

Infectious Outbreaks- Epidemics and Pandemics (Influenza and Coronavirus only)

Review

Formal Review Cycle	Annually		
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Approvals

Board of Corp Y/N	N	Committee		Date Board approved	
SLT Y/N	Y	SLT date approved	06/20	Additional committee	

Publication

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Change History

Version	Date Reviewed/ Revised	Description of Change	Reviewed by	Approved by
Version 1	11/07/20	33.12.1 amended to reflect government advice on reopening colleges.	Craig Millar	Ellen Thinnesen

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CONTEXT

1. Policy Statement

- 1.1. In the context of outbreaks, epidemics and pandemics (including zoonotic infections), standard infection control procedures underpin safe practice, reducing the risk to students, staff, visitors and other stakeholders.
- 1.2. During the winter months, the incidence of some infections across the population inevitably increases (such as with diarrhoea and vomiting and respiratory disease). It is particularly important in the run up to winter, to reiterate the importance of good hand hygiene on preventing infection.
- 1.3. Infectious agents that cause respiratory and/or intestinal effects are often evident through symptoms such as higher than normal temperature, diarrhoea, vomiting, and/or breathing difficulty, and are often caused by influenza or coronavirus.
- 1.4. Infections can often spread through contact with infected individuals, touching contaminated surfaces and/or through airborne droplets from coughing and sneezing. The most effective measure in preventing the spread of these infections is to ensure good hand hygiene, and respiratory hygiene in the latter instance where infection transmission is airborne.
- 1.5. Effective hand washing with soap is one of the most effective and least expensive ways of preventing and minimising the spread and transmission of infectious diseases, and a critical component of standard infection control procedures, especially when used as part of a series of measures, correctly implemented.
- 1.6. For standard precautions to be effective, high levels of compliance must be achieved. Experience shows that achieving high levels of appropriate behaviours such as social distancing and hand hygiene compliance can be difficult. This is why continuous commitment is required throughout an organisation, with practices championed by senior management and governors.
- 1.7. Education Partnership North East (EPNE) recognises that effective communication arrangements with staff, students and parents/carers is of paramount importance through risk of, or actual infection transmission. Communication arrangements are detailed in EPNE's Infectious Outbreak Communication Plan (for staff, students, parents/carers, partners, media and regulatory bodies).

2. Scope

- 2.1. This policy applies to all governors, staff, students, visitors and stakeholders of Education Partnership North East.
- 2.2. Measures to counteract Zoonoses, as well as the welfare of animals, are also included.

3. Review

- 3.1. As an infectious outbreak evolves, the Government will issue additional public health information which Education Partnership North East will reflect in further information and advice given to staff and students. This policy will therefore be updated in response to specific public health information as soon as practicable, necessary and appropriate.

4. Policy Aims

The aim of this policy is to:

- 4.1. Provide a framework through which a number of safe operational models can be implemented at the right time across the entire college.
- 4.2. Support business continuity and the ability of EPNE to meet the conditions and expectations of its grant agreement and other funding and regulatory bodies.
- 4.3. Set out comprehensive organisational standard infection control measures and associated procedures to ensure confidence, clarity and decisive actions within an infectious outbreak, epidemic and/or pandemic.

- 4.4. Set out the roles, responsibilities and organisational approaches that will facilitate identification of infectious hazards, assessment and control of risk in a crisis linked to an infectious outbreak, epidemic or pandemic.
- 4.5. Advise staff about precautions and safe working practices needed when dealing with an infectious outbreak; and make clear that this policy takes into account the governmental, public health and animal welfare guidance.
- 4.6. Address human resource (HR) issues and promote the health, safety and wellbeing of all staff while seeking to sustain the college's key functions and services.
- 4.7. Promote the safety, health and wellbeing of all students and apprentices, while seeking to sustain participation in learning.
- 4.8. Demonstrate that the college has a strong commitment to effective implementation of standard infection control procedures; and provides a framework through which a high level of hand hygiene and social distancing compliance is achieved.

5. Definitions

5.1. Coronavirus

A large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus disease is COVID-19. The most common symptoms of COVID-19 are fever, dry cough, tiredness and loss of taste and smell. Some patients may have aches and pains, nasal congestion, sore throat or diarrhoea. These symptoms are usually mild and begin gradually.

5.2. Epidemic

An outbreak of disease that spreads quickly and affects a large number of people within a community, population, or region.

5.3. Hand Hygiene

Removal or destruction of microorganisms on the hands. It includes hand washing with soap and water, and/or hand disinfection using alcohol hand rub.

5.4. Influenza

There are 4 types of seasonal influenza viruses, types A, B, C and D. Influenza A and B viruses apply to this policy as they circulate and cause seasonal epidemics (or pandemics) of disease. Seasonal influenza is characterised by a sudden onset of fever, cough (usually dry), headache, muscle and joint pain, severe malaise (feeling unwell), sore throat and a runny nose. The cough can be severe and can last two or more weeks. Most people recover from fever and other symptoms within a week without requiring medical attention. But influenza can cause severe illness or death especially in people at high risk.

5.5. Outbreak

An outbreak is an incident where two or more persons have the same disease or similar symptoms and are linked in time, place and/or person association.

5.6. Pandemic

An epidemic becomes a pandemic when it spreads over significant geographical areas and affects a large percent of the population, often worldwide i.e. spread over multiple countries or continents.

5.7. Personal Protective Equipment (PPE)

Any equipment used to reduce the risk of the wearer from acquiring an infection.

5.8. **Respiratory Hygiene**

Respiratory hygiene is the term used to describe infection preventative measures to decrease the transmission of respiratory illnesses i.e. influenza and coronavirus.

5.9. **Staff**

In the context of this Policy only, staff refers to any employee or individual who is working within the college i.e. volunteers, consultants, people on work experience in the college (who are not college students).

5.10. **Standard infection control precautions/procedures:**

A minimum standard of care applied to all staff and students regardless of perceived or known infection risk.

5.11. **Viricidal**

Having the capacity to or tending to destroy inactive viruses.

5.12. **Zoonoses / Zoonotic**

Infectious diseases that can be transmitted from animals to humans.

ROLES AND RESPONSIBILITIES

1. Infection Response and Recovery Group (reporting to Governance):

The group will:

- 5.2** Convene as soon as intelligence is received regarding an outbreak, epidemic or pandemic, and update the college's 'Coronavirus/ Influenza Risk Assessment'.
- 5.3** Monitor UK and regional threat levels and take action accordingly.
- 5.4** Oversee strategy and operations, and through decisive risk informed leadership, execute this policy, associated procedures and relevant public health and government guidance.
- 5.5** Take measures to protect business critical functions appertaining to ILR, finance and payroll functions ensuring implementation and sustainability of remote operations as soon as possible.
- 5.6** Coordinate the phasing in and out of remote ways of working including the full or partial closing or reopening of the college estate to ensure the health, safety and wellbeing of all staff, students and stakeholders.
- 5.7** Coordinate the closure and reopening of commercial outlets across the college including restaurants and bistros, catering, gyms, salons, the zoo, and other communal areas such as youth centres and learning hubs.
- 5.8** Convene on or off-site, via physical or remote means as determined by the Chief Executive, and in accordance with public health/ government guidance.
- 5.9** Coordinate communications, and meetings of the group via the PA to the Chief Executive.
- 5.10** Comprised of:
 - *Chief Executive (Chair)*
 - *Principal Northumberland College (Deputy Chair)*
 - *Executive Leadership Team*
 - *Associate Principal Resources and Legal Services*
 - *Group Director Marketing and Engagement (and Communications)*
 - *Group Director Estates and Facilities*
 - *Group Director Health, Safety and the Environment*
 - *Group Director IT*
 - *Director Student Services (Sunderland and HSF)*
 - *Group Director People and Organisational Development*

5.11 Convene after any event to reflect and make improvements to college policy and procedures.

6 Duties of staff

All individual employees are responsible for following this policy and associated procedures and must be constantly vigilant to ensure that basic procedures such as hand hygiene is practised correctly. However, there are specific responsibilities that fall within the remit of the following.

6.2 The Executive and Senior Leadership Team is responsible for:

- 6.2.1** Convening the college's Infection Response and Recovery Group.
- 6.2.2** Executing this policy, role modelling, and delegating to directors or another nominated staff member.
- 6.2.3** Following infection reporting protocols, escalating issues or concerns to Public Health England.

6.2.4 Escalating relevant information to other bodies such as the Department for Education, Education and Skills Funding Agency and Association of Colleges.

Irrespective of an outbreak, epidemic or pandemic:

6.2.5 Encouraging a culture of cleanliness, where regular, effective hand washing is normalised, and students feel safe and hygienic when using college washing facilities.

6.2.6 Supporting hand hygiene and infection control education at induction for all staff and students (including hand hygiene after direct contact with pets/animals, or when hands are visibly unclean).

6.2.7 Ensuring the provision of clean, functional hand washing facilities for all students and staff to use e.g. suitable hand wash basins, soaps, hand drying facilities and where appropriate, conveniently sited alcohol hand gel, personal protective equipment and safer sharps devices (such as in science labs and student services).

6.2.8 Ensuring employees have access to written information on hand hygiene and other standard infection control policies and procedures.

6.2.9 Ensuring advice and guidance is provided to contractors ahead of new construction and refurbishment work, the provision of appropriate facilities to support hand hygiene and any other standard infection control procedures as required.

