London
Design &
Engineering
UTC

September 2020
Full re-opening plan

11th September 2020 v.1.1

Version Control Table

Version 1.1 is dated 11th September 2020

Version	Update Rationale
1.1	*Introduction updated*
1.1	***T&L:*** *live lessons are now being broadcast with learners off site joining in real time. Whilst the majority of learners are on site, lessons may be recorded if the teacher desires.* ***Key points for teachers:*** *change to broadcast rather than recording of lessons using 'meet now'* ***Marking:*** *removed the need to quarantine and wear glove replaced with additional hygiene measures.* ***College timetable*** *updated & Apprenticeship timetable added. Year 9&10 no longer have form period at the end of the day in addition to the start.*
1.1	***Mental Health and Wellbeing****: changes to Friday prayers & Chaplaincy. Removal of weekly phone calls for learners who are back in college.* ***Expectations on site****: study period areas clarified for year 12&13* ***TAs, Support and Pastoral staff:*** *Updated to include advice for support in class and one to one support.* ***Lunch and break plan****: updated*
1.1	*Replaced section "Actions if a learner or staff member (or someone in their household) shows COVID-19 symptoms" with Appendix I (LDE UTC Staff and Learner Suspected and Confirmed COVID Cases Guidance and Actions including Annexes)* *Added further details of procedures around additional cleaning, including Touchpoint Cleaning; Electrostatic Application Gun; Chemical Strategy & Monitoring Hygiene.* *Added details regarding hygiene/cleaning where hot-desking is unavoidable.* *Removed requirements to wear gloves (except where required as PPE according to risk assessment) and replaced with hygiene and cleaning methods.* *Added "Privacy Notice Addendum for Collection of Covid Data and Test and Trace"* *Added note on additional staff parking and staff flexible working process to assist with avoiding peak travel times.* *Updated to note staff meetings may take place on-site, but only in rooms where 2m distancing can be achieved, and videoconferencing across multiple rooms should be used for larger meetings. Weekly CPL to be help remotely.*

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Introduction

Our current thinking

You are now reading version 1.1 of our re-opening plan. This plan has minor updates. We have summarised the updates for you on the first page of this plan in our Version Control Table. This means if you have already read the plan and understand it well you only need to look at the updated pages of this plan. If this is your first time reading this plan or if you need to re familiarise yourself with the plan, we recommend you take time and read it carefully. It is paramount that we all stick to the plan to ensure we can all keep as safe as possible.

This re-opening plan should be read in conjunction with LDE UTC's risk assessments and government guidance which can be found

In order to create this plan, we have used the guidance provided by the DfE, attended meetings / sought guidance from Newham local authority, the BDT, Unions and used our experience of having re-opened in June.

With regards to the full reopening of schools / college. With this in mind, and with the three Ms (minimising contact, maximising teaching, minimising movement) constantly at the forefront, LDE UTC has put together the following re-opening plan.

Navigating this plan

In order to allow the reader to orient their way through the plan we have split it into three main areas.

1. How will we operate, focusing on the Teaching and Learning
2. How we make use of our facilities, including travel to and from college and internally around the college.
3. How we are going to manage infection control

Context to date

The government announced in late June 2020 that all children of school age will return to on-site education starting on the 1st of September 2020 for the new academic year. The DfE guidance to support schools full opening was issued on Thursday 2nd July following the Secretary of State for education, Gavin Williamson, leading the daily governments Covid briefing. You can find this guidance by clicking here.

June 2020

We re-opened on June 15th with a robust plan and have developed the procedures further in line with government guidance and the results of surveying our learners and staff. Where suggestions for improvements have been made, we have acted on them swiftly. In summary, the re-opening of the college went very well, with most of the staff and learners very pleased with the onsite provision and the stringent health and safety measures that our staff have worked

tirelessly on to put in place. We are pleased to report that our learners and staff are confident and comfortable in the clean and safe environment to which we have returned.

July 2020

Our draft document was published and shared on 10th July 2020. In this document we outlined our current thinking with regards to our full re-opening in September 2020. We welcomed your comments as part of our full re-opening consultation. Whilst leadership can introduce plans, we need all stakeholders to be involved in the development to ensure we have created a safe place to learn. Our stakeholders completed a short survey 1st August 2020. The finding of this survey has been incorporated into this updated plan.

1st September 2020

I am pleased to report that we opened on time and have had all year groups in attendance. Our current percentage attendance is Yr9 97.5%, Yr10 93%, Yr11 94.1%, Yr12 92% Yr13 93.7%.

Our learners and staff seem happy to be back making lots of positive comments. To ensure this is the case we have issued a first week survey with this updated plan to all learners, parents/carers which can be accessed by clicking here. This survey will provide a true picture allowing us to develop where needed and highlight good practice.

We feel that we are in a better place to prepare for September because LDE UTC partially re-opened to year groups 10 and 12 in June, than other establishments who decided not to re-open at this 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 2020.

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. This new system also includes one multi-purpose cable that will both charge staff laptops and connect to the Promethean board, minimising touch points for staff.

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 2020-21, all lessons 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.

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.

Marking work must take place during non-contact hours. Where learners work cannot be submitted for marking digitally, teachers will either:

- o Wash their hands before collect exercise books/learners work, mark the work and then clean the surface being used (whether at home or college) and wash their hands again
- o Optionally staff may where disposable gloves when marking, but this does not replace the need to wash/sanitise hands and surfaces.

On-site learning and working - Opening days and times

The College now has designated entrances and exit points for each year group.

Each year group has staggered start and end times to the college day.

Please see timetable section of this document for each year groups start and end times and their designated entrances and exit points. Learners should arrive and leave promptly at their designated time in order to avoid mixing between year groups. Breakfast club will be held separately in the Hall with designated areas for each year group.

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.

Cleaning staff and maintenance contractors can be on-site at other times, along with certain other staff by prior agreement to undertake their duties provided it is pre-agreed with the Facilities Manager and in accordance with their risk assessment/the "Managing Premises during COVID-19" risk assessment.

Visits to the site by anyone other than staff and learners as shown above should be avoided wherever possible, and instead telephone/video meetings should be used. If an on-site visit is unavoidable it must be pre-arranged with a staff member at LDE UTC and reported to reception@ldeutc.co.uk at least 24 hours in advance.

By staggering the start and end times for each year group and having different entry points we are minimising contact across year groups. We are also staggering/separating break and lunch times within the college day. Please see the schedule below that demonstrates this.

College Timetable for 2020-2021

		Monday - Thursday	Reg	P1	P2	P3			P4	P5		P6		P7	P8	
Year 9	arrive 8am entrance E — 08:00 Breakfast club	arrive 8:35 via entrance D	Reg	P1	P2	P3	Br2		P4	P5	LuR	P6				Leave 14:30 via entrance D
Year 10		arrive 8:45 via entrance C	Reg	P1	P2	P3	BrG		P4	P5	LuH	P6				Leave 14:50 via entrance C
Year 11		arrive 8:25 via entrance B	Reg	P1	P2	BrG	P3		P4	LuR	P5	P6				Leave 14:40 via entrance B
Year 12		arrive 8:55 via entrance A	P1	P2	P3	BrG	P3	P4	P5	LuR	P6		P7	P8		Leave 16:00 via entrance A
Year 13		arrive 8:50 via entrance B	P1	P2	P3	Br2	P3	P4	P5	LuH	P6		P7	P8		Leave 15:50 via entrance B
A Y2		arrive 8:55 via entrance C Tuesday	P1	P2	P3	Br		P4	P5	Lu	P6		P7			Leave 16:00 via entrance C
A Y3		arrive 8:55 via entrance C Wednesday	P1	P2	P3	Br		P4	P5	Lu	P6		P7			Leave 16:00 via entrance C

		Friday	Reg	P1	P2	P3		P4	P5	
Year 9	arrive 8am entrance E — 08:00 Breakfast club	arrive 8:35 via entrance D	Reg	P1	P2	P3	Br2	P4		Leave 12:30 via entrance D
Year 10		arrive 8:45 via entrance C	Reg	P1	P2	P3	BrG	P4		Leave 12:50 via entrance C
Year 11		arrive 8:25 via entrance B	Reg	P1	P2	BrG	P3	P4		Leave 12:40 via entrance B
Year 12		arrive 8:55 via entrance A	P1	P2	P3	BrG	P3	P4	P5	Leave 13:40 via entrance A
Year 13		arrive 8:50 via entrance B	P1	P2	P3	Br2	P3	P4	P5	Leave 13:30 via entrance B

Year 9 Learning Timetable

Year 9					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Optional Breakfast club - arrive 8am using entrance E				
08:40 - 09:00	Registration - arrive 08:35 via entrance D				
09:00-09:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:30 - 11:50	Break - second floor				
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4 11:50-12:30
12:40-13:30	Lesson 5	Lesson 5	Lesson 5	Lesson 5	End of day for learners. Staff training
13:30-13:50	Lunch - Restaurant				
13:50-14:30	Lesson 6	Fitness 13:50 - 15:00	Lesson 6	Lesson 6	
14:30	**Leave 14:30 via entrance D**		**Leave 14:30 via entrance D**		
14:50-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

