

First Aid

All first aid trained staff should ensure that they have accessed and viewed the below links providing training and information in relation to the appropriate use and disposal of personal protective equipment.

- ‘donning and doffing’ PPE – NHS video / advice <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>
- PPE is disposed of in accordance with NHS COVID-19 waste management guidance
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

For further advice on providing first aid assistance during the coronavirus pandemic please see below links.

- [Resuscitation Council UK Statement](#)
- [St John’s Ambulance Covid 19: advice for first aiders](#)
- [Covid-19: guidance for first responders](#)

Infection Control Protocol & Implementing Protective Measures

Our infection control will be based on the Government's published 5 approaches to minimising transmission in school settings:

1. People with COVID symptoms or who have tested positive for COVID in the last 10 days, do not attend College
2. Frequent hand washing / hand sanitiser
3. Good respiratory hygiene (catch it, bin it, kill it)
4. Frequent cleaning of frequently touched surfaces and equipment
5. Maintaining good ventilation

Asymptomatic testing of staff and learners

We are working to keep the London Design and Engineering UTC as safe as possible for those learners and staff that are on site currently. We are continuing testing for those without coronavirus symptoms (asymptomatic), with quicker COVID-19 tests known as 'lateral flow device' tests (LFD).

Along with the other protective measures we are taking, these tests will help staff and learners to remain in college safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our college open as safely as possible. The test is voluntary, but we would encourage everyone to take it.

In accordance with Department for Education (DfE) guidelines we successfully delivered on-site asymptomatic testing to all learners in March 2021, and transitioned all learners and staff to regular twice weekly home testing thereafter. Again in accordance with DfE guidance, and as explained in my letter in on 18 August 2021, we conducted on-site asymptomatic testing for all learners twice when they return for the Autumn 2021 term and then returned to home testing. A single on-site asymptomatic test has also been offered to all learners when they returned from the Christmas holiday in January 2022. This took place in our own building and was made available to all learners. After this initial on-site testing, in accordance with government guidance, we have again transition all learners back to at-home testing, but we will maintain a small testing facility on-site.

A separate risk assessment has been undertaken for on-site asymptomatic testing.

Prior consent will be gained prior to any on-site testing, and anyone who does not want to take part will not be forced to take part. Those over 18 can consent for themselves, those aged 16 and over, but under and 18 can give consent themselves after discussing with their parent/carer. For those under 16 we must have consent from their parent/carer.

All testing is voluntary; however, we would encourage everyone to participate in the testing programme to help break transmission links by identifying those who may be carrying the virus unknowingly.

All staff are encouraged to take part in home COVID-19 testing twice a week.

Home testing:

Detailed information how to self-swab and process the tests is in the Instructions for Use which are provided with the tests and there is an [NHS video demonstrating how to carry out a test](#).

Once you have completed the test, please submit the results to NHS Test & Trace (visit gov.uk/report-covid19-result or call 119) and also submit your results to us. [Click here](#) to go to our COVID-19 Hub and follow the link to "Tell Us Your Home Test Results".

It is very important that you submit your home test results to BOTH NHS Test & Trace and LDE UTC every time you complete a test, whether the result is positive, negative or void.

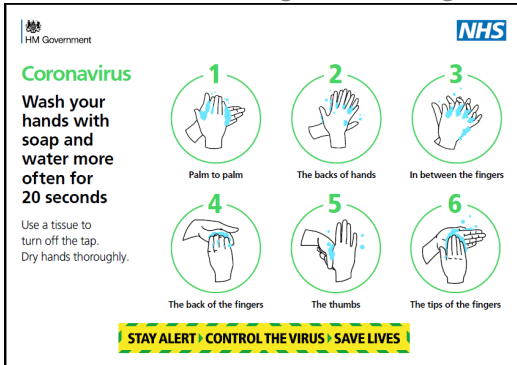
Home testing kits will be provided by LDE UTC to all staff and learners who wish to take part in the testing, these tests should only be used by the people they are issued to. LDE UTC cannot provide home testing kits for family members of learners, however anyone over the age of 11 can get free rapid tests from the NHS to undertake their own twice weekly testing, visit www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/ for more details. We encourage as many people as possible to partake in regular testing to help break transmission links by identifying those who may be carrying the virus unknowingly.

Hand Washing/Sanitising, Respiratory Hygiene, and Other Measures

Hand washing: Each floor of the building has hand washing stations in the open plan toilet area, these contain soap dispensers and automatic hand dryers. All push taps in toilet areas have been adjusted so that they run for the maximum flow time (over 20 seconds). Further sinks are available in certain other rooms around the College.

Hand sanitiser (all 60%+ alcohol content)

- Circulation areas: Free standing 5ltr hand sanitiser units have been placed at the entrance/exit points of the building and at other key circulation points. Further units have been placed in the canteen and bike shed. These can be used regularly throughout the day as people move around the building.
- Classrooms/offices: All classrooms and offices will have their own 500ml bottle of hand sanitiser or 5ltr sanitiser station for learners and staff to use when entering and exiting the classroom/office.
- All hand washing and sanitising should follow the below guidance (posters are placed around College).



When to wash/sanitise hands

Hands should be washed throughout the day, but particularly at the following times:

- When first arriving at College
- Before eating
- Before handling or serving food
- After using the toilet
- After touching heavily handled objects (this should be avoided in any case)
- When leaving College
- First thing when arriving home

Respiratory hygiene

All users on-site should follow the “Catch it, Bin it, Kill it” principal and should cough into a tissue and immediately throw the tissue into a bin. Tissues have been provided in all classrooms and offices around College, but if you cannot get to one in time then cough or sneeze into your bent elbow (see poster below which is shown around College).



Water fountains & making drinks

The water fountains around College should only be used to re-fill bottles, and not direct drinking. Care should be taken to avoid touching the spout of the fountain with your hand or drinking bottle. Water fountains will be regularly disinfected as part of the touch point cleaning regime.

The staff kitchenette will be available again as usual, but staff should be conscious to wash hands and wipe surfaces before and after use.

Doors & windows kept open

As a rule, all doors to rooms being used at College will be kept open at all times to avoid the need to touch door handles and to aid increased ventilation. Where the door is a fire door the College has installed automatic release door stops which will release when the fire alarm sounds (for fire safety purposes). Similarly to aid ventilation where openable windows are available in the room, these should be kept open.