6.3 Curriculum and Business Support Leadership is responsible for:

6.3.1 Ensuring compliance with this policy by all staff, students, partners, visitors and other stakeholders.

Irrespective of outbreak, epidemic or pandemic:

6.3.2 Ensuring that the facilities and equipment required are in place so that staff and students have convenient access.

6.3.3 Acting as role models of good hand hygiene practice and encouraging better compliance by example.

6.3.4 Encouraging a culture of cleanliness, where regular, effective handwashing is normalised, and students feel safe and hygienic when using college washing facilities.

6.3.5 Supporting hand hygiene and infection control education at induction for all staff and students (including hand hygiene after direct contact with pets/animals or when hands are visibly unclean).

6.3.6 Ensuring clean, functional hand washing facilities for all students and staff to use e.g. suitable hand wash basins, soaps, hand washing facilities and, where appropriate conveniently sited alcohol hand gel, personal protective equipment and safer sharps devices (such as in science labs and student services), and where concerns raised with accountable staff are not quickly resolved, escalating accordingly.

6.4 Group Director of Health and Safety is responsible for:

6.4.1 Ensuring compliance with this policy by all staff, students, partners, visitors and other stakeholders.

6.4.2 Planning for continued service provision through health and safety staff as determined by the Infection Response and Recovery Group.

6.4.3 Leading the effective implementation of hand hygiene and other standard infection control awareness campaigns and procedures (from the point of disease outbreak)

6.4.4 Ensuring visitors entering college buildings adhere to the college's 'Visitors Infection Control Protocol' and use of alcohol hand rubs provided on entering and leaving (from the point of disease outbreak).

- 6.4.5 Ensuring appropriate and well understood college and campuses evacuation procedures (differentiated by alarm sounds for staff and students), which are communicated and tested in the early stages of college leadership becoming aware of a disease outbreak.
- 6.4.6 Working in partnership with other stakeholders ensuring compliance with any statutory reporting requirements for example to the Health and Safety Executive or Public Health England.

Irrespective of outbreak, epidemic or pandemic:

- 6.4.7 Advising the organisation on safe practice and leading to shape best practice within policy and procedures.
- 6.4.8 Advising the organisation on safe practice in planning construction or refurbishment work to ensure compliance with hand hygiene and other standard infection control procedures.
- 6.4.9 Ensuring designated staff champions or role models in hand hygiene improvement.
- 6.4.10 Monitoring compliance with the policy through infection control audit and routine observation of practice.
- 6.4.11 Reviewing the policy every three years, or after any infectious outbreak, and making any necessary revisions in light of national guidance.

6.5 Staff Champions are responsible for:

- 6.5.1 Ensuring compliance with the policy by all staff, students, partners, visitors and other stakeholders.
- 6.5.2 Demonstrating good hand hygiene practice.
- 6.5.3 Promoting campaigns amongst colleagues.
- 6.5.4 Providing verbal support to college campaigns in front of staff.
- 6.5.5 Supporting staff and student involvement.

6.6 Group Director of Estates and Facilities is responsible for:

- 6.6.1 Ensuring compliance with this policy by all staff, students, partners, visitors and other stakeholders.
- 6.6.2 Planning for continued service provision through estates and facilities staff as determined by the Infection Response and Recovery Group.
- 6.6.3 Ensuring the flow of staff, students and visitors entering and exiting buildings is managed to avoid congestion and breaches to social distancing rules; this includes directional signposting of separate entrance and exit points.
- 6.6.4 Ensuring any roller towels, bar soap or nail brushes at any college site including within residential provision, farms or equivalent, are immediately removed (from the point of disease outbreak).
- 6.6.5 Ensuring availability and timely access to deep cleaning exercises in parts and/or entire college buildings and facilities as required (from the point of disease outbreak).
- 6.6.6 Ensuring timely provision of, and access to, increased supplies of paper towels, antibacterial soap, appropriate cleaning products and personal protective equipment (from the point of disease outbreak).
- 6.6.7 Ensuring alcohol gel is made available within areas of high footfall, cash handling, food services, residential provision, visitor entrances and exits (from the point of disease outbreak).
- 6.6.8 Directing contract cleaners to priority areas and increasing frequency of waste removal and cleaning in accordance with increased infection spread, and public health and government guidance (from the point of disease outbreak).

- 6.6.9 Ensuring waste bins across all colleges are not be permitted to overflow and an enhanced schedule of waste removal is implemented, where appropriate, and for as long as social distancing measures are in place.
- 6.6.10 Working closely with the Group Director of Health, Safety and Environment to implement, as appropriate, alternative separate entrance and exists at all college campuses (from the point of disease outbreak).
- 6.6.11 Ensuring all campuses are fully prepared and cleared in advance of reopening.

Irrespective of outbreak, epidemic or pandemic;

- 6.6.12 Ensuring essential stock of standard key items (including PPE, forehead thermometers for residential provision, anti-bacterial soap and gel) in preparedness for outbreaks.
- 6.6.13 Ensuring ready access to hot water, liquid soap, hand dryers or disposable hand towels at each washing area; these should be in wall mounted dispensers.
- 6.6.14 Ensuring sinks are regularly cleaned as per the college's cleaning contract and/or local, regional or national guidelines.
- 6.6.15 Ensuring hand hygiene posters are placed within each toilet or washroom facilities including residential provision.
- 6.6.16 Working with the Group Director for Health, Safety and the Environment to ensure appropriate and well understood college and campus evacuation procedures (including different evacuation alarm sounds for staff and students should they be required).
- 6.6.17 Ensuring advice and guidance is provided to contractors, and ahead of any construction and refurbishment work, contractor confirmation of appropriate facilities to support hand hygiene, and any other standard infection control procedures, as required.

6.7 Group Director Marketing and Engagement is responsible for:

- 6.7.1 Ensuring compliance with this policy by all staff, students, partners, visitors and other stakeholders through effective communications.
- 6.7.2 Planning for continued service provision through marketing and engagement staff as determined by the Infection Response and Recovery Group.
- 6.7.3 Working closely with the Group Director of Estates and Facilities to ensure appropriate signage at college campuses, particularly in regards to closure and restricted access, including distribution of maps to visitors.
- 6.7.4 Implementing virtual tours, open events and interviews for prospective students (and parents/ carers) and sustaining virtual schools' engagement, recruitment and online applications.
- 6.7.5 Reporting details on planned college events to the Infection Response and Recovery Group, and leading on communication and coordination of event amendment, postponement or cancellation.
- 6.7.6 Updating and implementing the college's Infectious Outbreak Communications Plan, in accordance with the requirements of the college's Infection Response and Recovery Group, and public health and government guidance.
- 6.7.7 Working with the Group Director Health, Safety and Environment to support internal and external communications regarding public health messages such as 'clean your hands' college campaigns, and campaigns recorded via Public Health England, NHS, Government and WHO (from the point of disease outbreak).
- 6.7.8 Working closely with the Group Vice Principal Student Services and Registry, and Group Vice Principal Partnerships and Commercial to support timely communications to students, apprentices and employers.
- 6.7.9 Ensuring communication channels are open with relevant media and public bodies.

Irrespective of outbreak, epidemic or pandemic:

- 6.7.10** Maintaining a designated website for parents, staff and students as a central resource for all information relating to an outbreak, epidemic or pandemic, which is ready to be mobilised at any time.
- 6.7.11** Ensuring preparedness to provide email and text communication to parents and students.
- 6.7.12** Working with the Group Director People and Development to ensure a comprehensive 'Infectious Outbreak Communications Plan', is ready should it need amending and implementing quickly.
- 6.7.13** Ensuring relevant national and global public health days such as 'Handwashing Day' on October 15 is recognised and promoted across the college to foster and support a global and local culture of correct handwashing practice.
- 6.7.14** Ensuring preparedness for switching to virtual tours, open events and interviews for prospective students (and parents/carers) and sustaining virtual schools' engagement, recruitment and online applications.

6.8 Group Director People and Development is responsible for:

- 6.8.1** Ensuring compliance with this policy by all staff, students, partners, visitors and other stakeholders.
- 6.8.2** Planning for continued service provision through people and development staff as determined by the Infection Response and Recovery Group.
- 6.8.3** Leading on workforce assessment of risk.
- 6.8.4** Utilising the college's Workforce Health Risk Register, and leading swift communication with any person with a pre-existing chronic health condition, or anyone considered high risk as per public health or government guidance (such as over the age of 65, chronic heart/lung/metabolic disorders (including severe asthma and diabetes), kidney problems, immune system impairment (including cancer treatment)).
- 6.8.5** Taking into account confirmed and/or suspected infection, implementing the college's:
 - a. Stay at home protocol*
 - b. Sickness absence reporting*
 - c. Return to work protocol*
- 6.8.6** Communicating with all members of the college's leadership group regarding measures taken to protect staff safety and wellbeing.
- 6.8.7** Proposing opportunities to, and lead on, any government initiatives such as furlough of staff.
- 6.8.8** Leading on communication for staging of work hours, remote working, and in-work activity.
- 6.8.9** Ensuring the Chief Executive is immediately updated of any loss of life.