Year 10 Learning Timetable

Year 10					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Optional Breakfast club - arrive 8am using entrance E				
08:50 - 09:00	Registration and Pastoral time - arrive 08:45 via entrance C				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:30 - 11:50	Break - ground floor				
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4 11:50-12:50
12:40-13:30	Lesson 5	Lesson 5	Lesson 5	Lesson 5	End of day for learners. Staff training
13:30-13:50	Lunch - Hall				
13:50-14:50	Lesson 6	Fitness 13:50 - 15:00	Lesson 6	Lesson 6	
14:50	**Leave 14:50 via entrance C**		**Leave 14:50 via entrance C**		
14:50-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

Year 11 Learning Timetable

Year 11					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Optional Breakfast club - arrive 8am using entrance E				
08:30 - 09:00	**Registration, Sector briefing and pastoral time - 08:25 via entrance B**				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:00	**Break - ground floor**				
11:00-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4 11:50-12:40
12:40-13:00	**Lunch - Restaurant**				End of day for learners. Staff training
13:00-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	
13:50-14:40	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
14:40-14:50	**Leave 14:40 via entrance B**	Fitness 14:40 - 16:00	**Leave 14:40 via entrance B**		
15:10-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

Year 12 Learning Timetable

Year 12					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Optional Breakfast club - arrive 8am using entrance E				
08:55-09:00	**Arrive 08:55 via entrance A**				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40 - 11:05	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:05-11:20	**Break - ground floor**				
11:20-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5 12:40-13:40
13:50-14:10	**Lunch - Restaurant**				End of day for learners. Leave 13:40 via entrance A Staff training
14:10-15:00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
15:00-16:00	Lesson 7	End of day for learners - Leave 15:00 via entrance A staff training	Lesson 7	Lesson 7	
16:00-17:00	**Leave 16:00 via entrance A**		**Leave 16:00 via entrance A**		
16:00-17:00	Societies (Optional)		Societies (Optional)	Societies (Optional)	

Year 13 Learning Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
	Year 13				
08:00-08:50	Optional Breakfast club - arrive 8am using entrance E				
08:55-09:00	**Arrive 08:50 via entrance B**				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40 - 11:05	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:05-11:20	**Break - second floor**				
11:20-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5 12:40-13:30
13:50-14:10	**Lunch - Hall**				End of day for learners. Leave 13:30 via entrance B Staff training
14:10-15:00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
15:00-15:50	Lesson 7	End of day for learners - Leave 15:00 via entrance B staff training	Lesson 7	Lesson 7	
15:50-17:00	**Leave 15:50 via entrance B**		**Leave 15:50 via entrance B**		
16:00-17:00	Societies (Optional)		Societies (Optional)	Societies (Optional)	

Apprentices Timetable

	Monday Yr 1 2020 2021	Wednesday Yr3 2020 2021	Thursday Yr2 2020 2021
	Apprentices		
08:55-09:00	**Arrive 08:55 via entrance C**		
09:00-9:50	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2
10:40 - 11:30	Lesson 3	Lesson 3	Lesson 3
11:30 - 11:50	**Break**		
11:50-12:40	Lesson 4	Lesson 4	Lesson 4
12:40-13:30	Lesson 5	Lesson 5	Lesson 5
13:30-14:10	**Lunch**		
14:10-15:00	Lesson 6	Lesson 6	Lesson 6
15:00-16:00	Lesson 7	Lesson 7	Lesson 7
16:00-17:00	**Leave 16:00 via entrance C**		

Map of College with designated year group entrances and one-way system

Entrance A
Year 12 & Staff

Entrance E
Breakfast Club

Entrance B
Year 11 & 13

Entrance D
Year 9

Entrance C
Year 10 & Apprentices

No Unauthorised Access

No Unauthorised Access

West Staircase

Plant Room

No Unauthorised Access

Fab Lab Wood

G.27

Fab Lab Prep

Green Room

Fab Lab Metal

G.23

Reception Base

Reception

Medical Room

Meeting Room

WC Visitors

Toilets
Visitors & Staff Only

Lift

All Gender & Disabled Toilet

Staircase

DOWN ONLY

Robotics Lab

G.01

Lecture Hall

G.41

Kitchen

No Unauthorised Access

Stairs

UP ONLY

Atrium

LEGO Lab

Restaurant

FLOOR: **GROUND**
COLOUR: **BLUE**

- **Fab Lab Metal**
- **Fab Lab Prep**
- **Fab Lab Wood**
- **Lecture Hall**
- **Lego Lab**
- **Medical Room**
- **Restaurant**
- **Robotics Lab**

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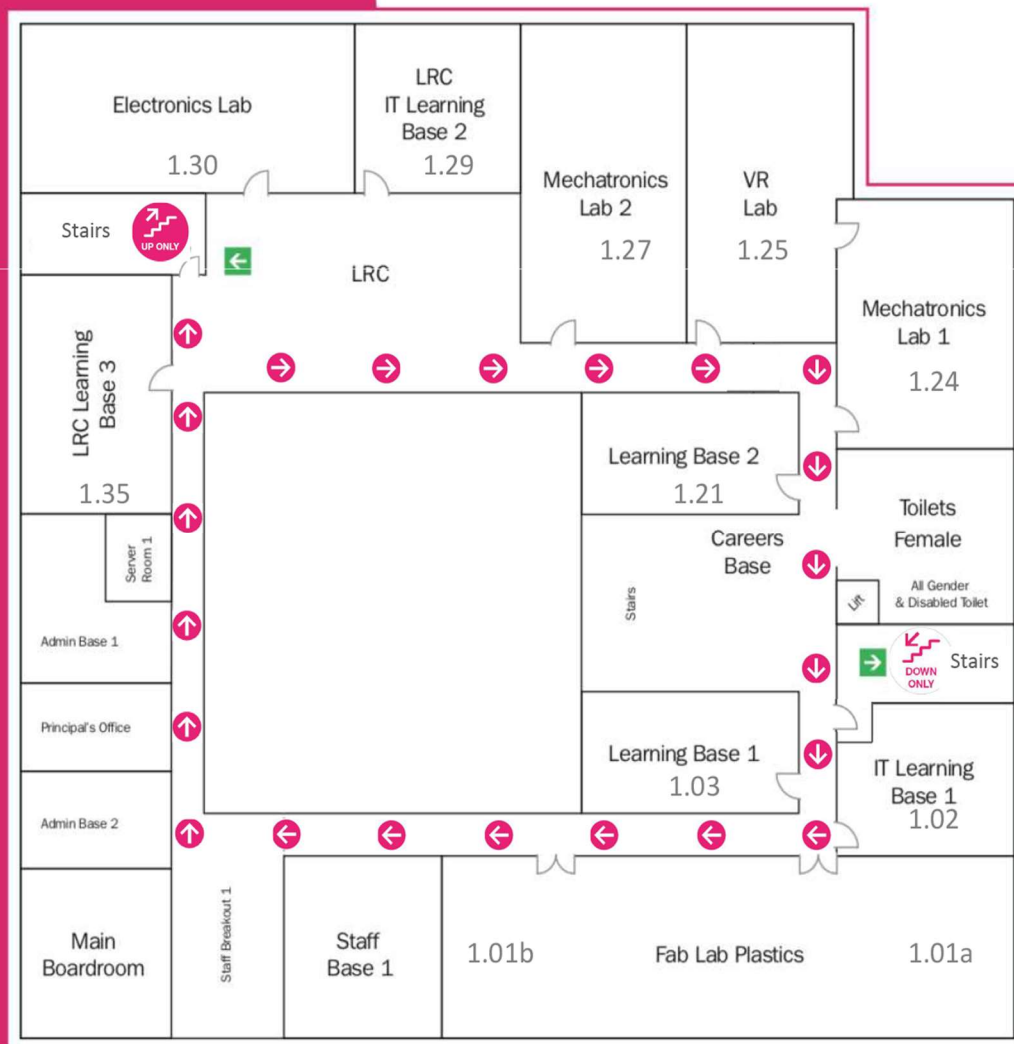
FLOOR: **FIRST**
COLOUR: **PINK**

- **Careers Base**
- **Electronics Lab**
- **Fab Lab Plastics**
- **IT Learning Bases 1 & 2**
- **Learning Bases 1, 2 & 3**
- **LRC Area**
- **Mechatronics Labs 1 & 2**
- **VR Lab**

Fire Escape Route
(in case of fire use closest exit ignoring one-way system)