Personal Protective Equipment (PPE)

Following government advice PPE (such as gloves and visors) are generally not required to be worn in education settings by staff or learners, however if any person on-site wants to wear their own PPE brought from home they can do so, but should be careful to follow government advice, particularly the PHE guidance ([Click here](#)) on how to wear and make face coverings, particular attention must be taken to putting on and removing face covering, including avoiding touching the front of the face covering, or any part that has been in contact with your mouth or nose.

It is important to note that the wearing of gloves for anything other than short periods of time for specific tasks is not recommended as a hygiene control. Gloves are just as capable of transmitting the coronavirus and other germs and bare hands, and often the wearing of gloves can make hand washing/sanitising harder to do effectively. Note the guidance in the “Travel Section” of this document for face coverings while using public transport. Staff to also note the guidance “All Staff” “Staff Equipment” section of this document regarding first aider and close contact PPE.

Face Coverings

Face coverings were initially no longer mandated in the College with the government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport.

Any learner, staff member or visitor who wishes to continue to wear a face covering can do so.

From 29th November 2021 as part of “Plan B” measures, face coverings were being temporarily re-introduced in all communal spaces at the College (corridors/hallways, LRC, Atrium, restaurant while not eating/drinking etc.). Additionally, from 4-Jan-2022 face coverings are now also required in classrooms and other learning spaces. These measures are intended to be temporary and will be reviewed by the government on 26-Jan-2022.

When using a face covering, care should be taken to ensure it is put on, taken off and stored correctly when not in use, further guidance on this is below.

Face coverings in examinations and assessments:

Following the temporary reintroduction of face coverings in classrooms, the [public health guidance to support exams](#) was updated on Sunday 2 January. This guidance sets out that the DfE would not ordinarily expect candidates and invigilators to wear face coverings during exams and assessments, but only on arrival and departure. Both candidates and invigilators may wear face coverings if they wish to do so. This will also apply for mock exams and other assessments taking place under exam conditions or as close to exam conditions as possible, including those taking place to gather evidence for Teacher Assessed Grades under the [guidance published by Ofqual](#) on Thursday 11 November. This includes circumstances where these assessments take place in classrooms.

For vocational and technical qualifications where the exam or assessment may require more interaction with an invigilator or others, such as a practical demonstration, there may be some requirement for face coverings to be worn if deemed appropriate in the circumstances.

How to wear a face covering (Guidance taken from DfE webpage [click here](#))

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton

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- ideally include at least two layers of fabric (the World Health Organization recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

How to make a cloth face covering (Guidance taken from DfE webpage [click here](#))



Two squares of fabric 25cm x 25cm



Two pieces of 20cm elastic



Scissors



Needle and thread

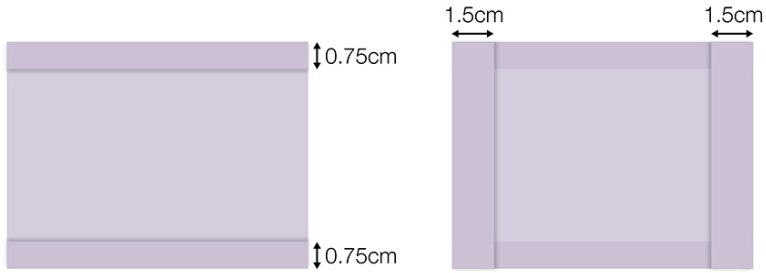


Sewing machine (optional)

Items you need for a sewn cloth face covering

Step 1: Cut out 25cm x 25cm squares of cotton fabric. Stack the squares on top of each other.

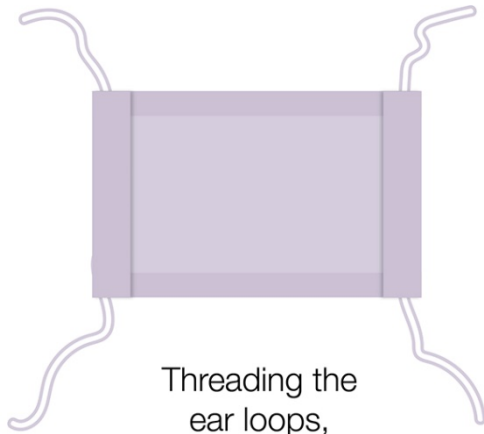
Step 2: Fold over one side by 0.75cm and hem, then repeat on the opposite side. Make 2 channels by folding the double layer of fabric over 1.5cm along each side and stitching this down.



Fold over
the top and bottom
and hem

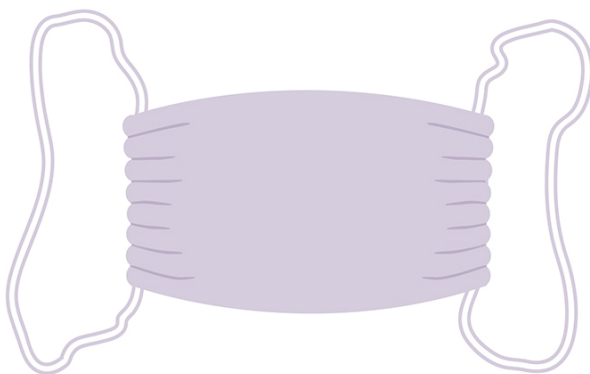
Fold over
the sides
and hem

Step 3: Run a 20cm length of elastic (or string or cloth strip) through the wider hem on each side of the face covering. These will be the ear loops. Use a large needle to thread it through. Tie the ends tightly.



Threading the
ear loops,
sewing into place

Step 4: Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the covering on the elastic and adjust so the covering fits your face. Then securely stitch the elastic in place to keep it from slipping. These elastic loops fit over the ears.



Completed face
covering, knots tucked in,
cloth slightly gathered

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Face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly. For example, primary age children unassisted, or those with respiratory conditions.