Irrespective of outbreak, epidemic or pandemic:

- 6.8.10** Ensuring prepared communications with regards to 'stay at home', 'sickness absence' and 'return to work' protocols.
- 6.8.11** Working with the Group Director Marketing and Engagement to ensure an accessible Infectious Outbreak Communications Plan, ready to be amended subject to public health and government guidance.
- 6.8.12** Ensuring preparedness from 'stay at home', 'sickness absence' and 'return to work' protocols, which take account of suspected and/or confirmed infections.
- 6.8.13** Facilitating occupational advice for staff who develop allergy or intolerance to specific hand hygiene products or personal protective equipment.

6.9 Director Student Services is responsible for:

- 6.9.1** Ensuring compliance with this policy by all staff, students, partners, visitors and other stakeholders.

- 6.9.2 Planning for continued service provision through student services staff as determined by the Infection Response and Recovery Group.
- 6.9.3 Utilising the college's student 'health risk register' to swiftly communication to students (and their parents and/or carers) with a pre-existing chronic health condition or anyone considered high risk as per public health or government guidance (such as over the age of 65, chronic heart/lung/metabolic disorders (including severe asthma and diabetes), kidney problems, immune system impairment (including cancer treatment).
- 6.9.4 Utilising health risk data to determine prioritisation of remote learning, as an outbreak occurs, and/or as social distancing measures are relaxed.
- 6.9.5 Utilising the colleges data for vulnerable students and those known to safeguarding to implement supportive on-site and/or remote participation and engagement.
- 6.9.6 Utilise residential student records to establish parents and carers wishes on whether their young person should return home for any period of self-isolation (due to them, or someone else in the same setting, displaying symptoms) or should remain within residential provision.
- 6.9.7 Implementing the college's 'stay at home', 'sickness absence' and 'return to college' protocols, taking into account illness with confirmed infection and/or suspected infections.
- 6.9.8 Implementing any additional safeguarding protocols, which take into account any government guidance released during an epidemic or pandemic.
- 6.9.9 Communicating with all members of the college's leadership group regarding measures taken to protect student safety and wellbeing.
- 6.9.10 Ensuring the Vice Principal Student Services and Registry is regularly updated of any loss of life, and proposed college response.

Irrespective of outbreak, epidemic or pandemic:

- 6.9.11 Ensuring prepared communications with regards to 'stay at home', 'sickness absence' and 'return to college' protocols.
- 6.9.12 Working with the Group Director Marketing and Engagement to ensure an accessible student friendly infection transmission communications plan, ready to be amended subject to public health and government guidance.

6.10 Group Director IT and Innovation is responsible for:

- 6.10.1 Ensuring compliance with the policy by all staff, students, partners, visitors and other stakeholders.
- 6.10.2 Planning for continued service provision through IT, Innovation and Learning Centre staff as determined by the Infection Response and Recovery Group.
- 6.10.3 Ensure all teaching and learning support staff have access to support for using the VLE.
- 6.10.4 Working with the relevant Head of Learning Centre, ensure free open access to learning resource and materials, and ensure clear, supportive communications to students via the Group Director of Marketing and Engagement.
- 6.10.5 Working with the Group Director of Student Services and Registry to ensure that students who may be disadvantaged by off campus learning are assessed for needs and provided with equipment, as necessary.
- 6.10.6 Working with the Infection Response and Recovery Group to ensure that key staff have access to remote working devices as necessary.
- 6.10.7 Ensuring that following the discontinuation of remote working or learning, all loan equipment is returned in a timely fashion, and assessed for its condition and readiness to be placed back into on-campus service.

6.10.8 Enhancing cybersecurity safety messages raising awareness of cyber threats and safety when utilising working from home technologies.

Irrespective of outbreak, epidemic or pandemic:

6.10.9 Overseeing remote mobile devices in accordance with the college's mobile asset register.

6.10.10 Ensuring cybersecurity protection while enabling college operations to continue without interruption.

6.10.11 Ensure that the college has the appropriate systems, servers and contracts in place to manage effective connectivity to our systems.

STAY AT HOME, SICKNESS REPORTING, AND RETURN TO COLLEGE PROTOCOLS (STAFF AND STUDENTS)

7 Stay at home protocol

7.2 Staff

- 7.2.1 No staff member must come onto any college premises, or off-site delivery centre (including subcontractor premises) if they are symptomatic.
- 7.2.2 In line with public health guidance, staff will be instructed to stay at home for a specified timeframe.
- 7.2.3 Staff will need to contact the college as per the existing absence procedure by calling 0191 511 6371.

7.3 Students

- 7.3.1 No student must come onto any college premises, or off-site college delivery centre (including subcontractor premises) if they are symptomatic.
- 7.3.2 In line with public health guidance, students will be instructed to stay at home for a specified timeframe.
- 7.3.3 Students will need to contact the college as per the existing absence procedure
 - Northumberland: 01670 841 200
 - Sunderland: 0191 511 6000
 - Hartlepool: 01429 294 444
- 7.3.4 Students residing in college residential accommodation should notify the Accommodation Officer, who will put residential self-isolating protocols in place.

8 Sickness absence protocol

8.2 Staff

- 8.2.1 Staff will need to contact the college as per the existing absence procedure by calling 0191 511 6371.
- 8.2.2 In non-emergency situations, staff who become unwell whilst at college, should be isolated in an appropriate space, limiting unnecessary contact with others, whilst arrangements are made to ensure they can travel to their home.
- 8.2.3 Staff should be advised to avoid public transport if they think they have symptoms of the infection.

8.3 Students

- 8.3.1 Students will need to contact the college as per the existing absence procedure
 - Northumberland: 01670 841 200
 - Sunderland: 0191 511 6000
 - Hartlepool: 01429 294 444
- 8.3.2 Students residing in college residential accommodation should notify the Accommodation Officer, who will put residential self-isolating protocols in place.
- 8.3.3 Students who become unwell whilst at college, should be isolated in an appropriate space, limiting unnecessary contact with others, whilst arrangements are made to transport students to their home.
- 8.3.4 Students should be advised to avoid public transport if they think they have symptoms of the infection.

9 Return to college protocol

9.2 Staff

- 9.2.1** All staff who have had symptoms, must be screened by the People and Development team prior to return to work.
- 9.2.2** They must be advised not to visit any college premises, off-site college delivery centres (including subcontractor premises) or attend any on site meetings before clearance.
- 9.2.3** Staff members must contact the People and Development team between 8.30am and 16.30pm on weekdays (not bank holidays) on 0191 511 6371.

9.3 Students

- 9.3.1** All students who have had symptoms, must be screened by the Designated Safeguarding Officer prior to return to study.
- 9.3.2** They must be advised not to visit any college premises, off-site college delivery centres (including subcontractor premises) or attend any on site meetings before clearance.
- 9.3.3** Students must make telephone contact with a Designated Safeguarding Officer during office hours.
- 9.3.4** Contact details for the Duty Safeguarding Officer 8.30am to 16.30pm on weekdays (not bank holidays)

Ashington: 0773 951 6066

Berwick: 0790 372 1235

Kirkley Hall: 0750 777 3870

Bede: 0778 541 9309

City: 0778 541 9300

Washington: 0778 541 976

Hartlepool: 0778 541 9420

COLLEGE WORKFORCE

10 Workforce assessment

- 10.2 As standard practice, Education Partnership North East (EPNE) holds a central health risk register of staff who may be at greater risk to infection, and where possible, staff who live with others who may also be considered high risk e.g. pregnant employees or those whose immune system is not functioning effectively because they are undergoing medical treatment or are already suffering from an infection.
- 10.3 EPNE's register also includes staff and other workers who may not be in the workplace all the time e.g. maintenance and repair workers, volunteers, students on college placements. This would be handled in line with EPNE's Data Protection Policy.
- 10.4 As public health and government 'at risk' classifications are updated in relation to specific infectious outbreaks, the college's central register will be categorised and updated.
- 10.5 Health risk data will be utilised to help identify those staff and workers who are at higher risk of illness so that the appropriate steps can be taken to ensure their safety at work. Such steps may include, for example prioritisation of remote working if an outbreak occurs and/or as social distancing measures are relaxed.

11 Essential and non-essential travel, avoiding large crowds and meetings

- 11.2 Essential travel relates to business-critical meetings that cannot be attended remotely via digital or mobile technologies.
- 11.3 From the onset of an outbreak, or as social distancing measures are relaxed, permission for essential travel will be determined by the Infection Response and Recovery Group.
- 11.4 All permissible attendance at any external events must comply with the college's expectations for social distancing or public health and/or government guidance.
- 11.5 As an outbreak escalates, or de-escalates, a programme of prohibited essential and non-essential travel will be implemented by the Infection Response and Recovery Group (taking into account guidance from Public Health England and government advice).
- 11.6 Dependant on government guidance and the nature and context of an infectious outbreak, essential and non-essential travel will be prohibited via a number of phases which may be implemented individually, or in their entirety, by the Infection Response and Recovery Group, as follows:
- 11.7 **Prohibited 'Non-Essential Travel' phases**
 - a. *Travel outside of the region to all small or large events and meetings*
 - b. *Travel within the region to all large events or meetings (greater than five attendees)*
 - c. *Travel within the region to all small events or meetings (five attendees or less)*
- 11.8 **Prohibited 'Essential Travel' phases**
 - a. *Travel outside of the region to all small or large events and meetings*
 - b. *Travel within the region to all large events or meetings (greater than seven attendees)*
 - c. *Travel within the region to all small events or meetings (seven attendees or less)*
- 11.9 In all instances of non-attendance at meetings and events, staff will where possible, remotely attended via digital or mobile technologies.
- 11.10 The college's Infection Response and Recovery Group may alter these phases in accordance with the health and safety of staff, and public health and government guidance.
- 11.11 Protocols will remain in force until government advise that the outbreak poses no threat.