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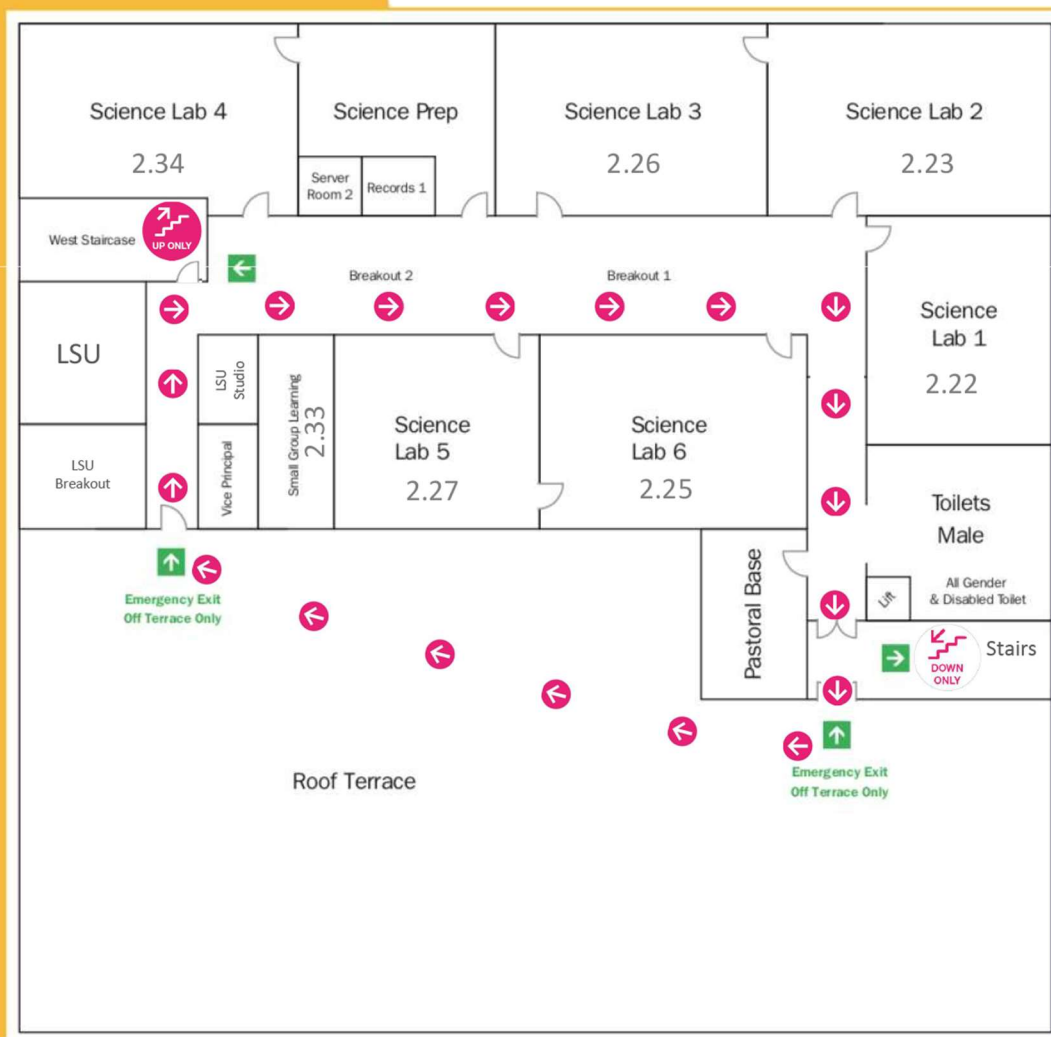
FLOOR: **SECOND**
COLOUR: **YELLOW**

- **Breakout Area 1 & 2**
- **Pastoral Base**
- **Roof Terrace**
- **Science Lab 1, 2, 3, 4, 5 & 6**
- **Science Prep**

Fire Escape Route
(in case of fire use closest exit ignoring one-way system)

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FLOOR: **THIRD**
COLOUR: **PURPLE**

- **Architecture 1 & 2**
- **Chaplaincy Base**
- **Fab Lab Design**
- **Fab Lab Art**
- **Learning Base 4, 5, 6, 7 & 8**

Fire Escape Route
(in case of fire use closest exit ignoring one-way system)

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Mental Health & Wellbeing support

Mental health and wellbeing are always very important and will continue to be so as we return to some kind of normality. The Chaplaincy will continue to support learners but will see learners from different year groups on different days thereby keeping to year group social bubbles. Friday prayers will take place for Year 12 and 13 only in the Lecture Hall. Learners will need to bring their own prayer mats and stay in the areas allocated to their year group. Unfortunately, we are not able to facilitate daily prayers for all at this current time. The Chaplaincy is currently out of action, but we hope to have it open again at the end of September. In the meantime, Gloria Gold, Vice Principal will be undertaking one to one wellbeing meetings with those that were previously seen by the Chaplaincy team.

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.

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
  - hhttps://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, regardless of whether they are on-site or working from home. 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) - this facility however is not available until the end of September. The DSL is taking over this role until this time.
  - 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 full time from September 2020. It is the parents' duty to ensure good attendance and the college will once again be recording attendance and follow up absence. 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.

Expectations on site

When attending the college, learners are expected to follow the rules and expectations outlined in this document. This will help to maintain the health and wellbeing of everyone in our college and wider community. If parents/carers feel that their child is unable to conform to the revised rules and expectations, they should contact the Head of Year in the first instance so that alternative arrangements can be considered with the relevant member of the Leadership Team.

Learners should arrive and leave college within their allocated time slots and at their designated entrance points. (see map).

Learners should not congregate outside the college at the end of the day or if in the Sixth Form during their study periods.

- o Learners must use a sanitiser to disinfect hands on entering and leaving the college, and on entering classrooms . They should also wash their hands with soap regularly during the day.
- o Learners must maintain a safe distance from others,
- o Avoid physical contact at all times. No hugs, shaking hands etc.
- o Learners should not share belongings and will need to ensure that they have the correct equipment for each lesson (pens, pencils, rulers etc.)
- o Learners must not use any of the social spaces within the college that have not been allocated to their year group
- o Learners should only enter the toilets if there is free cubicle (see "Toilets" section of this document)
- o In IT rooms keyboards and mice should be wiped by the learner (using the wipes provided in each room) before the start of each lesson and periodically throughout the day by technicians, disposable gloves will be provided should learners wish to wear them, but this must not be considered a replacement for wiping equipment and washing/sanitising hands. These should then be discarded at the end of the computer lesson and placed in the bin before leaving the classroom.
- o Similarly, learners should wipe down desks before they are seated. This allows our learners to take some responsibility for their own safety.
- o Learners should dispose of face masks as per government guidance and avoid touching their faces on removal.
- o Learners must wear their lanyards at all times.
- o To avoid large congregations, year group assemblies will take place via Teams streamed lived into classrooms.
- o Year group assemblies will take place via Teams streamed live into classrooms. Employer Engagement will take place in Lecture Theatre, but only with a single year group bubble

Where a Sixth Form learner has no timetabled sessions, this is considered a study period. Learners should not leave the college site where possible and the college will provide a learning space – Year 12 should use the terrace whilst the weather is fine, Year 13 should use the LRC. When the LRC is full learners will unfortunately need to leave the site. .

Reasonable adjustments made for learners with more challenging behaviour

Challenging, complex and unsafe behaviours ("behaviours of concern") involve a very small proportion of our learners. As some of the strategies we use for de-escalation and to support positive behaviour cannot currently be used in the circumstances (COVID -19), a risk assessment plan will be completed for learners where the risk of complex, unsafe behaviour is likely.

This may include learners:
- o who have an individual behaviour plan, known to have persistent poor behaviour, or SEN needs e.g. autism etc.
- o where the college deems it to be necessary due to behaviour of the learner before the COVID- 19 pandemic

Unsafe behaviours at this time include:
- o Spitting, licking and biting
- o Physical aggression involving skin to skin contact- pushing, shoving
- o Running/walking away from adults to areas that are out of bounds for the learner as per the College Risk Assessment plan.
- o Serious emotional distress caused by the need to maintain social distancing

The risk assessment will be discussed and agreed with parents/carers of particular learners. Where it is deemed that a child is too high a risk to come into college and keep themselves and others safe, the college will work with the parents and learner to support a gradual transition into college at an appropriate time when routines have been established at College.

Reasonable Adjustments

Reasonable adjustments have been made in addition to our Behaviour Policy which took effect from June 15th, 2020 until such a time when these behaviours do not pose a substantial health risk.

If learners display any of the following behaviours, parents/carers will be contacted by either the teacher or the HoY as laid out below, and the provision and approach discussed. Where we are unable to reduce the impact and risk of the behaviour the indicated sanction below will be used.

Behaviour/Challenges	Action(s)	Sanction(s)
oSpitting, licking and/or biting others. oPhysical aggression involving skin to skin contact.	o Inform the HoY by email or by sending a responsible learner to convey the message. o Remove other learner and adults to a safe distance. o Parents informed and provision and approach discussed. o Contact the parents of both learners: the perpetrator and the victim.	o The learner will be sent home immediately and a ½ day fixed term exclusion will be added to their record o A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in college.
oDeliberately coughing in the direction of other pupils and/or adults.	o Inform the HoY by email or by sending a responsible learner to convey the message. o Remove other children and adults to a safe distance. o Parents informed and provision and approach discussed o Contact the parents of the child and the child who has been coughed at.	o The learner will be sent home immediately and a ½ day fixed term exclusion will be added to their record o A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in college.
oRunning away from members of staff to access out of bounds areas, including those areas of college that will be temporarily prohibited in light of the current circumstances.	o Inform the HoY by email or by sending a responsible learner to convey the message. o Teachers/HoY to explain the reasoning and de-escalate using appropriate strategies. o Parents informed and provision and approach discussed.	o Should this become persistent, the learner will be sent home for the rest of the day and a warning letter issued. o A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in college.

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

Traveling to the college

The government advice is no longer to avoid public transport. 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 have been advised that public transport capacity may well continue to be constrained in the autumn term. We recognise that the vast majority of staff and learners use public transport and recommend that everyone is familiar with the governments 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. Only three persons should be in the bike shed at a time and should maintain social distancing at all times. Users should queue outside following the 2m floor signage if necessary. Hand sanitiser will be available in the bike shed and users should sanitise their hands on entering and exiting the bike shed.