Always take care to use equipment safely to avoid injury. Children should only follow these instructions under the supervision of adult

College Cleaning

LDE UTC, along with their cleaning supplier have developed the following enhanced cleaning regime, to meet the cleaning required in accordance with COVID-19: cleaning of non-healthcare settings guidance ([click here](#)). Additionally, a specialist team will be arranged to attend site and decontaminate/sanitise/clean any areas used by known cases of Covid-19 including holding /storing of any waste as required. Cleaning staff should wear recommended PPE at all times

Keeping London Design & Engineering UTC safe, clean, and hygienic

COVID-19 has affected us all – staff, students, and visitors alike. Over this period, it has been essential that the cleaning operation at LDE UTC is supplemented to ensure that the College and its facilities are safe, clean, and hygienic. This Information is provided to reassure you of what UTC, in conjunction with our hygiene specialist Nviro, are doing to keep students safe during this time.

At the start of the crisis, Facilities Management with the support of our cleaning contractor Nviro established a clear methodology to maintain cleanliness, closely following the advice of governmental bodies and Health and Safety experts, including the H&S Executive and Public Health England. As COVID-19 is transmitted through droplets of human bodily fluid, it is essential to minimise transmission and target areas deemed ‘high risk’ as part of the cleaning operation.

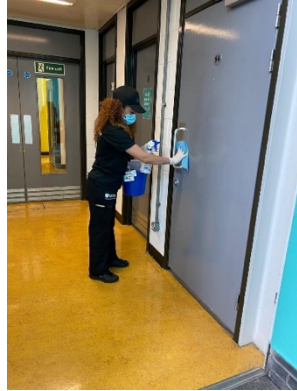
Touchpoint Cleaning

These areas of ‘high risk’ are known as touchpoints. They include any piece of furniture or equipment that is frequently touched by multiple people, such as door handles or hand railings. As the pandemic hit, with many students still on campus, these points were targeted and resources reallocated – reducing the risk of transmission became the highest priority of the cleaning teams. Regular touchpoint cleaning includes the toilet areas.



Electrostatic Gun

Nviro have also been on site using an Electrostatic Spray Gun to ensure the safety of staff and students. This state-of-the-art water-based spraying solution for disinfection, sanitisation, surface protection and odour control. The sprayer works using a 3D ‘wrapping’ effect to cover all surfaces, bonding the disinfectant particles to infected surfaces, stopping pathogen mobility and reducing the transmission of disease. This has been particularly effective in decontaminating areas using a disinfectant.



Chemical Strategy

LDE UTC have been supplementing the cleaning with a hygiene service based on sanitisation and monitoring. The use of Chemgene will disinfect and decontaminate the surfaces it is sprayed on, giving additional resilience, and ensuring all surfaces are disinfected before being protected with Nordichem. Nordichem will lay down a lasting protection over all targeted surfaces, that will prevent virus' from attaching, breeding or surviving on the surface. This layer remains on surfaces for up to 90 days continuing to destroy the pathogens upon contact.

Monitoring Hygiene

Monitoring hygiene levels has become part of LDE UTC's new hygiene regime. The use of ATP Testing machines is being used monthly to ensure the College is not just physically clean, but hygienically safe. ATP testing measures the levels of living organisms on a surface using swabbing and Ultra-Violet technologies. By obtaining a measure of living organisms on surfaces we can carefully monitor the effectiveness of the Hygiene regime, making use of resource and re-deployment to target areas highlighted through the auditing process.



PPE

Nviro, have ensured their staff are wearing the correct PPE, with masks, gloves and uniform to keep staff and students safe on site.

At UTC, Nviro are committed to maintaining a safe, clean, and hygienic environment.

As a sanitisation specialist, Nviro have offered extra support during the recent turbulent times so that staff and students can thrive.

Actions if a learner or staff member (or someone in their household) shows COVID-19 symptoms:

See Appendix I for LDE UTC Staff and Learner Suspected and Confirmed COVID Cases Guidance and Actions.

Tracing close contacts and isolation

In accordance with government guidelines close contacts will now be identified via NHS Test and Trace and LDE UTC will no longer be undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school/college setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. LDE UTC will not generally be contacted by NHS Test & Trace to help with identifying close contacts, except in exceptional cases as currently happens in managing other infectious diseases.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend College as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults - people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

LDE UTC will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see [Stepping measures up and down](#) section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Interaction with Public Health England Local Health Protection Team, DfE and NHS Test & Trace

See Appendix I for LDE UTC Staff and Learner Suspected and Confirmed COVID Cases Guidance and Actions which outlines how and when LDE UTC will contact the dedicated government team via the DfE Coronavirus helpline. It is important to note that LDE UTC will engage with these public bodies and will share information when necessary, for the public benefit (see Privacy Notice below).

Privacy Notice Addendum for Collection of Covid Data and Test and Trace

- In the current pandemic, we may need to store your data for test and trace purposes. This is in order for the college to engage with the test and trace process, make decisions on safety within the college and whether individuals are required to self-isolate or carry out a test. To do this we will be recording your name, contact number and date and time of arrival as well as time of departure.
- To complement the above we may also ask for data that has not previously supplied. This will allow us to assess an individual's ability to attend/return to school and what measures may need to be put in place to allow for a safe return.
- We, additionally, may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.
- All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for test and trace purposes will be retained for 21 days in accordance with government guidelines.
- The legal bases for using your data in these circumstances will be for the reasons of substantial public interest and in the interests of public health. Dependant on circumstances the basis may be to assess the working capacity of an employee or to protect the vital interests of yourself or another person.
- We may need to share select data with others. This can be with the NHS and emergency services, public health, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

Register of suspected or confirmed COVID-19 cases

LDE UTC will keep a register of any learners or staff who are suspected or confirmed cases of COVID-19. This register will include their details and why they are a suspected or confirmed case. This register will show who is currently isolating and who has finished isolating along with other useful info. Note that during any reduced opening it is not practical or necessary to track possible cases amongst learners and staff who have not been on-site for over a week, however confirmed positive cases will still be tracked for statistical purposes. The Front office team will maintain this register for learners, while the Cover/HR team will maintain this register for Staff. The information on these registers will be kept confidential, and only used in order to track any covid cases and will only be shared in accordance with the above privacy notice.

For openness and transparency, and to keep all of our college community up to date, a summary of these registers, showing just the number of suspected and confirmed cases (but no names or personally identifiable information) will be available on our website COVID-19 page, this will be kept up to date as frequently as possible.

The summary can be found by [clicking here](#).