12 Remote working

- 12.2** Throughout the period of an epidemic/pandemic, it is expected that staff, if they are well, will continue to work as normal, as far as possible, while taking additional precautions to protect themselves from infection, e.g. personal hygiene measures, and to lessen the risk of spread to others.
- 12.3** In there is an infectious outbreak, the Infection Response and Recovery Group will follow public health and government advice to protect staff by mobilising them to stay at home, or return them to their place of work, at the right time.
- 12.4** Staff who are mildly symptomatic, may continue to work albeit remotely.
- 12.5** As an infectious outbreak escalates and de-escalates, the Infection Response and Recovery Group may separately consider all or some of the following workforce categories to either mobilise remotely, or return staff to college:
- a. MIS/ILR, Payroll and Finance*
 - b. People and Development*
 - c. Estates*
 - d. IT*
 - e. Marketing, Communications and Call Centre*
 - f. Residential staff*
 - g. Business and Learning Support staff (excluding those in points 1-6)*
 - h. Staff who fall within a high-risk classification as set out in the policy and/or as set out in public health/ government guidance.*
 - i. Teaching staff (excluding high needs teachers)*
 - j. Staff supporting SEND and vulnerable students*
 - k. Senior and middle management and leadership*
 - l. Animal welfare staff*
- 12.6** When mobilising remote working, the Infection Response and Recovery Group will ensure staff only travel to work when the business requires that they absolutely cannot work from home and that it is reasonably safe to do so.
- 12.7** Any staff member required to travel to work will still need to observe social distancing guidance whilst travelling, as far as is practical, and observe, where possible, social distancing guidance in the workplace (where this is still required in accordance with public health and government guidance).

13 Temporary working arrangements

- 13.2** While seeking to sustain key functions and services, and, in order to reduce the risk of spread of infection throughout the period of infection outbreak, a number of temporary working arrangements will be identified and implemented, where appropriate and practical.
- 13.3** Workforce may be depleted; in these circumstances, appropriate training may be given to any remaining staff who may be required to carry out unfamiliar tasks.
- 13.4** In such instances, a risk assessment will be required to ensure necessary control measures are applied to take account of the reduced workforce and the remaining pool of skills available to maintain business operations.
- 13.5** Staff may be required to review the way that they work as well as the duties and responsibilities that they undertake with a view to becoming more flexible.
- 13.6** The college will make every effort to sustain critical roles and functions during an outbreak. Other less crucial functions could be suspended for a period of time.
- 13.7** Staff may be temporarily deployed as the need arises, this includes working at different sites or locations. Such requests will take into account individual skills and personal circumstances balanced against the needs of the college as a whole. Training, information and instructions will be provided,

health and safety risk assessments reviewed and updated and additional personal protective equipment (PPE) will also be provided, as appropriate. All requests will be reasonable and discussed with the member of staff. No member of staff will be temporarily re-deployed unless it has been assessed to be safe to do so.

- 13.8** When considering temporary organisation arrangements and requests, account will also be taken of the particular needs of different groups of staff, workers or individuals, particularly young and/or pregnant staff members and/or those at high risk of illness, who will not be substituted into an alternative role unless a risk assessment has been undertaken and the role is considered to be suitable.
- 13.9** Staff at high risk of health complications may be redeployed from direct student care to minimise the risk of infection.
- 13.10** Management requests to make changes to working arrangements on a temporary basis will not be unreasonably refused by staff and they will be for the duration of the epidemic/pandemic only. Normal terms and conditions of employment will resume at the end of the crisis and when it has been assessed as safe to do so.

14 Staff training and professional development

As an infection outbreak escalates or deescalates:

- 14.2** Essential external training may continue via videoconferencing and digital platforms.
- 14.3** Essential internal mandatory training may be expected to continue, this will in the first instance be online, however, face-to-face may be permitted if social distancing measures can be adopted as set out above.
- 14.4** Non-essential training is likely to be cancelled.

STUDENTS AND APPRENTICES

15 Visits and trips

- 15.2** As an outbreak escalates or de-escalates, student travel permissions for college related visits and trips will be implemented by the Infection Response and Recovery Group (taking into account guidance from Public Health England and government advice).
- 15.3** In considering the context of trips and visits, a wide range of factors may be taken into account when approving visits and trips, such as mode of transport, parental permission, staff availability, insurance, official advice.
- 15.4** All visits and trips will have a risk assessment, which will be amended to include infection specific information and mitigating action.
- 15.5** Upon college notification of an infection outbreak, visits and trips, whether approved or pending approval, will require further approval via designated members of, and agreed by the college's Infection Response and Recovery Group.
- 15.6** Dependant on government guidance and the nature and context of the disease outbreak, visits and trips will be prohibited via a number of categories which may be phased or implemented in their entirety by the Infection Risk and Recovery Group.
- 15.7** Categories of visits and trips:
- a. Travelling overseas including high risk areas*
 - b. Travelling nationally (outside of the region) including to high risk areas*
 - c. Travel within the region including to high risk areas*
 - d. All trips and visits prohibited*
- 15.8** The Infection Response and Recovery Group may alter these phases in accordance with the health and safety of staff, and public health/government and travel guidance.
- 15.9** Protocols for visit and trip approval will remain in force until government advise that the outbreak poses no threat.

16 Work experience and Industry placements

- 16.2** As an outbreak escalates or de-escalates the Infection and Recovery Group will make a decision on whether to remove students from industry placements, and likewise permit their return.
- 16.3** A risk-based approach will be taken that will prioritise decision making in accordance with those industry placements likely to have a higher density of service users with infection.
- 16.4** Students may be removed and/or returned to industry placements for all settings or phased accordingly.
- 16.5** Decisions to remove or return students to or from industry placements will be taken in accordance with the severity level as set out by government.
- 16.6** Any risk-based approach which permits students to start or return to a placement, will consider the potential requirement for additional control measures that may include the supply and training in the use of personal projective equipment.
- 16.7** Work experience and industry placement settings are categorised as follows:
- e. Acute health care settings within hospitals or equivalent i.e. accident and emergency services, intensive/critical care etc*
 - f. Secondary health care settings within hospitals or equivalent i.e. children's wards, outpatients, maternity wards, medical wards etc*
 - g. Primary health care settings or equivalent i.e. GPs, community medical centres, dentists, ante- natal clinics, ambulance and paramedic*
 - h. Community care settings or equivalent i.e. residential care homes, hospices, prisons*

- i. Child and education settings i.e. crèches, nurseries, childcare providers, schools, colleges, universities*
- j. Customer services settings i.e. hospitality, retail, sales*
- k. Land-based and animal i.e. zoos, vets, farms*
- l. Manufacturing*
- m. All other settings*

16.8 Where students are removed or unable to return to work experience or industry placements, work-based skills assessments should be amended to take place within the college's real work environments or simulated areas. (Subject to health and safety, social distancing and government guidance).

16.9 Where practical and possible, students will be prepared for placements (such as through virtual training for work programmes).

17 Apprentices

17.2 As an outbreak escalates, the Infection Response and Recovery Group (taking into account guidance from Public Health England and government advice) will determine whether a phased or concurrent approach to changing support for apprentices is implemented. The decision will be based on the degree of risk to our staff, apprentices and other employees in the settings/sectors that our colleges engage with.

17.3 The approach is likely to involve the following protocols:

- a. Withdrawing college staff from operating in employers' premises and providing work-based support through remote technologies.*
- b. Ceasing the delivery of off-the-job training (day and block release) where this is delivered at an employer's premises and/or on a college campus and providing ongoing delivery, where practical, using remote technologies.*
- c. Placing apprentices on breaks in learning where it is not possible for those apprentices to continue in learning.*

17.4 Apprenticeship settings are categorised as follows:

- a. Acute health care settings within hospitals or equivalent, i.e. accident and emergency services, intensive/critical care.*
- b. Secondary health care settings within hospitals or equivalent, i.e. children's wards, outpatients, maternity wards, medical wards.*
- c. Primary health care settings or equivalent, i.e. GPs, community medical centres, dentists, ante-natal clinics, ambulance and paramedic.*
- d. Community care settings or equivalent, i.e. dental and care homes, hospices, prisons.*
- e. Child and education settings, i.e. crèches, nurseries, childcare providers, schools, colleges, universities.*
- f. Customer services settings, i.e. hospitality, retail, sales.*
- g. Land-based and animal i.e. farms, vets.*
- h. Manufacturing.*
- i. Construction*
- j. All other settings.*

17.5 The college's Infection Response and Recovery Group will review these arrangements as the outbreak de-escalates and will determine when the protocols will change, taking into account government guidance and the severity level.