The college has upgraded the security of the bike shed, installing CCTV and are looking to install access control via learner and staff current iD cards.

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, now mandatory, wearing of a face covering.

Staff, learners and visitors, can make their own face covering from using items around your home by following this advice from PHS (click here) or this guide from the BBC (click here) Parents/Carers of learners are responsible for ensuring their child has a suitable face covering for this purpose and follows the appropriate guidance.

We have been able to shorten the day slightly to allow learners in KS3 and KS4 to leave before evening peak times. LDE UTC staff will be able to submit flexible working request, so this should allow for some staggered start/finish times, however this will need to be in accordance with the needs of the College (particularly teaching lessons).

Arrival into and departing from the College

In order to facilitate an orderly entrance and departure from the college site, and in line with government guidance, we are proposing a staggered beginning and end of the day for learners. Individual year groups should arrive at the times indicated below and enter through the assigned entry /departure points. This is to avoid groups of learners from different year groups mixing.

Social distancing floor markings are in place (at 2m intervals) in a queue formation, should queuing be required when entering the building. Social distancing within the college is still recommended and a one-way system continues to be in place to facilitate this (see floor plan maps).

Parents/Carers should not enter the college building. If parents/carers would like to discuss any matters with college staff, they should contact their child's Head of Year via email or telephone or by dialling the main college number to arrange a telephone meeting or video call.

Any visitors or contractors should wait outside the college building (maintaining social distancing) and telephone the contact who they are due to meet to inform them they have arrived. The contact should come to meet the visitor at reception but should maintain social distancing at all times.

All persons (learners, staff or visitors/contractors) will enter the building one at a time and register using their College ID cards on the card readers provided at their designated entrance . Visitors will continue to be registered by reception staff.

Learners and staff must ensure that the ID card reader display correctly shows them as "In" on entering the building, and "Out" on leaving the building. The Heads of Year (or other supervising staff) will monitor each entrance to ensure entrance and exit occurs in a safe and sensible manner, that all persons are registered correctly, and that social distancing is maintained. Following government advice temperature measurements will not be routinely taken, however LDE UTC may at its discretion insist on a taking a person's temperature using a non-contact thermal imaging camera or similar device. If we suspect somebody has a high temperature the college may refuse entry if the person is unwilling to undertake this test.

We recognise that sometimes learners will need to be seen by external visitors for essential safeguarding and wellbeing purpose. This includes, but is not limited to, Social Workers and Specialist teachers. In these cases, the visitor will be in contact with either the DSL or SENCO and appropriate arrangements will be made.

Upon entering the college from any entrance , if you wish to wear or remove PPE, particularly face masks, then you should follow the PHE/NHS guidance. Click here for guidance from PHE 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 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.

Once registered and cleared to enter the building all persons should use the hand sanitiser provided before following the floor markings/one-way system into the Atrium or up the stairs.

Learners and teaching staff should proceed directly to their timetabled classroom. All other persons should proceed directly to their designated working space.

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. Learners and all other persons must proceed directly home when leaving College and must not congregate on college grounds, recreation areas or nearby roads.

Movement around the College

All non-essential movement around the college should be avoided. Wherever possible, and unless a member of staff considers it unsafe to do so, doors must be left open at all times while the College is open, this includes classroom and office doors. The college has installed door stops (including automatic door release stops for fire doors) for this purpose. This will significantly reduce the number of touch points where the virus can be transmitted person to person.
A clear one-way system with directional arrows and other signage has been put in place around the whole College wherever possible. One set of stairs has been designated for upwards traffic and one for downwards. Except in the case of an emergency/fire evacuation these one-way systems must be observed at all times by all users (including all learners and staff).

Directional arrows have been placed at 2m distances to assist with social distancing, which must be maintained wherever possible while moving around the College. Wherever possible persons should directly enter the room they are travelling to, rather than waiting in the corridor. Once in their classroom learners should not leave the room without express permission from their teacher/supervising staff member. Currently learners will not be able to use their lockers. This is to avoid a congregation of learners from different year groups within the corridors.

For clarity. Who is allowed on site

NO PERSON MAY ENTER SITE IF THEY, OR SOMEONE IN THEIR HOUSEHOLD, HAVE SYMPTOMS OF COVID-19

Learners - We expect all learners to return from September and would like to remind everyone about attendance

Staff - Following the reduction of the prevalence of COVID 19 and relaxation of shielding measures from 1 August, we expect most staff will attend.

Where a role within the college can be carried out at home, this should be discussed with the relevant line manager to see whether it is feasible and/or appropriate. Where staff are concerned about returning to on-site working they should consult with their line manager or HR as soon as possible, and certainly before 31st July 2020.

Staff on site should be aware of the following:-
- o Social spaces may be used to collect refreshments, but not available to socialise in
- o social distancing must be observed at all times.
- o Office spaces may be used if social distancing can be observed (perspex screens have been installed where desks are facing each other to aid this).
- o Shared staff desks should be kept clear and be cleaned by staff on arrival. We would encourage staff to use their classrooms to work where possible.
- o No queuing outside classrooms, therefore staff must be in class before end of break / lunch
- o Staff should ensure that they lead by example when it comes to using hand sanitiser at the beginning of each lesson and throughout as necessary.
- o Staff should use their own dedicated laptop at all times, and sharing of computers should in the reception area should keep to their own computer / keyboard at all times.
- o Staff briefings will be held via email or video conference and staff should join from their chosen work base. Staff weekly CPL will be help remotley and staff meetings held on-site must be in rooms which allow for 2m distancing, with videoconferencing between multiple rooms used for larger meetings. Alternative methods of communication should be used where possible to reduce meetings.

Teaching Assistants / Technicians and Pastoral Support Staff

Teaching Assistants will only work in classrooms, with learners they support, where a certain amount of social distancing can be maintained without disrupting the learning. Should this not be possible, the TA and learner will move to a separate space. Should this occur they will form part of the social bubble identified. Where possible, TAs will form part of the year group bubble. Support staff in lessons should hover by learners and move regularly to avoid being next to a learner for more than 15 minutes. Staff will wear visors if they are working closely with learners in the classroom.

Pastoral support staff will continue to support learners. The Pastoral Base will be monitored for numbers and no more than three learners will be allowed in at the same time. Learners in the Pastoral Base will be from the same year group. Similarly, the use of the LSU will be monitored closely to ensure that some social distancing is maintained where learners from different year groups are present at the same time. Staff in these rooms will remain socially distanced from each other and learners wherever possible.

One to one Areas for learners / tutors / HOYs

In discussion with the Pastoral team, we have designated the following areas for one to one sessions with learners in the various year groups. Learners should only be in these areas when accompanied by the appropriate member of staff (teaching assistant, head of year, tutor)

Year 9 – Break Out Area – 2nd Floor (by the LSU)
Year 10 – LSU – 2nd Floor
Year 11 – Pastoral Base – 2nd Floor
Year 12 – Canteen

Year 13 – Canteen

Staff will aim to maintain social distance but if that is not possible due to the nature of the work they are doing with the young person, then they will wear a visor and / or face covering.

Staff may also wish to use the terrace for their one to one sessions (whilst it is quiet and the weather is good)
We are currently allocating study rooms for Year 12s and Year 13s but whilst the weather is good, Sixth Form learners will be able to use the Terrace (but not during Year 9 break time (11.30am - 11.50am)

Lunch and break time plan

Staggered lunchtime and break times have been put in place to avoid the congregation of more than one year group. Learners have been assigned a space where they will be able to socialise with their own year group and purchase food. Learners must use their ID cards for purchasing food and it is essential that they have funds in their ParentPay accounts. Each separate eating space has been set-up so that learners will not be seated face to face or side on, or where this is not possible a Perspex screen has been installed to create a protective barrier. Staff must remain 2m socially distanced while eating or performing supervision duties in the dining areas.

Break		
11:30 - 11:50	Year 9	Second Floor
	Year10	Ground Floor
10:40-11:00	Year11	Ground Floor
11:05-11:20	Year12	Ground Floor
	Year13	Second Floor
11:30 - 11:50	Apprentices	In their base room

Lunch		
13:30-13:50	Year 9	Restaurant
	Year10	Hall
12:40-13:00	Year11	Restaurant
13:50-14:10	Year12	Restaurant
	Year13	Hall
13:30-14:10	Apprentices	Offsite, In their base room

We have shortened the time for lunch for Sixth Form learners to avoid the need to leave the college site but kept the lunch for apprentices longer to allow time for them to leave site.

The College kitchen will endeavour to offer a wide selection of options at lunch and break-time, however there may be less selections available for the time being in order assist with social distancing in the kitchen and to speed up service. At a minimum there will always be a separate meat and vegetarian option available.

Learners will need to queue in the designated areas for lunch within their groups. The kitchen staff will be separated from the learners via a Perspex screen at face level.

Learners and staff must wash/sanitise their hands before and after lunch, using the sinks and sanitiser-stations provided.

Any staff, learner or visitor who chooses to bring in a packed lunch can eat it in their designated areas of the college . It should be noted that no refrigeration or heating facilities will be available on-site for packed lunches, and you should keep your lunch with you at all times during the day.

No learners from other year groups should be in the restaurant area at the times indicated above.

Breakfast Club

Breakfast Club will resume from 14th September 2020. Breakfast is served between 8am – 8.20am and learners will need to enter the building as per the entrance E as indicated on the map. Breakfast will be eaten in the Lecture Theatre with dedicated eating zones for different year groups.