Further guidance and sharing concerns

Useful sources of information about Coronavirus and LDE UTC:

- LDE website (www.ldeutc.co.uk)
- COVID-19 public page – [Click here](#)
- Staff Area (Staff only) – [Click here](#)
- Link to government guidance - gov.uk/coronavirus
- Link to DfE advice - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- Link to NHS guidance - nhs.uk/coronavirus

If you have any concerns, in the first instance learners and parents/carers should contact the relevant Head of Year, and staff their line manager, or HR. However, if you feel the matter is both urgent and important you can email admin@ldeutc.co.uk where your concern will be passed directly to the Principal, or phone the college main number and ask to speak to the Principal's Executive Assistant.

Appendix I LDE UTC Staff and Learner Suspected and Confirmed COVID Cases Guidance and Actions

Contents:

Introduction:

This document has been produced to provide simple and clear steps to take in the case of a suspected or confirmed case of COVID-19 in the College community. The first page includes some key details about what information we keep, and where, to assist in the case of a suspected or confirmed case of COVID-19, and also some key organisation information that may be needed by Public Health England, Local Health Protection Teams. The below process only needs to occur if the person in question has been on-site during the prior week before symptoms/contact with a positive case.

What information do we keep and where to assist with managing suspected and confirmed cases:

On an ongoing basis, for safeguarding and tracing purposes LDE UTC will keep the following information which will be used in the event of a suspected or confirmed case of COVID-19.

- Staff, learner and parent contact details - kept on SIMS.
- Staff timetables to see which learners interact with which staff members – Kept on SIMS.
- Learner lists – Kept on SIMS.
- Seating plans of learners for each lesson – Kept on Satchel:One
- Seating plan for staff members
- Organisation chart showing staff teams/groups.

In most cases, LDE UTC will not need to contact outside agencies in the event of a suspected or confirmed case of COVID-19. However follow the guidance in this appendix, and if in doubt support can be gained by calling the DfE Coronavirus Helpline 0800 046 8687

Details of Public Health England (PHE) Local Health Protection (HPT) team for LDE UTC are as follows (<https://www.gov.uk/health-protection-team>) – Always try the DfE Coronavirus Helpline first

Name: **PHE North East and North Central London Health Protection Team.**

Emails: necl.team@phe.gov.uk; phe.nenclhpt@nhs.net; Phone: 020 3837 7084 (option 1); Fax: 020 3837 7086; Out of hours for health professionals only: 020 7191 1860

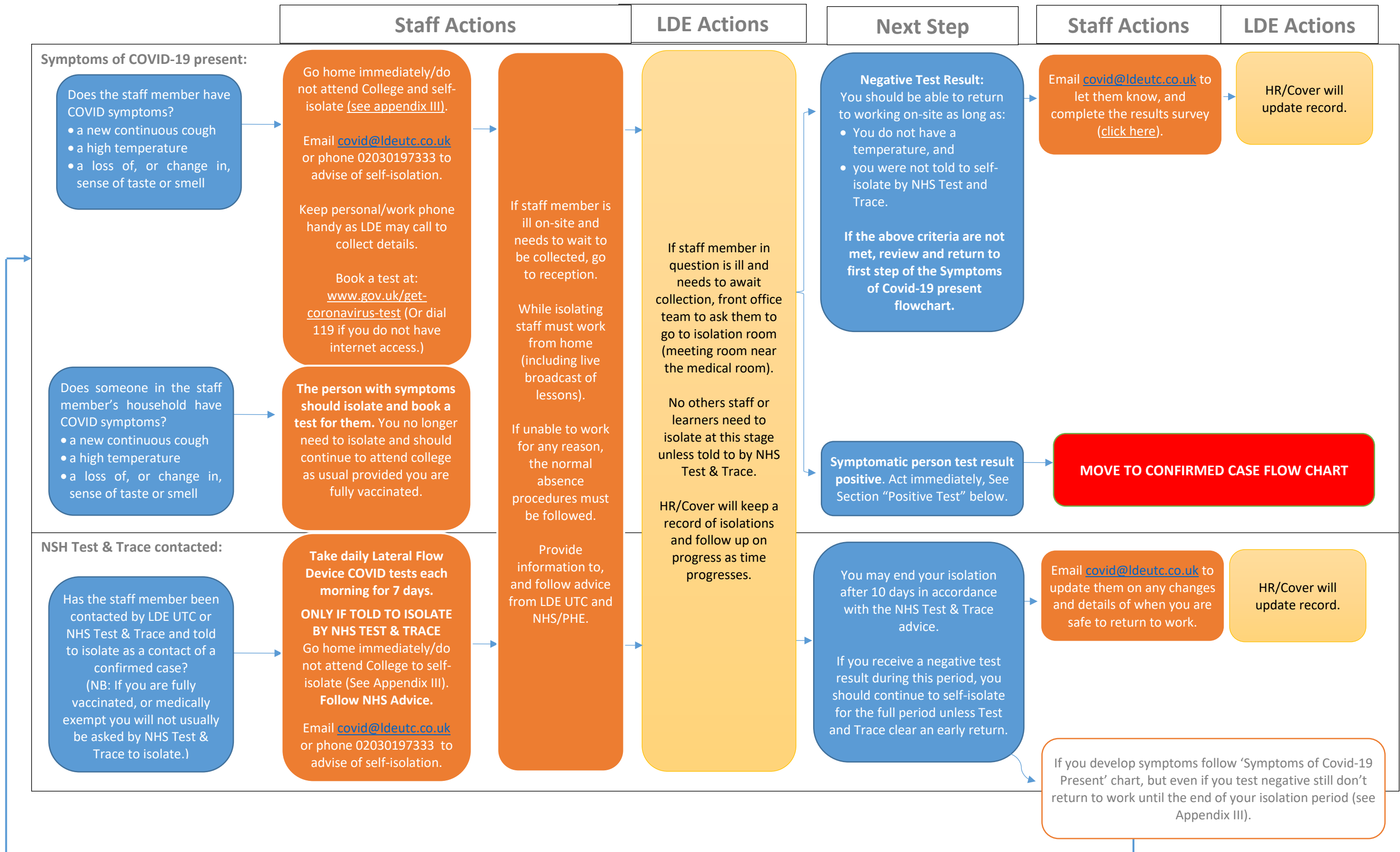
Details of our organisation to share with local PHE HPT team:

- Name: London Design & Engineering UTC
- Key contact details: (See Staff list of website for email address ([click here](#)); and telephone directory on staff drive for telephones ([click here](#)))
- Location: 15 University Way, Newham, London, E16 2RD
- Number of staff (80); Number of learners (600); capacity (600).