18 Residential students

- 18.2** As an outbreak escalates, the Infection Response and Recovery Group will determine whether residential provision will continue to remain open.
- 18.3** The college's residential provision is spread across four separate buildings, and each building will be treated as a different household.
- 18.4** The college will operate a consistent staff rota to minimise the risk of transmission.
- 18.5** The college will provide students and parents/carers with information on how to access professional, help advice and support.
- 18.6** It is likely that residential provision will close when face –to-face learning ceases.
- 18.7** Residents and parent/carers of those aged under 18 will be given 24 hours' notice of closure.
- 18.8** However, should there be a confirmed case within a building/household, the Director of Student Services will notify students and parent/carers of those aged under 18 and implement the following action, depending on previously confirmed wishes:
- a. Make arrangements for students to remain within residential provision*
 - b. Make arrangements for students to self-isolate within residential provision*
 - c. Make arrangements for students to return home for a period of self-isolation*
- 18.9** Where self-isolation is needed, the decision on whether a young person self-isolates within the residential setting, or at their family home, will be taken in conjunction with an individual risk assessment.
- 18.10** Where students are returning home, they will be required to remain within their room until arrangements can be made for them to make their way home without using public transport or for parents/carers to collect them. The college's Infection Response and Recovery Group will review these arrangements as the outbreak de-escalates and will determine when the protocols will change taking into account government guidance and the severity level.

19 Vulnerable students and those with Education, Health and Care Plan (EHCP)

- 19.2** As an outbreak escalates or de-escalates, decisions round provision for vulnerable students and those with an EHCP will be taken by the Infection Response and Recovery Group (taking into account guidance from Public Health England and Government advice).
- 19.3** A risk-based approach will be taken that will prioritise decision making in accordance with students with an EHCP or categories of students determined by government to require continued participation and engagement on site; continued delivery will be supported where practical and possible.
- 19.4** Contact will be made with parents/carers to establish their wishes for their young person to access on-site teaching and learning.
- 19.5** For students with an EHCP, the college will work with local authorities to undertake an individual risk assessment to determine whether their needs will be best met at home and be safer there than attending college.
- 19.6** The risk assessment will, where possible, incorporate the views of the young person.
- 19.7** The college will maintain records of attendance in line with government reporting guidelines.
- 19.8** The college's Infection Response and Recovery Group will review these arrangements as the outbreak de-escalates and will determine when the protocols will change, taking into account government guidance and the severity level.

20 Safeguarding

- 20.2** Taking into account guidance from Public Health England and the government, once the Infection Response and Recovery Group has made the decision to implement full or partial closure, remote safeguarding protocols will be implemented for students who have been identified as requiring regular monitoring. This includes vulnerable groups (care experienced, young adult carers) and students with a safeguarding concern who are deemed as needing continued monitoring and support.
- 20.3** Children’s Services at each designated authority will be supplied with key contact details.
- 20.4** External Services will be contacted and informed of mobile contact details for any urgent queries and email addresses to be used for communication.
- 20.5** The Designated Safeguarding Officer on duty will monitor safeguarding emails queries, MyConcern and Stay Safe for all campuses.
- 20.6** The Intensive Support team will utilise duty phones for checks and follow ups, including liaison with external services for caseloads.
- 20.7** The Senior Student Counsellor will lead on telephone support for students identified from counselling caseloads who will require regular checks and support. Graduate Counsellors will provide email support from caseloads. Counsellors will follow normal appointments days/times for contact and checks.
- 20.8** During closure, the college website and social media will provide details of contact information if a student/parent/carer or other stakeholder has any safeguarding concerns, as well as updates on any protocols prior to reopening.

21 Remote delivery

- 21.2** It is the college’s intention to provide educational continuity wherever possible and in accordance with the college’s ESFA Grant and other funding agreements.
- 21.3** As an infection outbreak escalates, students may be asked to work remotely and/or will not be permitted on site following public health and government guidance.
- 21.4** Where practical and possible, remote learning will continue utilising a range of teaching, learning and support methods including e-platforms.
- 21.5** Subject to health and safety, social distancing and government guidance, staff may be permitted to continue to attend college in order to support student’s remote learning.
- 21.6** Where vulnerable students or categories of students determined by government to require continued participation and engagement on site, continued delivery will be supported where practical and possible.
- 21.7** Should government advice permit, the Infection Response and Recovery Group may determine students are able to use learning centres for independent study via reduced opening hours.
- 21.8** Subject to health and safety, social distancing and government guidance, staff may be permitted to use a blended learning approach, with a combination of remote delivery and reduced class delivery.
- 21.9** Where practical and possible, a range of teaching and learning methods will be used to support students with digital literacy and language requirements including how to access and learn through e-platforms.

22 IT and Access – students and apprentices

- 22.2** The college will ensure that VLE and other education platforms are available to enable learning to continue in line with expectations laid out by the ESFA and Department for Education.

- 22.3** To enable remote learning to continue, we will seek to provide electronic devices to those students where we are able to.
- 22.4** The college will prioritise access for those students who are from disadvantage backgrounds and vulnerable groups:
- a. *Care Leaver*
 - b. *Disadvantage/social deprivation postcode*
 - c. *EHCP*
 - d. *High Needs Student*
 - e. *In receipt of Financial Support (Learner Support Funds)*
 - f. *In receipt of Free College Meals*
 - g. *LLDD/SEND*
 - h. *Looked after Child*
 - i. *Safeguarded*
 - j. *Young Carer*
 - k. *Young Parent*
- 22.5** Where IT devices are provided to students, the college's standard loan protocol will apply.
- 22.6** All IT devices will be wiped of any college information before loaned to students.
- 22.7** All devices will be recalled, and prepared in advance, ready for on-site delivery.

23 Open events, applications and enrolment

- 23.2** The college will deliver a full recruitment and transition support service for prospective students combining on and off-line activities and communications in line with restrictions and national alert status.
- 23.3** Recruitment practices and the emphasis of longer term careers-based activities will continue from year 7 upwards throughout any restrictions by working with our school and community partners and combining on and off-line activities as the alert status dictates.
- 23.4** Telephone based interviews will replace in-person events for the period of full movement restrictions, at the earliest opportunity face-to-face interviews will resume with consideration to social distance and risk status.
- 23.5** Enrolment processes will be available that range from full to partial online processes dependent upon the current risk level and national restrictions.
- 23.6** A full online process is available to ensure that students can apply to the college and manage their application process remotely.
- 23.7** Any face-to-face engagements must ensure that visitor protocol is followed, social distancing protocol maintained and the availability of guidance on hygiene protocol, including advance communication to manage expectations on site.
- 23.8** Recruitment and Engagement teams will deliver in-school activities when teaching resume either online or through in-person activities.
- 23.9** A resource bank of virtual engagements will be available that can be switched on, as soon as lockdown starts or restrictions begin, through the existence of a hidden section of the college's website.

REDUCING INFECTION TRANSMISSION

24 Hand hygiene

- 24.2 Washing hands effectively is one of the most important things a person can do to help prevent and control the spread of many illnesses. Good hand hygiene will reduce the risk of infections such as influenza and coronavirus, and infection transmission and spread.
- 24.3 Any building work or other development must include the provision of adequate hand hygiene facilities.
- 24.4 Global Handwashing Day on October 15 is recognised and promoted across the college to foster and support a global and local culture of handwashing with soap, shine a spotlight on the state of handwashing in each country, and raise awareness about correct practice and benefits of handwashing with soap.
- 24.5 Interesting communications will be on display throughout college sites to encourage positive practice by students, staff and visitors.

From the point of disease outbreak:

- 24.6 Alcohol gel will be made available within areas of high footfall, cash handling, food services, visitor entrances and exits.
- 24.7 Visitors Infection Control Protocols will be implemented including the use of alcohol hand rubs on entering and leaving college campuses.
- 24.8 Antibacterial liquid soap, hand dryers or disposable hand towels will be accessible at each washing area.
- 24.9 Contract cleaners will be directed to increase more regular cleaning of sinks and washing areas as per the college's cleaning contract and/or local, regional or national guidelines.
- 24.10 An enhanced internal and external hand hygiene campaign will be implemented and communicated.
- 24.11 Infection specific hand hygiene posters will be placed within all bathroom or toilet facilities as a priority.

25 Waste disposal

- 25.2 Waste material may be contaminated with infectious micro-organisms.
- 25.3 Staff or contractors responsible for emptying of bins and/or removing waste will receive specific infection related updates on waste removal and hand hygiene.
- 25.4 Waste bins across all colleges will not be permitted to overflow and an enhanced schedule of waste removal will be implemented by the Group Director of Estates and Facilities for as long as social distancing measures are in place.
- 25.5 Dedicated secure storage will be provided in areas where personal care is delivered to ensure safe disposal of PPE and cleaning materials. Materials will be double-bagged, stored securely for 72 hours then disposed of with the regular rubbish.

26 Cleaning and disinfecting

- 26.2 The Group Director of Estates and Facilities will liaise with the college's cleaning contractors to seek assurance that cleaning staff, particularly those involved in cleaning areas where there is a large footfall, are reminded of the need to ensure a personal hygiene routine of handwashing (i.e. using soap and water and thoroughly drying) after contact with communal objects/surfaces.
- 26.3 During an infectious outbreak, epidemic or pandemic, the college will require damp rather than dry dusting to avoid the generation of dust particles.