Catering Staff

At all times catering staff will follow the latest government guidance for food businesses on coronavirus (COVID-19). Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear normal catering garments. A separate bin should be used to discard these items.

Catering staff will continue to wash hands with soap regularly, particularly before serving food.

All items will be served in disposable containers with disposable cutlery. Learners and staff should dispose of lunch items in the bins provided.

Staff Rooms and Offices

Each staff room and office will have its maximum capacity printed on a sign on the door. Except for emergencies do not enter if this will result in the capacity being exceeded.

Staff should only use offices or staffrooms if they are able to socially distance themselves from each other. Perspex screens and clear pull up banners have been be installed where desks are facing each other and between workstations if 2m distancing cannot be maintained due to space restrictions.

Staff rooms must not be used for meetings unless social distancing is possible.

In staff rooms and offices, hot desking should be avoided where possible, where hotdesking is unavoidable, all desks have been laid out with social distancing, Perspex screens and pull up banners to achieve correct distances, and wipes are left on all desks. Staff who absolutely need to use a hotdesk must thoroughly wipe the desk and chair before and after use and must ensure they leave the desk totally clear to aid in cleaning. Staff should only use the laptop / PC designated to them. If sharing a PC is unavoidable, staff should either use their own dedicated keyboard and mouse (issued by IT) or wipe down the keyboard and mouse before using.

Staff should use a hand sanitiser when entering and leaving the staff room and/or office and before entering and leaving their classroom base.

Lessons in classroom and teaching spaces

Each classroom will have its own free-standing hand sanitising unit, box of tissues and anti-bacterial/alcohol-based wipes, which will be stored in a location available to all users.

Learners and staff must use hand sanitiser on entering the classroom.

Teachers' will have a dedicated 2m exclusion zone marked on the floor where no learners and the teachers should avoid moving around the room as much as possible. All classrooms will be set-up in accordance with government advice with all learners' desks facing forward, so no learners are face to face or side-on. Any spaces where it is not possible to avoid sitting learners face to face or side on will have Perspex screens installed to create a protective barrier. Desks and chairs must not be moved from their location.

It is recognised that in order to deliver our whole curriculum, we will not be able to keep learners in class bubbles. We have where possible, tried to keep movement for learners to a minimum. This, however, does mean that our staff will be moving from room to room instead. For all staff leaving a room, they must take all of their belongings with them (including their college issued laptop) and leave the teacher`s desk totally clear. The teacher entering the room must use the anti-bacterial/alcohol-based wipes provided to wipe down the teacher`s' desk, chair, phone and any other touch point they will use during the lesson.

Teaching/supervising staff should use the whiteboard markers and erasers and the touch screen TV stylus issued to them individually if using whiteboards or touch screen TVs and should avoid touching the whiteboards or touch screen TVs with any part of their body. The TV stylus can be used to press the on/off and other physical buttons on the TVs as well as the touch screen.

Where present windows should be left open during the lesson unless it disrupts the learning, and air conditioning/air handling units should be left on to maintain fresh air flow. Similarly, doors should remain open unless unsafe to do so.

Due to the small size of the College, the compact nature of the building and the varied nature of our curriculum it is not possible to deliver the curriculum to learners without some sharing of rooms in the same day between different year groups. While this will be kept to a minimum it is not possible to remove altogether. Therefore, all learners must wipe down the desk and chairs that they will use when they move between classrooms. LDE UTC will provide easily accessible antibacterial wipes for learners to be able to do this.

As a UTC, we are very aware of the practical nature of many of our subjects. We are proposing to continue with practical lessons, for example in the workshops) with extra safety measures being put in place. Visors/Goggles will be issued to individuals in workshops/science labs for which they will be responsible, or if sharing visors/goggles these will only be used on a rotation basis with each shared item being put out of use for 48hour (72 for plastic items). Learners will be required to wipe any practical equipment they use (with the provided cleaning wipes) and technicians and teachers will ensure this occurs and conduct periodic cleans themselves throughout the day. Single use aprons will be made available for learners in art subjects where needed. We are currently liaising with the SportsDock with regards to our PE provision and will share this in due course. Stationery and equipment should not be shared. All learners should provide their own equipment for the day. The use of textbooks / handouts should be kept to a minimum unless they are the learner`s own copy. Reading books from the LRC can be issued but when returned will be kept in a box for 72 hours before being issued again.

Safeguarding & SEND

With all the designated safeguarding and SEND staff back on-site as usual, safeguarding and SEND contacts are as per before the COVID-19 pandemic.
  o The Designated Safeguarding Lead is Gloria Gold, Vice Principal gloria.gold@ldeutc.co.uk
  o The Deputy Designated Safeguarding Leads are Jonny Morgan, Head of Year 12 jonny.morgan@ldeutc.co.uk and Anne Lewis (SENCO)
  o The SENCO is Anne Lewis anne.lewis@ldeutc.co.uk
Should any member of the college community have concerns relating to the wellbeing of any learner they should email safeguarding@ldeutc.co.uk. The college's safeguarding policy is available on the website and staff receive regular updated guidance.

Trips and Visits

Government guidance states that the college can resume non-overnight domestic educational visits. Any trips visits will be organised in line with protective measures (including keeping learners within their relevant year groups) and the COVID-19 measures in place at the destination. The college will as normal undertake a full and thorough risk assessment prior to any trip / visit taking place to ensure that it can be done safely.

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.

- o 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm
- o PPE is disposed of in accordance with NHS COVID-19 waste management guidance
- o 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.
- o Resuscitation Council UK Statement
- o St John's Ambulance Covid 19: advice for first aiders
- o 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 live with someone with COVID symptoms, 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. Minimising contact between individuals and maintain social distancing where possible.

Numbers 1 – 4 must be in place in college at all times.

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):

- o Circulation areas: Free standing 5ltr hand sanitiser units have been placed at the entrance/exit points of the building, at the entrance and exit points of each floor of the building and placed throughout the floor plans 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.
- o 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.
- o Staff: All staff working on-site will be issued with a small individual bottle of hand sanitiser, and learners are encouraged to bring their own sanitiser to College.
- o All hand washing and sanitising should follow the below guidance (posters are placed around College).
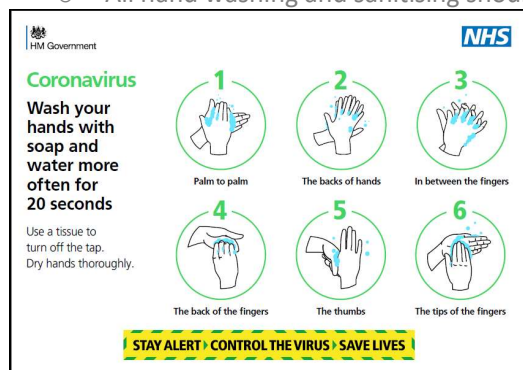
When to wash/sanitise hands:

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

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

Staff will be able to make hot drinks using the hot water boiler in the first-floor staff room; however, they must bring in their own cups (with lids) and use their own supply of tea/coffee/UHT milk (not to be stored in shared areas). No sharing of supplies is allowed.

Always wash/sanitise hands thoroughly before and after making a drink.

Doors 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. 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). The cleaning team will open all doors and leave them propped open at the beginning of each day, and the facilities manager/keyholder on-site each day will check this.

Equipment to be issued to staff:

All staff already have their own individual laptops issued to them, and these should be kept with the staff member at all times when working on or off-site. There are very few shared computers, and the use of these should be avoided.

All staff who will be working on-site will also be issued with the following equipment, initially provided inside a rucksack laptop bag holder, and replacement items can be picked up from the staff room, in order to maintain enough for everyone, please only take replacements if needed:
- o An individual bottle of hand sanitiser
- o An individual pack of anti-bacterial or alcohol wipes
- o A packet of disposable gloves
- o 1 X Touch screen stylus pen (to be used to avoid touching interactive whiteboards, printer buttons, light switches and other touch points etc)
- o 2 X whiteboard markers (Teaching staff only)
- o 1 X whiteboard eraser (Teaching staff only)

When giving any first aid or undertaking any other "close contact" activity the staff member should use the PPE provided in the medical room (see First Aid section for guidance on appropriate use of PPE). See PPE section below.

Personal Protective Equipment (PPE)

Following government advice PPE (such a face masks, 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.

Cleaning

LDE UTC, along with their cleaning supplier have developed the following enhanced cleaning regime, to meet and exceed 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.

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 Zoono. Zoono 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 a whole month 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.

Plans for September

As staff and students return in the autumn, Nviro will supplement the cleaning already undertaken to ensure the safety of staff, students, and visitors. The use of Chemgene and Zoono, will continue to be delivered by electrostatic spraying throughout the autumn term. As an extra level of defence, UTC have also invested in an additional day time Janitor whose duties throughout the day will be to focus on touch point areas.

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.