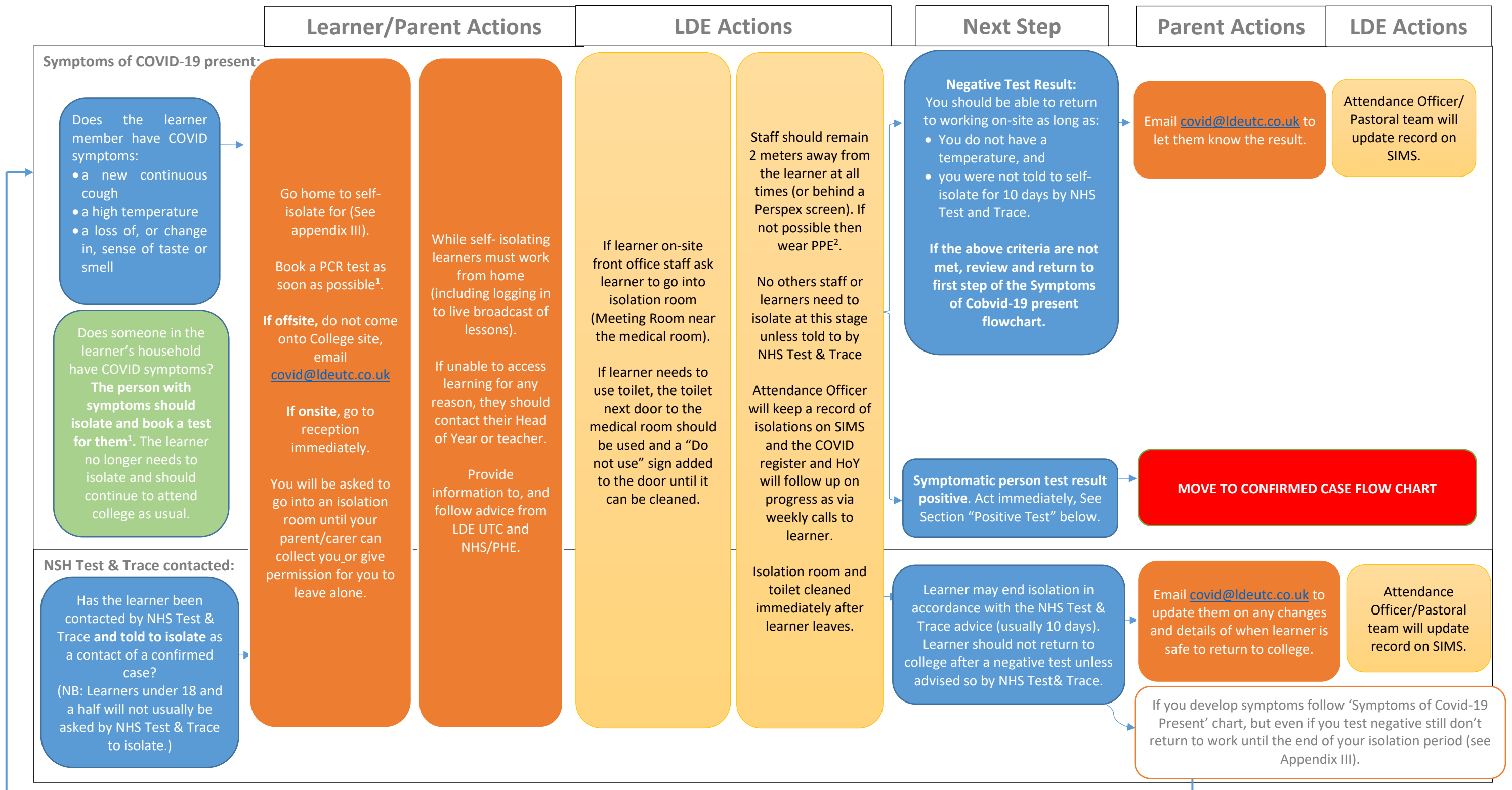
Details for London wide and Newham if there are concerns regarding COVID-19 (DfE Coronavirus Helpline remains the main contact point)

1. London Coronavirus Response Centre (LCRC): lcrc@phe.gov.uk or call 0300 303 0450
2. Newham public health team: publichealthenquiries@newham.gov.uk
3. NPW, Newham's schools silver officer service: geetha.unnithan@theeducationspace.co.uk; 020 8249 6900 ext: 173; 07807 727366; 07770 227 094**Out of Hours Contact number

Flow Chart for LDE UTC Staff Suspected COVID-19 case



Flow Chart for LDE UTC Learner Suspected COVID-19 case



Footnotes:

1 – Visit <https://www.gov.uk/get-coronavirus-test> or contact absence@ldeutc.co.uk if you require assistance.

2 - PPE must be worn by staff caring for the child while they await collection if a distance of 2 meters cannot be maintained (such as for a very young child or a child with complex needs). This should be in accordance with our COVID-19 Risk Assessment (More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\) guidance](#)).

Actions if Staff member confirmed COVID-19 case

Action for staff member if you have a confirmed case of COVID-19: Immediately email covid@ldeutc.co.uk to confirm a positive test result has been received and 10 day isolation period must be completed, and complete survey ([click here](#)).

NHS Test & Trace should contact you to discuss isolation, but the isolation starts immediately (Day 0) when your symptoms started, or if you received a positive test result but are had no symptoms, the isolation period begins (Day 0) on the date the test was taken. See Appendix III for details on when you can end your isolation. Always follow NHS Test & Trace advice.

TEMPORARY CHANGE: If the positive result was from a lateral flow device (Rapid test), then the staff member should start their isolation immediately and will not be required to book a confirmation PCR test.

NHS Test & Trace will contact you to discuss your close contacts and household contacts. LDE UTC will no longer be routinely involved in your contact tracing.

Always follow NHS Test & Trace advice.

You may return to work once your isolation period has ended (See appendix III). Please keep the college updated on your return date by emailing cover@ldeutc.co.uk.

While you are isolating, if you are feeling well, you will still be expected to work remotely to fulfil all your usual duties (including remote teaching). If you are too unwell to continue to work while isolating, the usual sickness absence procedures apply, and please email cover@ldeutc.co.uk by 7am each day you are unable to work.