- 26.4** Cleaning of surfaces must be carried out using a freshly prepared solution of detergent and hot water followed, where necessary, by a chlorine-based disinfectant solution.
- 26.5** Common areas where a symptomatic individual has passed through and spent minimal time, such as corridors, and/or which is not visibly contaminated with body fluids, can be cleaned thoroughly as normal.
- 26.6** All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects that are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells, computer screens and keyboards, classrooms and desks, offices, and open access areas.
- 26.7** Cleaning will take place using Diversey Cleaner Disinfectant (EN1276), a multi-purpose hard surface cleaner and disinfectant that can be used in spray and wipe or bucket application, to clean all washable surfaces including unprotected floors. EN1276 – is the European bactericidal standard.
- 26.8** Disinfection will take place using Selgiene Ultra (EN14476), a blend of advanced quaternary ammonium biocides and surfactants to produce a broad spectrum of killing power on a wide range of microorganisms including bacteria and viruses. Selgiene Ultra is bleach free and safe to use on all common water washable surfaces.
- 26.9** EN14476 – is a European viricidal standard. To be able to claim effectiveness against SARs-COV-2, which is the cause of COVID-19, the product needs to pass EN14476. No disinfectant efficacy test is currently available for SARs-COV-2, therefore no products have been tested against this strain of coronavirus, although they may still be effective. Whilst EN14476 certified products have not been tested against the SARs-COV-2 strain of coronavirus, they are shown to be effective against similar enveloped viruses to SARs-COV-2.
- 26.10** If an alternative disinfectant is used, this should be checked and ensure that it is effective against enveloped viruses.
- 26.11** Cleaning routines should avoid creating splashes and spray when cleaning, and any cloths and mop heads used must be disposed of and should be put into waste bags.
- 26.12** When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used; and any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- 27 Catering**
- 27.2** As an outbreak escalates or de-escalates, all catering outlets will modify provision to reduce risk of contamination and infection transmission.
- 27.3** Normal fitness to work procedures will continue to be operated to ensure infected workers do not handle food.
- 27.4** The Infection Response and Recovery Group will implement modification of service provision, e.g. ranging from reduced menus, discontinuation of hot food and/or non sealed food items, through to closure of services. As a minimum this will be in line with government guidance.
- 27.5** Catering staff may be required to wear additional PPE (i.e. face mask) to protect students, other staff and visitors and to minimise the risk of cross-contamination.
- 27.6** Good hygiene practices around open food (e.g. unpackaged bread, cakes, fruit, salad bars etc.), which will be adhered to at all times, will reduce the risk of food and cross-contamination.
- 27.7** Open food displays near tills or serve-over counters, where customers are ordering or paying for food will be removed behind the counter.

- 27.8** In cases of a reduced or discontinued service, provision of breakfast and lunch for students with free school meals, vulnerable students and those of critical care workers will be maintained as appropriate.
- 27.9** Touch points, e.g. trolleys, keypads, door handles, food contact surfaces and utensils will be cleaned more frequently.
- 27.10** Customers will be encouraged to make contactless card payments to avoid the need to handle cash.
- 27.11** Food counter serving utensils (e.g. ladles, tongs) and condiment holders etc. will be cleaned down or washed and sanitised every 30 minutes or at an otherwise agreed frequency.
- 27.12** Catering items predisposing customers to risk of infection transmission will be removed from use, i.e. non-sealed cutlery, trays, non-sealed drinking straws.
- 27.13** Any service permitting refillable hot and/or cold drink containers will be discontinued.
- 27.14** Hand sanitiser should be made available to consumers on their way in and out of the food premises.
- 27.15** Strict control of queues that adhere to social distancing will be implemented, with a social distancing protocol at counters and checkouts. This will be supported via floor markings and staggered lunch and break times to minimise the pressure on catering outlets.
- 27.16** Entrance and exit doors to catering facilities will be wedged open where practical to minimise contact.
- 27.17** Perishable foods may be donated to local food banks as approved by the Infection Response and Recovery Group.

28 Commercial operations

- 28.2** As an outbreak escalates and de-escalates, the college's commercial operations will be reviewed and modified by the Infection Response and Recovery Group.
- 28.3** The college's commercial operations include the real work environments that are open to members of the public (i.e. hair, beauty and barber salons, restaurants, zoo) and hire of the college's facilities by external organisations.
- 28.4** While commercial operations continue, normal fitness to work procedures will be operated to ensure infected workers do not present a risk to other staff and visitors.
- 28.5** Modifications to the commercial operations include:
 - a. Hand sanitiser made available to customers on their way in and out of the commercial premises.*
 - b. Strict controls on number of customers to ensure social distancing guidelines are adhered to.*
 - c. Adherence to college visitor infection control protocols.*
 - d. Zero cash handling with card and invoice payments only.*
 - e. Reduction of service offered or closure of all commercial operations.*
- 28.6** In addition to the above modifications, if the college's commercial restaurants/outlets remain open to the public, modifications to the service may include those listed in section 28 above on catering.
- 28.7** The college's Infection Response and Recovery Group will review these arrangements as the outbreak de-escalates and will determine when the protocols will change taking into account government guidance and the severity level.
- 28.8** Government guidance will be followed; however, it is likely commercial operations that involve personal care where close contact is inherent (salons), or attract groups of people in enclosed spaces, will be closed sooner, and/or reopened later during any infectious outbreak.

29 Visitor Infection Control Protocols:

- 29.2** As an outbreak escalates or de-escalates, visitors will be asked to protect themselves and others by using alcohol hand rub or washing their hands when entering the college.
- 29.3** Strict control of queues that adhere to social distancing will be implemented, with a social distancing protocol at reception desks.
- 29.4** The Infection Response and Recovery Group will notify the staff body that it is implementing the college's Visitor Clearance Protocol as outlined in appendix a.
- 29.5** No face-to-face meetings of greater than six people will take place on any college campus.
- 29.6** Meetings that have been previously scheduled and involve more than six people, will have to be rescheduled as a Teams/Skype meeting or postponed until it is safe to meet in person.
- 29.7** All visitors to any college campus will be required to complete a Visitor Clearance Survey either prior to, or on arrival at reception.
- 29.8** It is the responsibility of the staff member that the person is visiting to ensure that the visitor has prior knowledge of this mandatory protocol when the meeting is agreed.

30 Social distancing measures

- 30.2** Social distancing is a public health measure proven to reduce the spread of infection.
- 30.3** As an outbreak escalates or de-escalates, in order to reduce the spread of infection, a range of social distancing responses will be introduced, where practical.
- 30.4** Social distancing expectations will follow government guidance; for example, this may mean staying two metres or one metre apart from other people.
- 30.5** The use of video conferencing and digital means of communication to avoid face-to-face contact will be prioritised.
- 30.6** In exceptional circumstances, onsite staff training may occur where group sizes are less than five members, social distancing is permissible and room ventilation is appropriate.
- 30.7** All office spaces must comply with social distancing and be well ventilated. Well ventilated means being able to open the windows or being able to use air conditioning or other mechanical ventilation systems provided in rooms.
- 30.8** All classrooms, workshops, learning, study, working and examination spaces must comply with social distancing and be well ventilated. Well ventilated means being able to open the windows or being able to use air conditioning or other mechanical ventilation systems provided in rooms.
- 30.9** Entrances and exits to buildings will be differentiated where practical and possible; where not possible, signage and single flow barriers will be used to prevent congestion.
- 30.10** One-way systems flows will be implemented in areas known to experience higher footfall or crowding (consideration will be given to staff and students with mobility issues).
- 30.11** Lifts will be prohibited for use by those without a lift pass and social distancing in lifts will be encouraged with clear signage.
- 30.12** Working hours for staff may be adjusted to permit effective management of social distancing within college campuses.
- 30.13** Staff may split into small contained groups or be required to work in accordance with 'departmental rotas' in order to reduce footfall on college campuses and ensure compliance to social distancing.

- 30.14** Student on site timetables will be sustained providing social distancing can be maintained; this may mean individual students are on a rota for classes via physical and remote attendance.
- 30.15** The college will prioritise the clinically vulnerable who will be expected to work remotely as per government guidelines.

31 Face coverings

- 31.2** Wearing a face covering or face mask in schools or other education settings such as colleges is not recommended by the government. This advice will be monitored and instructions to staff, students and visitors will change according to changes in the advice.
- 31.3** Government guidance states that the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others. PPE is only needed if:
- a. a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home.*
 - b. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of two metres cannot be maintained.*
 - c. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.*
 - d. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.*
- 31.4** As our college is complex and diverse, it is important that staff risk assess all PPE requirements and seek advice from their line manager. The Group Director for Health, Safety and Environment is available for advice and guidance on specific work activities.

32 Personal care

- 32.1** Students whose care routinely involves the use of PPE due to their personal care needs, should continue to receive their care in the same way, with high standards of respiratory and hand hygiene.
- 32.2** Further advice and guidance may be sought from the Group Director for Health, Safety and Environment for specific work activities.

33 Campus closures and reopening

- 33.2** The Infection Response and Recovery Group may fully or partially open and/or close college campuses to staff and student access; and unless instructed by the government, will always keep a minimum of one or two campuses open for staff and student access (in accordance with government and social distancing guidelines).
- 33.3** The Infection Response and Recovery Group may opt to manage phased or full mobilisation of students off or onsite, taking into account the four operational models and the following types of students:
- a. Students who fall within a high-risk classification as set out in public health/government guidance.*
 - b. Vulnerable students and those known to safeguarding*
 - c. Students with an Education, Health and Care Plan*
 - d. Pre-16*
 - e. 16-18*
 - f. Adults/part-time evening*
 - g. Adults/daytime (including infill)*
- 33.4** Where a campus is closed to staff and student access, estates and IT staff may still access campuses for essential business functions.

- 33.5** Whilst taking into account government guidance, a four-stage operational model may be implemented and amended by the Infection Response and Recovery Group as an infectious outbreak escalates and deescalates.
- 33.6** The following provides a framework for reopening (and can be reversed as appropriate).
- 33.7 Operational Model 1 - Stay Home, Stay Safe**
- 33.7.1** A minimum of one or two campuses will remain open.
- 33.7.2** In such instances, critical business functions, such as payroll and MIS will be sustained via remote operations.
- 33.7.3** The majority of college staff will be expected to work remotely and continue to support sustained business operations where practical and possible. This may be phased in, as set out in point 13.4
- 33.7.4** Essential staff may be required to remain onsite to support college infrastructure (such as IT and estates) and the continued participation and engagement for students of critical care workers, those with an Education, Health and Care Plan, and vulnerable students.
- 33.7.5** The majority of all other students will be expected to participate and engage in remote learning where practical and possible. This may be phased by student type, as set out in point 34.5
- 33.8** The following operational models (2 and 3) require a balance between on-site and remote/online delivery. Whilst the following key principles apply, the 'spirit' of models 2 and 3 must also be considered within planning:
- 33.9 Key principles**
- 33.9.1** The need for disadvantaged students or students at risk of disengagement through online learning (typically at lower academic levels) to study on site for 100% of their timetable.
- 33.9.2** The need for students to access on-site provision in order to undertake technical instruction that requires the use of equipment.
- 33.9.3** The impact on the risk of transmission (it may be easier to undertake instruction in outside settings or larger spaces) e.g. some types of vocational instruction may be more challenging where they by their nature involve personal contact.
- 33.9.4** Splitting students into smaller groups, keeping students within their class/group wherever possible.
- 33.9.5** Organising start and finish times to avoid pinch points such as at the start and end of the day.
- 33.9.6** Where online learning is working well with high engagement, a larger element of online delivery may be maintained.
- 33.9.7** For some students with SEND, whether they have an EHC plan or not, careful preparation for their return will be implemented (for example, social stories to help with the transition, or routes round the college marked in Braille, or other meaningful symbols to maintain social distancing). The increase in attendance may be gradual and take place over a period of time.
- 33.9.8** Regardless of remote or face-to-face delivery, welfare checks at the start of each session will be carried out to ensure that all students are engaged and supported.

33.10 Operational Model 2 - Stay Safe, Get Ready

- 33.10.1** The Infection Response and Recovery Group will oversee and coordinate temporary reopening of campuses (closed in operational model 1).
- 33.10.2** College leaders will temporarily attend all college site to complete risk assessments and prepare office and learning spaces, as set out in section 35.
- 33.10.3** Staff who have been unable to work at home, but could work if attending a college site, may be returned to one of the college sites permanently open.
- 33.10.4** Staff who feel that they would benefit from attending a college site for personal health and wellbeing reasons may be returned to one of the college sites permanently open.
- 33.10.5** Oversight of staff return to the workplace will be approved and monitored via the Infection Response and Recovery Group to ensure compliance with risk management, safe travel and working practices (at departmental, campus and individual college level) in accordance with this policy and government guidelines.
- 33.10.6** Staff and students falling within the government's high-risk categories will continue to work and learn remotely.
- 33.10.7** Some students may return for risk assessed face –to-face delivery where it is safe to do so and advised by the government.

33.11 Operational Model 3 - Stay Safe, Get Going

- 33.11.1** College operations will be progressed with the majority of college staff and operations returned to onsite delivery supported by the college's Flexible Working Policy and safe working practices set out herein.
- 33.11.2** All senior and middle leaders and managers will be expected to work safely from college sites five days a week overseeing safe working practices of staff and students within their department and across college building and college sites.
- 33.11.3** Exceptions include staff who fall within the government's high risk categories who may be asked to continue working remotely.
- 33.11.4** The Infection Response and Recovery Group may determine that business critical functions continue to operate remotely such as payroll, submission of the ILR, communications.
- 33.11.5** The majority of students will attend college sites for their education and training. However, whilst curriculum implementation may continue with 100% onsite delivery for small groups (where compliance with safe practices are possible), implementation of curriculum for larger groups (not able to comply with safe practices) will require flexibility.
- 33.11.6** Some groups of students may be split into subgroups and placed on rotas that alternate face-to-face delivery and remote learning (which may include one group joining the class remotely whilst the other physically attends and vice versa).
- 33.11.7** The priority at all times is that no student will fall behind, high quality accessible online resources will be kept up to date for all students, and those least likely to engage remotely will be scheduled to attend for the majority of instances, where practical and possible.
- 33.11.8** Exceptions include students who fall within the government's high-risk categories who may be expected to continue to learn remotely.
- 33.11.9** Delivery may extend to weekends where staff and students wish to, and campuses can be safely opened. Permission to deliver at weekends will be approved by the Infection Response and Recovery Group.

33.12 Operational Model 4 - Be Confident, Be Assured

- 33.12.1** Social distancing practices will be in line with government guidance.

- 33.12.2** This means staff will fully relocate within offices, and students will fully return to their scheduled timeline and work placements will continue.
- 33.12.3** Learning from operational models 1-3 will be taken forward, such as where productivity and effectiveness has increased via reduced travel to college sites and externally, or enhanced use of digital within curriculum and across wider business functions supports best practice.
- 33.13** Within each operational model, the Infection Response and Recovery Group will oversee and communicate phased permissions relating to face-to-face activities such as internal and external events and meetings (i.e. enrolment, competitions and graduation), trips and visits, work experience etc. Where safe face-to-face delivery is prohibited, remote/online engagement may be necessary.
- 33.14** The Infection Response and Recover Group will seek assurance from the Group Director of Estates and Facilities that campuses are fully prepared and cleaned in advance of reopening.

34 Risk assessments

- 34.2** Each curriculum, support and business support area will complete a risk assessment - one for office activities and one for classrooms and other learning activities - setting out mitigating actions to:
 - a) Review layouts and processes to allow people to work further apart from each other.
 - b) Using floor suitable tape if required to help workers keep to a two-metre distance (taking care not to damage flooring).
 - c) Managing occupancy levels to enable social distancing including rotas to decide which colleagues or student work in the office/ work area or from home on different days.
 - d) Avoid transmission through the sharing of office or other work equipment. Think about how to clean and disinfect any shared equipment e.g. printers, hand tools etc.
 - e) Staggering break times to reduce pressure on break rooms or canteens.
 - f) Considering speaking to Estates about rearranging areas to reduce face-to-face interactions, or installing screens to protect staff in reception, or similar high contact areas.
 - g) Ensure availability of teaching and non-teaching staff and required ratios, including contingency plans should individuals be shielding or self-isolating.
 - h) Ensure measures in addition to those already undertaken during the current lockdown, to accommodate additional numbers (including cleaning required within spaces and following equipment use).

35 Transport

- 35.2** Transport providers will be asked to provide the college with a copy of their Risk Assessment for safer travel.
- 35.3** Curriculum Managers will review timetables to stagger start and end times to reduce volumes of students using public transport during peak hours.
- 35.4** Students and staff who use public transport are encouraged to follow government guidance and should:
 - a. *maintain social distancing by staying two metres apart, wherever possible, to prevent the spread of the virus*
 - b. *consider wearing a face covering, as precautionary measure*
 - c. *avoid peak travel time/rush hours*
 - d. *try to start or end their journey using a station or mode of transport known to be quieter or more direct. For instance, walk the first or last mile of their journey, or alight at an earlier station, where this is possible*
 - e. *use contactless payment*
 - f. *wash their hands before and after their journey for 20 seconds using antibacterial soap*

36 Exams

- 36.2** Taking into account guidance from Public Health England, the government and Ofqual, the Infection Response and Recovery Group will make decisions around implementing full or partial cancellation of exams.
- 36.3** An exams task and finish group will be set up to review Ofqual and awarding organisations guidance and publish central guidelines for all colleges within EPNE. The group will consist of
- a. Vice Principal Student Services and Registry (Head of Centres)*
 - b. Principal Northumberland/Interim Deputy Principal Sunderland*
 - c. Associate Principal/Head of Hartlepool Sixth Form*
 - d. Director of Education and Training*
 - e. Head of Exams*
 - f. Head of MIS*
- 36.4** The task and finish group will agree all communications to staff, students and parents.
- 36.5** Where exams need to take place during an infection outbreak, they will be conducted with social distancing measures in place and room ventilation as appropriate.

LAND-BASED AND ANIMAL

37 Duties of staff

37.2 Associate Principal Land Based is responsible for:

- 38.1.1. Ensuring the appropriate response is implemented to manage and minimise any outbreak of infectious disease in animal populations in line with the Department for the Environment and Rural Affairs, and other animal health advisory bodies.
- 38.1.2. Robust staffing plans that are well communicated both ahead of and during an infectious outbreak, including contingency measures should core staff resources fall below manageable levels.
- 38.1.3. Ensuring identified communication methods during any closure period or outbreak are well communicated and understood, and that staff understand the escalation process when raising issues during any period of potential shut down.
- 38.1.4. The provision of sufficient PPE and other essential equipment for all staff on campus by effective liaison with Director of Estates.
- 38.1.5. Ensuring all staff understand, adopt and practice hygiene and infection control measures.
- 38.1.6. Management of site access and egress and whole site or specific areas are 'locked down' timely, when appropriate and in line with organisational government or other regulatory guidance.
- 38.1.7. Ensuring any purchasing capacity or finance processes are checked ahead of any long term shut down of areas on campus. The Associate Principal will liaise with the Director of Finance to ensure there are no blocks to the timely and effective access to essential animal welfare resources.
- 38.1.8. Ensuring all associated animal health professionals including vets, farriers, physiotherapists, cadaver removal services and the zoo inspectorate etc. are informed of current processes, infection control measures and access arrangements during any period of 'lockdown' or closure.
- 38.1.9.** Ensuring social media accounts for the zoo, equine and dog grooming are updated with current information.

38 Staffing for animal welfare

- 38.2** Sufficient levels of staffing will be sustained to manage animal health and welfare at all times, including the creation of a reserve staffing list should the core team staffing levels be reduced due to ill health.
- 38.3** If required, staff will be asked to move onto campus to ensure animal welfare is maintained, appropriate staffing levels are sustained, and transmission risk is minimised.

39 Hand hygiene

- 39.2** It is important to observe the basic principles of hygiene when dealing with animals every day. Staff are expected to follow key principles set out in section 25.
- 39.3** Staff, vets, farriers and other stakeholders will be required to wash their hands before and after contact with any animal.
- 39.4** In the event of an outbreak, compliance signage will be placed around the campus and animal handling areas in relation to handwashing protocols.
- 39.5** Additional alcohol-based hand gel will be placed in all key animal handling areas to further reduce the risk of transmission.

40 Essential animal health providers

- 40.2** Essential animal health providers such as vets, physiotherapists, dentists, cadaver removal companies and farriers will be informed of revised working practices in line with emergency protocols.

41 Farm and associated livestock (cattle, sheep and pigs)

- 41.2** As an infectious outbreak escalates the farm will be 'locked down' to all non-essential personnel, and re-opened when an infectious outbreak is no longer considered a risk to animal or human welfare.
- 41.3** There is no evidence to suggest links to bovine strains of Rotavirus which also poses a contagious risk to human health resulting in diarrhoea. therefore, good hygiene and handwashing practices will continue to be routinely adopted and enforced, particularly during a potential disease outbreak or pandemic.

42 Equine / livery services (horses)

- 42.2** As an infectious outbreak escalates, the equine yard will be 'locked down' to all non-essential personnel and re-opened when an infectious outbreak is no longer considered a risk to animal or human welfare.
- 42.3** Livery clients must not visit the site if self-isolating or symptomatic and will be expected to contact the Equine Resource Manager to make suitable animal welfare arrangements.
- 42.4** As an infectious outbreak escalates, livery clients will be informed that there is no access to the site until restrictions are lifted.
- 42.5** All commercial activity within equine will be postponed or suspended; livery charges will continue.
- 42.6** Where practical and weather permitting, all horses will be 'turned out' to reduce the amount of routine care needed.
- 42.7** For specific infectious disease outbreaks within horse populations such as Strangles, national guidance and management protocols will be implemented across the campus, which will include the lockdown of all equine movement and prevention of any non-equine staff member entering the yard.

43 Zoo livestock (variety of species)

- 43.2** Balai Council Directive (provides standards and guidance on movement of animals and biosecurity protocols) will be strictly adhered to in order to reduce risk of infection, cross contamination and transmission between stock and the human population
- 43.3** As an infectious outbreak escalates, the zoo will be 'locked down' to all non-essential personnel and reopened when an infectious outbreak is no longer considered a risk to animal or human welfare. Public Health England will be contacted for infection control advice.
- 43.4** All commercial activity within the zoo will be postponed or suspended.
- 43.5** Where practicable and weather permitting all hooved livestock (donkeys, goats, alpacas) will be 'turned out' to reduce the amount of routine care needed.

44 Commercially related animal activity (dog grooming)

Appointments

- 44.2.1** Only pre-booked dogs should be accepted into the Bell Centre.
- 44.2.2** No walk-in clients will be accepted.
- 44.2.3** To ensure animal welfare, breeds with long, double dense or wool coats will be prioritised and scheduled first in the event of a closure period.
- 44.2.4** Breeds used for student exams will also be given priority to ensure continuity of educational assessments.

45 Dropping off and collection protocols

- 45.2** All clients will be fully informed of all safety procedural changes when accessing the dog grooming service. This information will be given over the telephone when appointments are made and via the website and social media pages.

- 45.3** Only one client is in the waiting area at any one time, waiting outside if necessary and when required. This should be observed when collecting and dropping dogs off for the grooming service.
- 45.4** Clients must be advised of a collection time for their dog which must be adhered to, in order to manage the volume of people within the Bell Centre.
- 45.5** Staff are not to interact with clients unless they are behind the reception glass screen. If dogs are to be assessed before being accepted for grooming, clients should be asked to wait outside to ensure social distancing.
- 45.6** The main entrance to the Bell Centre will be locked once all client dogs have been received.

46 Cleaning protocols

- 46.2** Excellent hygiene practices should be maintained in relation to the cleaning and disinfecting of the grooming environment but especially on areas linked to the spread of infection such as door handles, toilets and shared surfaces.
- 46.3** All hand tools, larger electrical items, aprons and workstations must be thoroughly cleaned and disinfected at the end of day and routinely sterilised between each dog. Specific attention should be paid to work areas during any disease outbreak and staff should not share workstation or equipment.

47 Safer working practices

- 47.2** Only the grooming team should be based within the Bell Centre during disease outbreak; any non-grooming staff should only access the Bell Centre when wearing the appropriate PPE.
- 47.3** All staff should wear disposable aprons, gloves and face masks when working. Gloves can be removed once the dog is clean and being dried/styled but must be worn at all other times.
- 47.4** Social distancing measures, the wearing of PPE and regular and effective handwashing should always be observed and practiced.
- 47.5** No more than two members of the grooming team can work at any one time in the Bell Centre due to the size of the facility.
- 47.6** Staff have a responsibility to enforce that the safety protocols and social distancing measures are followed by all clients.
- 47.7** Staff must identify one workstation within the Bell Centre when they are working and adhere to working at this workstation until further notice.
- 47.8** Gloves must be worn when handling cash to reduce the risk of contamination. Money should be accepted in an open envelope, checked for accuracy and stored in the safe until the last working day of the week when gloves should be worn to open all envelopes and complete the banking procedure.
- 47.9** Staff must not use the client's own collars and leads when handling dogs, gloves must be worn when removing dog collars. Collars should be sprayed with Safe4 disinfectant immediately after removal and the department's own leads should be used to move dogs around the grooming room.
- 47.10** Clients must be advised to attach their dog's collar to one of the leads attached to the wall hooks and take their own lead with them when dropping their dogs off for grooming, to ensure social distancing measures and reduce the risk of transmission. When collecting their dogs clients should disconnect our lead and then use their own lead again.

NATIONAL GUIDELINES

48 Infection Control Reference Points:

- i. Cleaning and disinfection
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- ii. FE Colleges during a Coronavirus outbreak
https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision?es_c=CB602C0EE2B384B00C99090AEB797566&es_cl=17B9AA2D49D8714BBCBF705C3EE7B65B&es_id=9df03
- iii. Food businesses
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses>
- iv. Food, catering and retail
<https://www.gov.uk/browse/business/food>
- v. Global Handwashing Day
<https://www.hse.gov.uk/biosafety/diseases/pandflu.htm#ref10>
- vi. Hand Hygiene
<https://coronavirusresources.phe.gov.uk/hand-hygiene/>
- vii. Helping children with SEND
<https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- viii. Isolation for residential educational settings
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>
- ix. Pandemic influenza
<https://www.hse.gov.uk/biosafety/diseases/pandflu.htm#ref10>
- x. People at higher risk
<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/>
- xi. Safeguarding and remote education
<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- xii. Safer Travel Guidance for public transport
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>
- xiii. Travel advice for educational settings
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-furthereducation-provision>

49 Infection Control Reference Points -Land Based and Animals:

- i. COVID19 – government advice for people with animals
<https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-people-with-animals>
- ii. DEFRA and COVID19
<https://www.gov.uk/government/news/covid-19-defra-update>
- iii. Farmhealth online COVID19
<https://www.farmhealthonline.com/disease-management/cattle-diseases/rotavirus-and-coronavirus/>
- iv. Kennel Club and COVID19
<https://www.thekennelclub.org.uk/health/for-owners/coronavirus/advice-for-animal-related-businesses-and-local-authorities-during-covid-19/>
- v. Pet Industry Federation, COVID19 and pet businesses
<http://www.petcare.org.uk/index.php/latest-coronavirus-news/2096-latest-advice-to-pet-businesses-on-covid-19>
- vi. Pet Industry Federation, COVID19 and pet grooming
<http://www.petcare.org.uk/index.php/latest-coronavirus-news/2089-pifbdga-advice-on-pet-grooming>
- vii. Visit My Farm
<https://www.visitmyfarm.org/component/k2/339-industry-code-of-practice/339-industry-code-of-practice>

APPENDICES

A) Visitor Clearance Protocol

Process for:	Visitors Clearance Protocol – Communicable Disease outbreak	Date effective from:
To:	Minimise risk of exposure to staff, students and to visitors	
Which applies to:	All staff, contractors, volunteers and visitors (including Ofsted)	
Implementation:	This protocol will be implemented / withdrawn through specific instruction of the CEO of Education Partnership North East	

Please note: Visitors will be refused entry / access to the College, if this process has not been followed.