Use of toilets and "Post-it Note System"

Provided learners are behaving sensibly, teaching staff should allow learners to use the toilets as and when they need to, in order to avoid a rush at lunch time.

o   During partial re-opening towards the end of the summer term 2019/20 the College successful operated a system designed to clean each toilet cubicles touch points between each use. This is described below. Initially we will endeavour to continue this system in September 2020 wherever possible, but given the significant increase in learner numbers on-site it will be reviewed for feasibility during the opening days, but at the very least toilets touch points will be cleaned in the morning, before and after lunch and at the end of the day. Any change away from the "Post-it note system" will be clearly communicated to staff and learners. LDE UTC toilets are laid out in an open-plan manner, with individual cubicles off a central hand-washing area.

o   All toilets will be cleaned before the start of each day.

o   Each toilet cubicle will have a "Clean me" sign on the door, covered by an extra adhesive post-it note once cleaned.

o   Wherever possible learners, staff and other persons should only use toilets where the post-it note is on the door covering the "clean me" sign, this means the toilet has not been used since its last clean.

o   Once they have used the toilet the user should remove and dispose of the post-it note to indicate the toilet needs to be cleaned again before its next use.

o   Cleaning staff will clean all touch points within the toilet (including door handles, toilet seats, toilet flush buttons, toilet roll holders, sanitary bins etc.) as well as floor/bowl/other non-touch point cleaning as necessary (using appropriately segregated cleaning equipment for touch points vs toilets themselves). Once the cubicle has been attended to, the cleaning staff member will affix a new post-it note over the "clean-me" sign on the door to show the toilet can now be used again.

o   Additional cleaning staff will be engaged temporarily to maintain this enhanced toilet cleaning regime.

o   Monitoring by cleaning staff ensures a constant supply of soap and paper towels (paper towels on the very few toilets where automatic hand dryers are not available).

o   All building users are reminded regularly on how to wash hands

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.

Interaction with Public Health England Local Health Protection Team 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 PHE. It is important to note that LDE UTC will actively engage with these public bodies and will share information, 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 school 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.

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 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.

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 split into year group bubbles – Kept on SIMS.

- Seating plans of learners for each lesson – Kept on Satchel:one

- Seating plan for staff members – On shared drive, (click here)

- Organisation chart showing staff teams/groups.

Details of Public Health England (PHE) Local Health Protection (HPT) team for LDE UTC (https://www.gov.uk/health-protection-team):

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 from London Borough of Newham on who to inform of a positive COVID case or for advice and questions (note however that the PHE Local Health Protection Team are who should be contacted first, and are the main liaison point regarding next steps)

1. Alert the London Coronavirus Response Centre (LCRC): lcrc@phe.gov.uk or call 0300 303 0450
2. Inform the Newham public health team: publichealthenquiries@newham.gov.uk
3. Contact 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

	Staff Actions	LDE Actions	Next Step	Staff Actions	LDE Actions

Symptoms of COVID-19 present:

Does the staff member have COVID symptoms?
- a new continuous cough
- a high temperature
- a loss of, or change in, sense of taste or smell

Go home immediately/do not attend College to self-isolate for 10 days.

Email cover@ldeutc.co.uk or phone 02030197333 to advise of self-isolation.

Keep personal/work phone handy as LDE will call to collect details.

Book a test at: www.gov.uk/get-coronavirus-test (Or dial 119 if you do not have internet access.)

If staff member is ill on-site and needs to wait to be collected, go to reception.

While isolating staff must work from home (including live broadcast of lessons).

If unable to work for any reason, the normal absence procedures must be followed.

Provide information to, and follow advice from LDE UTC and NHS/PHE.

If staff member in question is ill and needs to await collection, front office team to ask them to go to isolation room (meeting room near the medical room).

HR/Cover or LT member to phone staff member and complete "Staff checklist of suspected case" (see Annex I for checklist) and action accordingly.

No others staff or learners need to isolate at this stage unless told to by NHS/PHE.

HR/Cover will keep a record of isolations and follow up on progress as time progresses.

Negative Test Result:
You should be able to return to working on-site as long as:
- everyone you live with who has symptoms tests negative
- everyone in your support bubble who has symptoms tests negative
- you were not told to self-isolate for 14 days by NHS Test and Trace.

If the above criteria are not met, review and return to first step of the Symptoms of Cobvid-19 present flowchart.

Email cover@ldeutc.co.uk to let them know, and complete the results survey (click here).

HR/Cover will update record.

Symptomatic person test result positive. Act immediately, See Section "Positive Test" below.

MOVE TO CONFIRMED CASE FLOW CHART

Does someone in the staff member's household have COVID symptoms?
- a new continuous cough
- a high temperature
- a loss of, or change in, sense of taste or smell

Go home immediately/do not attend College to self-isolate for 14 days.

Email cover@ldeutc.co.uk or phone 02030197333 to advise of self-isolation. **Book a test for them.**

NSH Test & Trace contacted:

Has the staff member been contacted by NHS Test & Trace and told to isolate as a contact of a confirmed case?

Go home immediately/do not attend College to self-isolate for 14 days. **Follow NHS Advice.**

Email cover@ldeutc.co.uk or phone 02030197333 to advise of self-isolation. Keep personal/work phone handy as LDE will call to collect details.

You may end your isolation after 14 days in accordance with the NHS Test & Trace advice.

If you receive a negative test result during this period, you should continue to self-isolate for the full 14 days unless Test and Trace clear an early return.

Email cover@ldeutc.co.uk to update them on any changes and details of when you are safe to return to work.

HR/Cover will update record.

If you or anyone in your household develops symptoms follow 'Symptoms of Covid-19 Present' chart, but even if you test negative still don't return to work until the end of your 14 days.

Flow Chart for LDE UTC Learner Suspected COVID-19 case

	Learner/Parent Actions		LDE Actions		Next Step	Parent Actions	LDE Actions

Symptoms of COVID-19 present:

Does the learner member have COVID symptoms:
- a new continuous cough
- a high temperature
- a loss of, or change in, sense of taste or smell

Does someone in the learner's household have COVID symptoms[1]?

Go home to self-isolate for 10 days if yourself and 14 days if household or contacted by NHS test & Trace.

Book a test for any person with symptoms as soon as possible[1].

If offsite, do not come onto College site, email absence@ldeutc.co.uk

If onsite, go to reception immediately.

You will be asked to go into an isolation room until your parent/carer can collect you or give permission for you to leave alone.

You will be asked some simple questions.

While self- isolating learners must work from home (including logging in to live broadcast of lessons).

If unable to access learning for any reason, they should contact their Head of Year or teacher.

Provide information to, and follow advice from LDE UTC and NHS/PHE.

If learner on-site front office staff ask learner to go into isolation room (Meeting Room near the medical room).

Using the telephone in the isolation room, (or phone home if off-site) front office or pastoral staff to undertake "Learner checklist of suspected case"(see Annex II for checklist) and action accordingly.

If learner needs to use toilet, the toilet next door to the medical room should be used and a "Do not use" sign added to the door until it can be cleaned.

Staff should remain 2 meters away from the learner at all times (or behind a Perspex screen). If not possible then wear PPE[2].

No others staff or learners need to isolate at this stage unless told to by NHS/PHE

Attendance Officer will keep a record of isolations on SIMS and HoY will follow up on progress as via weekly calls to learner.

Isolation room and toilet cleaned immediately after learner leaves.

Negative Test Result:
You should be able to return to working on-site as long as:
- everyone you live with who has symptoms tests negative
- everyone in your support bubble who has symptoms tests negative
- you were not told to self-isolate for 14 days by NHS Test and Trace.

If the above criteria are not met, review and return to first step of the Symptoms of Cobvid-19 present flowchart.

Symptomatic person test result positive. Act immediately, See Section "Positive Test" below.

Email absence@ldeutc.co.uk to let them know the result.

MOVE TO CONFIRMED CASE FLOW CHART

Attendance Officer/Pastoral team will update record on SIMS.

NSH Test & Trace contacted:

Has the learner been contacted by NHS Test & Trace and told to isolate as a contact of a confirmed case?

Learner may end isolation in accordance with the NHS Test & Trace advice (usually 14 days). Learner should not return to college after a negative test unless advised so by NHS Test& Trace.

Email absence@ldeutc.co.uk to update them on any changes and details of when learner is safe to return to college.

Attendance Officer/Pastoral team will update record on SIMS.

If you or anyone in your household develops symptoms follow above chart, but even if test negative still don't return to work until the end of your 14 days.

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 Confirmed COVID-19 case

Action for staff member **if you have a confirmed case of COVID-19:** Immediately email cover@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). Please note – This is 10 days from when your symptoms started, or if you received a positive test result but are had no symptoms, the 10-day isolation period begins on the date the test was taken.