Action for LDE UTC if a staff member has a confirmed case of COVID-19:

HR/cover make a note of the positive case on the COVID cases register, and liaise with staff member to ensure they are safe, well and whether the staff member is able to work remotely or not.

LDE UTC is no longer routinely involved in contact tracing for confirmed cases.

LDE UTC will keep track of all cases, and review if contingency arrangements need to be put in place (see section below)

Actions if Learner confirmed COVID-19 case

Action for learner/parent/carer if learner has a confirmed case of COVID-19: Immediately email covid@ldeutc.co.uk to let them know, and also telephone the main College number (02030197333) to tell them. The learner will need to isolate. See Appendix III for details on when you can end your isolation.

NHS Test & Trace should contact you to discuss isolation, but the isolation starts (Day 0) from when your symptoms started, or if you received a positive test result but are had no symptoms, the isolation period begins (Day 0) on the date the test was taken. Always follow NHS Test & Trace advice.

TEMPORARY CHANGE: If the positive result was from a lateral flow device (Rapid test), then the staff member should start their isolation immediately and will not be required to book a confirmation PCR test.

NHS Test & Trace will contact you to discuss your close contacts and household contacts. LDE UTC will no longer be routinely involved in your contact tracing.

Always follow NHS Test & Trace advice.

You may return to college once your isolation period has ended (see appendix III). Please keep the college updated on your return date by emailing absence@ldeutc.co.uk.

While you are isolating, if you are feeling well, you will still be expected to join lessons and engage with you work remotely. If you are too unwell to learn remotely, the usual sickness absence procedures apply, and please email absence@ldeutc.co.uk in the morning each day you are unable to learn.

Action for LDE UTC if a staff member has a confirmed case of COVID-19:

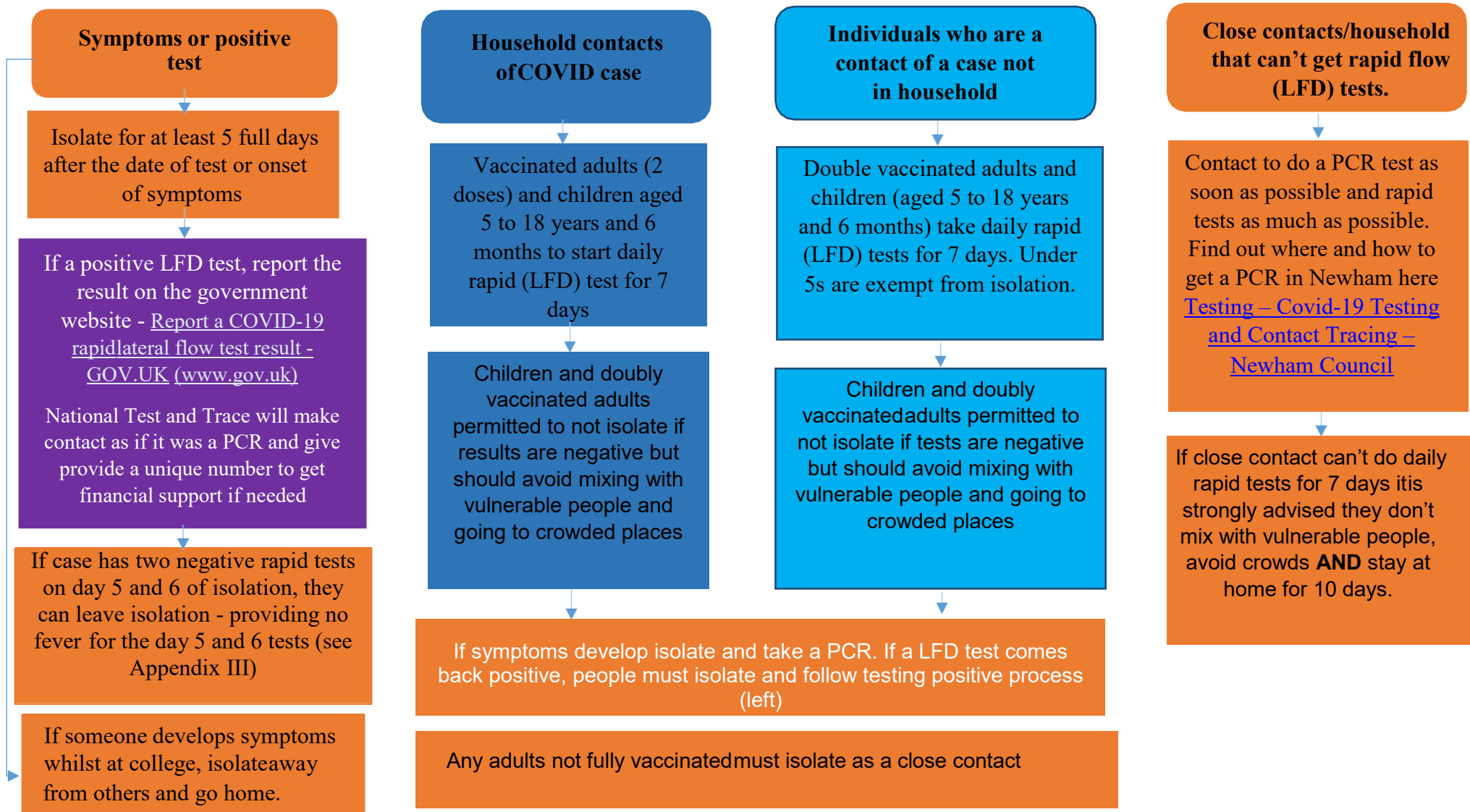
The front office will make a note of the positive case on the COVID cases register, and liaise with the parent/carer/learner to ensure they are safe, well and when they will return.

LDE UTC is no longer routinely involved in contact tracing for confirmed cases.

LDE UTC will keep track of all cases, and review if contingency arrangements need to be put in place (see Appendix V).

Appendix II – Quick Guide for COVID Isolations & Testing

ROUTINE TESTING: twice weekly rapid testing (LFD) for those attending College.
Rapid testing is also strongly recommended before interacting with vulnerable people or attending crowded places.



Appendix III – Isolation period and ending isolation early guidance

If you have COVID-19 symptoms or have received a positive COVID-19 test result

Stay at home and self-isolate

If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have [symptoms](#), stay at home and self-isolate as soon as you receive the results. You should do this even if you have received one or more doses of COVID-19 vaccine.

