

10<sup>th</sup> September 2020

Dear Families

We are delighted to see the return of all young people and our systems are working well to minimise risk and keep everyone as safe as possible.

In this letter, we would like to communicate to you what will happen if we have a suspected or confirmed case within college. We are hoping this will never happen, however, it is important everyone knows the procedures that we have to follow.

### **Unconfirmed Cases**

- If there is a child or member of staff showing symptoms of COVID 19, they must stay at home and order a test.
- If they develop symptoms within college, the staff or young person in question will go home immediately to self-isolate and immediately request a test.
- If a member of staff or young person has been in 'direct contact' (see definition below) with a confirmed case, they will be asked to quarantine for 14 days. If they develop symptoms within those 14 days, they must order a test.
- Whilst we are waiting on any results, the Trust will take extra precautions and anyone who has been in contact with the suspected case in the last 48 hours will be asked to limit their movement around college until the test results are received.
- If any household members are showing symptoms, your child must not come into college until the test results have come back for that household member. If the test comes back negative, your young person can return, however, if it comes back positive, they must quarantine for 14 days.

### **Confirmed cases**

- If a member of staff or young person tests positive for COVID-19 they will isolate at home for 10-days from the beginning of their symptoms and all those who have had contact with them in the previous 48 hours must also isolate for 14 days. This will include their class bubble and transport bubble. In this case, we would contact all parents/carers to inform them of the situation. Staff or young people (who had tested positive) can return after 10 days as long as they have been free of a fever for 2 days. The staff and young people who were in contact can return after 14 days.

- If we have any confirmed cases within the Trust, we will liaise with Public Health England and our local Health Protection Team.

If a young person has to quarantine for 14 days because they have been in contact with a confirmed case, work will be provided for them to complete.

It may be the case that if staff levels become too low due to staff absence (through being symptomatic of COVID 19 or having to isolate due to being in contact with someone who has tested positive) we may have to temporarily close part or all of the college. This will be a last resort and we will contact all parents if this is necessary.

### **What are the symptoms?**

- A high temperature – this means you feel hot to touch on your chest or back.
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

### **What is direct contact?**

- Direct close contacts includes face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
- Proximity contacts includes extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- Travelling in a small vehicle, like a car, with an infected person.

Thank you for your continued support.

Kindest Regards



Mrs L. Greig  
(Interim CEO)