LDE UTC actions: **As below tables**

Contact HPT and gather information:

Contact HPT and co-ordination:	Identifying Learners:	Identifying Staff & Spaces:
Lead: *Geoffrey Fowler (CEO & Principal)*	**Lead:** *Gloria Gold (Vice Principal Wellbeing)*	**Lead:** *Ema Mendes Martins / Carol Webb (HR Manager / Cover Supervisor)*
Deputies: Vice Principals (VPs), or a*ny member of LT.*	**Deputies:** Victoria Webb (Vice Principal Quality of Education), or a*ny member of LT.*	**Deputies:** Dave Watherston (CFO), or a*ny member of LT.*
Other key staff: VPs, CFO, HR, Cover, Front office, FM	**Other key staff:** Front office team, pastoral staff	**Other key staff:** Facilities Manager
Key Actions (tick off when done):	Key Actions (tick off when done):	Key Actions (tick off when done):
☐ Immediately contact Local Health Protection Team "HPT" (see front page for contact details).	☐ Review timetables of staff member on SIMS and obtain list of all classes/groups they are timetabled to teach across the whole weekly timetable.	☐ Immediately telephone staff member with confirmed case and:
☐ Co-ordinate with those staff obtaining lists of learners, staff and spaces (see next boxes) to provide list to HPT.		☐ Run through previously completed "Checklist of staff member suspected or confirmed case of COVID" to ensure all correct.
☐ Obtain other information required by HPT in co-ordination with LT Team, HR, Cover and Front office team/anyone else as necessary.	☐ Review recent cover arrangements to list any additional classes covered by the teacher. Go back to 48 hours before symptoms started (or date of test of no symptoms).	☐ Make a clear list on this checklist of spaces used on-site and staff members come into contact with in 48 hours before symptoms started (or date of test of no symptoms).
☐ See Appendix I and II for government guidance on actions for schools and education settings to take in the case of a confirmed case.	☐ Review "Checklist of staff member suspected or confirmed case of COVID" for additional contact with learners. (see next box).	☐ Share completed checklist with cover@ldeutc.co.uk and highlight to Gloria Gold.
☐ **Work with HPT to carry out a rapid risk assessment and identify appropriate next steps. Specific advice HPT takes precedence over other guidance.**	☐ **Email completed list of learners/classes impacted to Principal and cover@ldeutc.co.uk**	☐ **Email completed list of staff and spaces impacted to Principal and cover@ldeutc.co.uk**

Follow advice and likely next steps:

The next steps will depend on the advice from the HPT and the results of the rapid risk assessment, however below sets out some procedures for ensuring such next steps can be performed effectively and quickly.

Whole College Communication	Specific communication to learners isolating	Specific communication to staff isolating:
Lead, deputies and other key staff as per above table	Lead, deputies and other key staff as per above table	Lead, deputies and other key staff as per above table
Key Actions (tick off when done):	Key Actions (tick off when done):	Key Actions (tick off when done):
☐ Prepare a whole college communication confirming next steps in agreement with HPT.	☐ If the Principal instructs that some (but not all) learners need to isolate, provide a list of such learners and text for the message to the front office, pastoral and IT teams.	☐ If the Principal instructs that some (but not all) staff members need to isolate, provide a list of such staff to the front office and IT teams via email.
☐ The Principal's EA, or the CFO will place a copy this letter on the College website.	☐ The front office team (lead by Sharon Sahota) will send an email and text message to these learners and their parents via schoolgateway.	☐ The front office team (lead by Sharon Sahota) will send an email and text message to these staff via schoolgateway.
☐ Principal to contact the Office Manager, Attendance Officer or PA to Vice Principal Wellbeing (in that order depending on availability out of hours) by telephone to inform them of communications to be sent.	☐ The pastoral and office teams will ensure no learners on this list enter site.	☐ The HR/Cover team will telephone each staff member involved individually to ensure they have received the message.
The Office Manager/Attendance Officer/PA (as above) will: ☐ Send this letter to all staff, learners and parents via schoolgateway	☐ The IT Team will remove ID card access on the Paxton system for any learners on this list while they are required to isolate.	
☐ Send short text message linking to the letter on website to all staff, learners and parents via schoolgateway	☐ Any learners who needs to isolate should access their lessons remotely in accordance with their usual timetable.	☐ The IT Team will remove ID card access on the Paxton system for any staff member on this list while they are required to isolate.
☐ The Principal or EA to contact leadership team (LT) to pass on verbal message and asking to cascade this message to their line managers, and for them to do likewise to ensure all staff know to check the website.	☐ As soon as practical (depending on the number of learners involved) each learner and parent will receive a telephone call to ensure they have received these messages. These calls will be co-ordinated by Gloria Gold and undertaken by the pastoral and admin teams, with the support of other staff as needed.	☐ Any staff member who needs to isolate should work remotely, with teachers delivering their lessons via live broadcast in accordance with their usual timetable, and support staff working remotely as agreed with their line manager.

Actions if Learner Confirmed COVID-19 case

Action for learner/parent/carer **if learner has a confirmed case of COVID-19:** Immediately email absence@ldeutc.co.uk to let them know, and also telephone the main College number (02030197333) to tell them. Please note – This is 10 days from when your symptoms started, or if you received a positive test result but are had no symptoms, the 10-day isolation period begins on the date the test was taken.

LDE UTC actions: **As below tables**

Contact HPT and gather information:

Contact HPT and co-ordination:	Identifying Learners:
Lead: *Geoffrey Fowler (CEO & Principal)*	**Lead:** *Gloria Gold (Vice Principal Wellbeing)*
Deputies: Vice Principals (VPs), or a*ny member of LT.*	**Deputies:** Victoria Webb (Vice Principal Quality of Education), or a*ny member of LT.*
Other key staff: VPs, CFO, HR, Cover, Front office, FM	**Other key staff:** Front office team, pastoral staff
Key Actions (tick off when done):	**Key Actions (tick off when done):**
☐ Immediately contact Local Health Protection Team "HPT" (see front page for contact details).	☐ Review timetables of learner on SIMS and obtain list of all classes/groups they are in, teachers who teach them across their whole weekly timetable. Noting also classrooms they have been in in the last 48 hours before symptoms started (or date of test if no symptoms)
☐ Co-ordinate with those staff obtaining lists of learners, staff and spaces (see next boxes) to provide list to HPT.	☐ Review recent cover arrangements to list any additional teachers who have covered the class this learner is in. Go back to 48 hours before symptoms started (or date of test if no symptoms).
☐ Obtain other information required by HPT in co-ordination with LT Team, HR, Cover and Front office team/anyone else as necessary.	☐ Review "Checklist of learner suspected or confirmed case of COVID" previously completed by front office for additional contact with learners and staff. If necessary phone learner to confirm details.
☐ See Appendix I and II for government guidance on actions for schools and education settings to take in the case of a confirmed case.	☐ **Email completed list of staff members and classrooms/spaces impacted to Principal and cover@ldeutc.co.uk**
☐ **Work with HPT to carry out a rapid risk assessment and identify appropriate next steps. Specific advice HPT takes precedence over other guidance.**	☐ **Email completed list of learners impacted to Principal and cover@ldeutc.co.uk**

Follow advice and likely next steps:

The next steps will depend on the advice from the HPT and the results of the rapid risk assessment, however below sets out some procedures for ensuring such next steps can be performed effectively and quickly.

Whole College Communication	Specific communication to learners isolating	Specific communication to staff isolating:
Lead, deputies and other key staff as per above table	**Lead, deputies and other key staff as per above table**	**Lead, deputies and other key staff as per above table**
Key Actions (tick off when done):	**Key Actions (tick off when done):**	**Key Actions (tick off when done):**
☐ Prepare a whole college communication confirming next steps in agreement with HPT.	☐ If the Principal instructs that some (but not all) learners need to isolate, provide a list of such learners and text for the message to the front office, pastoral and IT teams.	☐ If the Principal instructs that some (but not all) staff members need to isolate, provide a list of such staff to the front office and IT teams via email.
☐ The Principal's EA, or the CFO will place a copy this letter on the College website.	☐ The front office team (lead by Sharon Sahota) will send an email and text message to these learners and their parents via schoolgateway.	☐ The front office team (lead by Sharon Sahota) will send an email and text message to these staff via schoolgateway.
☐ Principal to contact the Office Manager, Attendance Officer or PA to Vice Principal Wellbeing (in that order depending on availability out of hours) by telephone to inform them of communications to be sent.	☐ The pastoral and office teams will ensure no learners on this list enter site.	☐ The HR/Cover team will telephone each staff member involved individually to ensure they have received the message.
The Office Manager/Attendance Officer/PA (as above) will: ☐ Send this letter to all staff, learners and parents via schoolgateway	☐ The IT Team will remove ID card access on the Paxton system for any learners on this list while they are required to isolate.	
☐ Send short text message linking to the letter on website to all staff, learners and parents via schoolgateway	☐ Any learners who needs to isolate should access their lessons remotely in accordance with their usual timetable.	☐ The IT Team will remove ID card access on the Paxton system for any staff member on this list while they are required to isolate.
☐ The Principal or EA to contact leadership team (LT) to pass on verbal message and asking to cascade this message to their line managees, and for them to do likewise to ensure all staff know to check the website.	☐ As soon as practical (depending on the number of learners involved) each learner and parent will receive a telephone call to ensure they have received these messages. These calls will be co-ordinated by Gloria Gold and undertaken by the pastoral and admin teams, with the support of other staff as needed.	☐ Any staff member who needs to isolate should work remotely, with teachers delivering their lessons via live broadcast in accordance with their usual timetable, and support staff working remotely as agreed with their line manager.

Annex I - LDE UTC Staff suspected or confirmed case checklist

To be completed by HR Manager, Cover Supervisor or a member of LT.

This checklist is to be used if a staff member has a suspected or confirmed case of COVID-19. See "LDE UTC Staff and Learner Suspected and Confirmed COVID Cases Guidance and Actions" (contained in main COVID-19 plan) for further details.

The staff member will inform cover@ldeutc.co.uk, then they should be telephoned on their work or personal mobile (information on SIMS).

Staff member and form completer details:

Staff member with suspected case – Name: ……………………………………………………………………………………….

Staff member with suspected case – Job Title……………………………………………………………………………………

Form completed by: ……………………………………………………………………….

Date form completed: …………………………………………………………………….

Checklist/Questions:

Q1: Do you have a confirmed case of COVID-19? …………………………………

Q2 Do you have symptoms of COVID yourself (tick below)?
☐ No
☐ a high temperature (please specify temperature…………)
☐ a new, continuous cough
☐ a loss or change to your sense of smell or taste

Q3 Does someone in your household have symptoms?
☐ No
☐ a high temperature (please specify temperature…………)
☐ a new, continuous cough
☐ a loss or change to your sense of smell or taste

Q4 Note any further comments on symptoms

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Q5 When did you/your household member first become unwell or a test was taken?

………

Q6 What was the last date you were on-site? ☐ Today, or a previous day (please specify ………………)

35

Q7 What spaces on-site have you used today/on your last day on site?

- Classrooms

  ....

  ....

  ....

- Offices

  ....

  ....

  ....

- Hot-desk locations on staff 1st floor breakout? (Mark on picture)
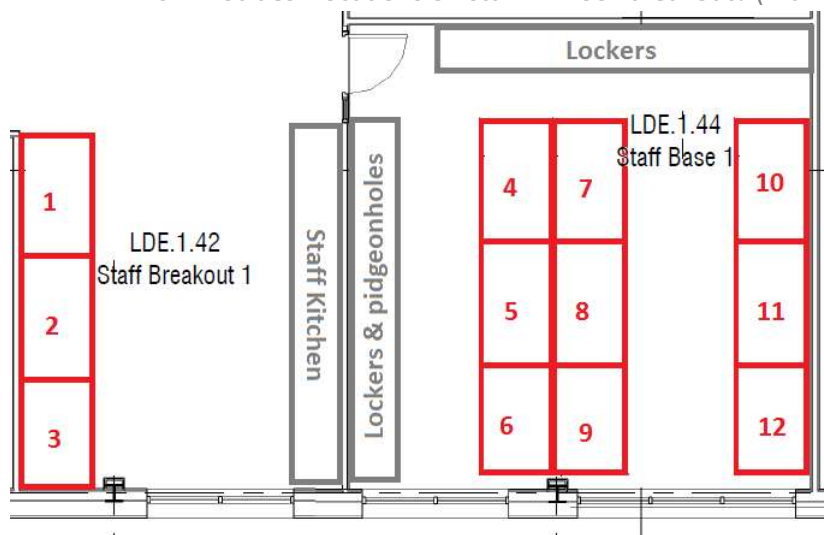
- Did you use your staff locker (if you have one)?

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- Any other spaces (restaurant, lecture hall, LRC etc.)?

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  ....

Q8 Have you had contact from NHS, Public Health England or any other government/health agency?

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Q9 Are you aware of any link between yourself and anyone who has COVID or has had symptoms recently (in College or outside College)?

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....

Q10 Which staff members (if any) have you come into close contact with in your last 48 hours on-site (or 48 hours before your symptoms started if earlier)?

> face to face contact with for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

o Names of staff members and details of interactions **"Direct close contact"**

…………………………………………………………………… …………………………………………

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> within 1 to 2 metres for more than 15 minutes, or travelling in a small vehicle, like a car.

o Names of staff members and details of interactions **"Proximity contacts"**

………

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Q11 Have you covered any classes with in your last 48 hours on-site (or 48 hours before your symptoms started if earlier), who were not on your usual timetable? If yes, please provide names of classes:

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Q12 Have you had any other interactions with learners – (e.g. special meetings, catch-up sessions etc)? no need to include timetabled lessons as these are known on SIMS. If yes, please specify which learners/classes?

……

……

……

Q13 Which learners (if any) have you come into close contact with in your last 48 hours on-site (or 48 hours before your symptoms started if earlier)? This may include learners already on this form, but this section is for if you couldn't/didn't maintain the 2m distance.

> As defined above

- o Names of staff members and details of interactions "**Direct close contact**"

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- o Names of staff members and details of interactions **"Proximity contacts"**

> As defined above

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GUIDANCE ON IMMIDIATE ACTIONS (TICK TO CONFIRM WHEN COMPLETED):

☐ If confirmed case, or yes to symptoms yourself, or in household the staff member must go home (or stay at home if already at home) and self-isolate in accordance with government guidelines. This being: ☐ Someone displaying symptoms isolates for 10 days – **GET A TEST**

☐ Someone living with a household member displaying symptoms isolates for 14 days – **GET A TEST for the person who has symptoms**

☐ Someone contacted by Track and Trace isolates for 14 days

☐ Follow "LDE UTC Staff and Learner Suspected and Confirmed COVID Cases Guidance and Actions" (included in overall COVID-19 plan) for further details.

☐ If staff member had symptoms themselves while on-site today speak to Facilities Manager/Site Supervisor/CFO to arrange for cleaning team to clean the spaces highlighted above in accordance with government guidance (COVID-19: cleaning in non-healthcare settings outside the home, section "Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, the case has left the setting or area").

☐ Email cover@ldeutc.co.uk attaching this completed assessment. Note the staff member should also email cover as per the Flow Chart.

Note any additional actions considered necessary and next steps:

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………

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Annex II - LDE UTC Learner suspected or confirmed case checklist

To be completed by Reception staff, Pastoral staff or a member of LT.

This checklist is to be used if a learner has a suspected or confirmed case of COVID-19. See "LDE UTC Staff and Learner Suspected and Confirmed COVID Cases Guidance and Actions" (contained in main COVID-19 plan) for further details.

The learner will go to reception if they are on-site and will be asked to go into the isolation room (meeting room near reception), where the phone in the isolation room can be called to conduct this checklist. Or if the learner is off-site they will inform absence@ldeutc.co.uk /front office, then they should be telephoned on their personal/home number (information on SIMS).

Learner and form completer details:

Learner with suspected case – Name: …………………………………………………………………………………….

Learner with suspected case – Year Group and Form Group …………………………………………………………….

Form completed by: ………………………………………………………………………………….

Date form completed: ………………………………………………………………………………….

Checklist/Questions:

Q1: Do you have a confirmed case of COVID-19? …………………………………

Q2 Do you have symptoms of COVID yourself (tick below)?
☐ No
☐ a high temperature (please specify temperature…………)
☐ a new, continuous cough
☐ a loss or change to your sense of smell or taste

Q3 Does someone in your household have symptoms?
☐ No
☐ a high temperature (please specify temperature…………)
☐ a new, continuous cough
☐ a loss or change to your sense of smell or taste

Q4 Note any further comments on symptoms

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Q5 When did you/your household member first become unwell or a test was taken?

……

Q6 What was the last date you were on-site? ☐ Today, or a previous day (please specify ……………….)

Q7 What spaces on-site have you used today/on your last day on site?

- o Classrooms

  ………

  ………

  ………

- o Offices

  ………

  ………

  ………

- o Any other spaces (restaurant, lecture hall, LRC etc.)?

  ………

  ………

  ………

Q8 Have you had contact from NHS, Public Health England or any other government/health agency?

………

Q9 Are you aware of any link between yourself and anyone who has COVID or has had symptoms recently (in College or outside College)?

………

………

Q10 Which staff members (if any) have you come into close contact with in your last 48 hours on-site (or 48 hours before your symptoms started if earlier)?

> face to face contact with for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

- o Names of staff members and details of interactions **"Direct close contact"**

  …………………………………………………………………………………………… ……………………………………

  ………

  ………

  ………

  ………

  ………

within 1 to 2 metres for more than 15 minutes, or travelling in a small vehicle, like a car.

- o Names of staff members and details of interactions **"Proximity contacts"**

……

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……

Q11 Have you had any interaction with teachers which is not on your timetable (e.g. special meetings, catch-up sessions etc)? If so, please specify which staff members and which other learners were present too?

Staff members:

………

………

Other learners:

………

………

Q12 Which other learners (if any) have you come into close contact with in your last 48 hours on-site (or 48 hours before your symptoms started if earlier)? This may include learners already on this form, but this section is for if you had particularly close contact with anyone.

As defined above

- o Names of staff members and details of interactions "**Direct close contact"**

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- o Names of staff members and details of interactions **"Proximity contacts"**

As defined above

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GUIDANCE ON IMMIDIATE ACTIONS (TICK TO CONFIRM WHEN COMPLETED):

☐ If confirmed case, or yes to symptoms yourself, or in household the learner must go home (or stay at home if already at home) and self-isolate in accordance with government guidelines. This being: ☐ Someone displaying symptoms isolates for 10 days – **GET A TEST**

☐ Someone living with a household member displaying symptoms isolates for 14 days – **GET A TEST for the person who has symptoms**

☐ Someone contacted by Track and Trace isolates for 14 days

☐ Follow "LDE UTC Staff and Learner Suspected and Confirmed COVID Cases Guidance and Actions" (included in overall COVID-19 plan) for further details.

☐ If learner had symptoms themselves while on-site today speak to Facilities Manager/Site Supervisor/CFO to arrange for cleaning team to clean the spaces highlighted above in accordance with government guidance (COVID-19: cleaning in non-healthcare settings outside the home, section "Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, the case has left the setting or area").

☐ Email absence@ldeutc.co.uk and cover@ldeutc.co.uk attaching this completed assessment. Note the learner should also email absence or phone front office as per the Flow Chart.

Note any additional actions considered necessary and next steps:

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Annex III & IV – DfE Guidance

Annex III - DfE
Symptomatic_childre

Annex IV - Early
Outbreak Managem