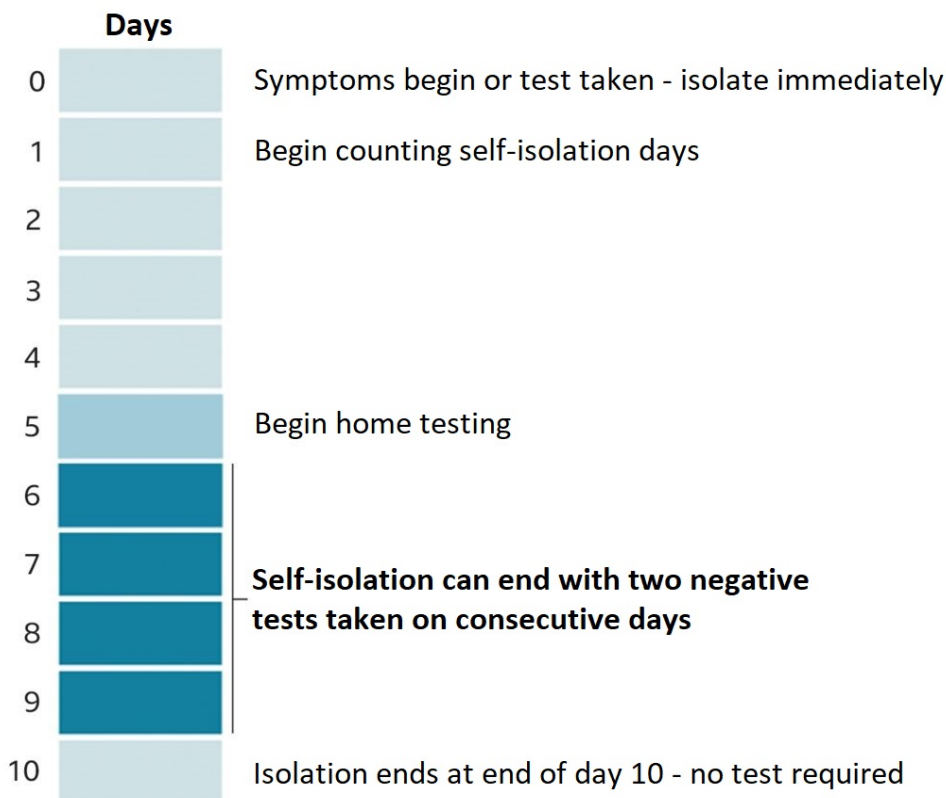
[Arrange to have a PCR test by ordering it online](#) or by calling 119 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result. If you have no symptoms, but received a positive Lateral Flow Device (LFD) you do not need to arrange a PCR test to confirm your LFD result.

Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. You can return to your normal routine and stop self-isolating after 10 full days provided you no longer have a high temperature. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation immediately after the second negative test result. Report your test results [to the College](#) and [NHS Test & Trace](#) after taking each test.

You should not take an LFD test before the fifth day of your isolation period, and you should only end your self-isolation after you have had two negative LFD tests on two consecutive days. You can stop testing after you have had 2 consecutive negative test results.

How five-day isolation rule works in England



Source: NHS

This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), you may take daily LFD tests from the 20th of the month. If your LFD test results are negative on the 20th and 21st, and you do not have a high temperature, you may end your isolation period immediately after the negative test result on the 21st of the month.

If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken.

If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new isolation period from the day your symptoms start.

If you develop COVID-19 symptoms at any point after ending your first period of isolation you and your household should follow the steps in this guidance again.

For learners isolating please email absence@ldeutc.co.uk and staff isolating email cover@ldeutc.co.uk once you receive your second negative LFD on two consecutive days to confirm that you will be returning to College.

Most people with COVID-19 will experience a mild illness. Seek prompt medical attention if your illness or the illness of someone in your household is worsening.

Stay as far away from other members of your household as possible. Wherever possible, avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat. Wear a [face covering](#) or a surgical mask when spending time in shared areas inside your home.

Take exercise within your home, garden or private outdoor space. Follow the general advice to [reduce the spread of the infection](#) within your household.

It may be difficult for some people to separate themselves from others in their household. Not all these measures will be possible if you are living with children or have caring responsibilities but follow this guidance to the best of your ability in these circumstances.

Appendix IV - COVID-19 Close Contact Guidance

Overall Message:

While social distancing measures have been relaxed as part of step 4 of the roadmap, and close contacts will generally not be asked to isolate by NHS Test & Trace provided they are fully vaccinated, medically exempt or under 18 years and 6 months old, the virus has not gone away. However they will be asked to take a PCR test and strongly advised to take daily Lateral Flow Device Tests for 7 days. As such all staff and learners should still maintain appropriate distance wherever possible to reduce your risk of catching or spreading COVID-19 and you will not become a “close contact” of anyone.

What is a “close contact” and why is it important:

If someone tests positive for COVID-19, then NHS Test & Trace will need to find out who they have been in close contact with while potentially infectious. If you are identified as a “close contact” you be asked by NHS Test & Trace to take a PCR test, and depending on your circumstances they may ask you to self-isolate at home.

What counts as a “close contact”?

NHS Test & Trace are trained to ask the right questions to find out who is a close contact. The below is the previous public health guidance over close contacts, but it will be up to NHS Test & Trace to determine who is and who isn’t a close contact.

Timeframe:

A person who tests positive for COVID-19 is potentially considered infectious from 48 hours before they first developed symptoms, until 10 days after they first developed symptoms. Therefore, close contacts can occur within that date range.

What counts as “close”

This can be split into two categories, “Direct close contact” and “Proximity close contact”.

Direct close contact – <u>Within 1 meter for any length of time</u>	Proximity close contact – <u>between 1 and 2 meters for 15 minutes or more</u>
Being coughed on or similar	Being within 2 meters of the positive case for more than 15 minutes
Any unprotected physical contact (skin to skin)	
Having a face-to-face conversation for any length of time <ul style="list-style-type: none"> <i>Note: Wearing a mask or visor is good, but it will not prevent you being counted as a direct close contact.</i> 	Travelling together in a small vehicle like a car, van or similar.
<i>Note that if there is a physical barrier (Perspex screen or pull up banner) this will protect you and does not count as a face-to-face so you will not be counted as a direct close contact.</i>	<i>Note that while wearing PPE and having physical barriers (Perspex screen or pull up banner) is good, it will not prevent you becoming a “proximity contact”</i>

If you think you have been a close contact of a positive case, but have not yet been contacted by NHS Test & Trace, you should pay particular attention to advice on [how to avoid catching and spreading COVID-19](#). You do not need to self-isolate unless you are contacted by the NHS Test and Trace service.

Appendix V – Contingency & Outbreak Management Plan

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), UK Health Security Agency (UKHSA) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the College. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases among pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

Identifying a group that is likely to have mixed closely will require judgement. Below are some examples of what to consider:

- a form group or subject class
- a friendship group mixing at break times
- a sports team
- a group in an after-school activity/society
- learners and staff who have mixed in the same classroom

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Geoffrey Fowler (or another member of the Strategic Team) will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or contacting Newham Public Health.

A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures described in this document. They may also recommend other proportionate measures to support continuing face-to-face education. In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-college transmission, a DPH may advise introducing short-term attendance restrictions in a setting. They will inform LDE UTC when it is appropriate to stop additional measures, or if they should be extended.

3. Testing

If recommended, we will increase the use of home testing by learners and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing, this will be along similar lines to the ATS set-up for September 2021 and January 2022 return. The key elements will be as follows:

- Testing booths set-up in the Atrium or Lecture Hall

- Consent will be obtained for any learners where no previous consent, or where consent is over 12 months old
- Suitably trained and vetted agency staff will be engaged as test operatives
- Testing to take place on a class by class basis, staggered throughout the College week
- Learners to take the test, then return to lessons while awaiting the result
- Any learners with positive results will be isolated and arrangement made for them to return home immediately
- Testing will cover all learners on-site (unless advised otherwise)
- Testing may run for a two to four week period, or longer depending on advice

As an alternative “Supervised Self-Testing Onsite” (SSO) will be considered, whereby the above procedure is followed, except that instead of testing booths and a queue in the Atrium, up to five SSO testing areas will be set-up in the Hall in accordance with the SSO guidance on the DfE COVID resources hub. Each SSO testing area will contain 6 self-test areas/stations.

4. Face coverings

If recommended, learners, staff and visitors who are not exempt from wearing a face covering will be asked to:

- Keep on or put on a face covering when arriving at school and moving around indoors, such as in corridors and communal areas
- Wear a face covering in classrooms or during activities, unless a face covering would impact on the ability to take part in exercise or strenuous activity.

If recommended, pupils who are not exempt from wearing a face covering will be required to:

- Wear a face covering on both dedicated and public transport to and from school

At present the government have advised that all of the above measures are put in place, except that teachers are not asked to wear a face covering if they're at the front of the class and able to maintain social distancing. As such this has been enforced at LDE UTC (in-line with the whole nation), and the government is due to review these measures later in January 2022.

5. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email/letters sent home with pupils and text messages once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- Re-introduce the wider use of plastic screens
- Re-introduce additional cleaning wipes for every desk
- Re-introduce the requirement for all attending site to complete a daily COVID declaration
- Re-introduce the requirement for learners to wear PE kit all day on PE days, and thus not use communal changing rooms
- Remove the use of lockers
- Removal of soft furnishing

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups
- Re-introduce social distancing, including Teachers staying 2m away from learners
- Amend classroom layouts back to all learners facing the front

6. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

6.1 Mitigations in place to avoid needing to implement attendance restrictions due to staffing shortages

The following mitigations are in place or will be implemented when needed in order to reduce the likelihood of needing to implement attendance restrictions due to staffing shortages:

- We have a full time permanently employed cover supervisor is in place at all times
- We have a high number of support staff who can supervise lessons as needed, including
 - Dedicated non-teaching Heads of Years
 - Other pastoral staff
 - Technicians and TAs
 - Back office staff
- We have historic arrangements with agencies to put in place longer term agency cover (booked in advance) should they be needed. This includes a pool of external cover staff who have been used previously at LDE UTC.
- We have a pool of vetted invigilators who are also available to act as cover teachers if needed
- We can double up classes in the Lecture Hall

LDE UTC has in place, and easily accessible from central location, all curriculum plans, which are prepared well in advance, and checked regularly each Friday afternoon to ensure up-to-date and of suitable quality. As such any emergency cover required can quickly be linked to the classes pre-existing curriculum plan.

Additionally the College has in place an excellent remote learning provision, which covers every learner's full timetable of curriculum lessons. All classrooms have been upgraded with video conferencing equipment to allow learners access to every lesson, whether they are in the lesson or watching the lesson live remotely. The equipment installed includes cameras and 360 microphones that enable offsite learners to immerse themselves in the class environment. This enables a seamless continuation of learning, regardless of whether a learner or staff member needs to isolate, or if staff are delivering to learners on-site and at home simultaneously. This means even if a teacher has to isolate at home, if they are well enough they can continue to deliver live to the class on-site, meaning the learners do not miss out while the lesson is being covered by a support staff member or cover teacher

6.2 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Exam year groups (Year 11, Year 12 L2 and Year 13)

6.3 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in college. As with the national lockdown of Spring 2021, all lessons will continue to be delivered as per timetable even where attendance restrictions are in place, all curriculum content will be covered. Our Remote Learning Policy can be found by [clicking here](#) and opening the document called "LDE UTC Remote Learning Policy" under the heading "COVID-19 Teaching & Learning".

Due to the excellent remote learning provision in all classrooms at LDE UTC (explained in section 6.1 above), all timetabled lessons can be delivered live to all learners regardless of if all learners are on-site (as normal); most learners are off-site (during ay restricted attendance); or a blended basis (where some learners are on-site and some learners are off-site), depending on the attendance restrictions in place at the time.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. Learners who are not able permitted to attend due to attendance restrictions will have supermarket vouchers electronically provided to their parents.

6.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained designated safeguarding lead (DSL) or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing safeguardng@ldeutc.co.uk or telephoning one of the following:

- Gloria Gold (Vice Principal, and Designated Safeguarding Lead) – mobile 07808525876
- Jonny Morgan (Deputy DSL) – mobile 074626644605
- Telephone 02030197333 and select Option 2

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Ensure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision