

ECC Protocol for Prevention of COVID-19 Transmission

Entry Requirements for Visitors to ECC

1. Campus entry will be restricted to ECC staff and students. Any visitors must be agreed by the Principal or Deputy Principals prior to arrival. Meetings should, wherever possible, be taking place remotely and only essential face to face meetings held with strict social distancing measures in place. The College will only allow essential visitors on to the Campus by prior appointment.
2. We would like to discourage parents and carers from dropping off their child on the College site. Only Year 12 students should enter the site through the Main entrance in the Telfer. Should you absolutely need to drop your child off please check which room your child is due to be in:
 - i. Vulnerable/keyworker children should go directly to Hall 4 through Gate 4, washing their hands on their way
 - ii. Year 12 students should sanitise their hands in the Telfer Main Reception and then wait outside the Telfer picnic benches to be called by their teacher
 - iii. Year 10 students being taught in the Turner should arrive at the main entrance to Green Close or the top gate to Green Close depending on which end of the Turner their session is being taught. They should queue outside the block before being called in by their teacher.
 - iv. Year 10 students being taught in the new Maths block should enter the site by the gate off Withycombe Road and await their teacher at either end of the new Maths block. Students being brought in by car should drop off in the tennis centre.
3. A completed student declaration form must be completed by parents/carers for every student before returning to school and a new one completed if they are returning after self-isolation.
4. Students are not permitted to enter the campus if they (or any member of their household) have any symptoms of Covid including, fever, cough, sore throat, headache, myalgia, diarrhoea, nausea, loss of taste or smell. If you have those symptoms you should stay at home, self-isolate and follow Government guidelines regarding testing.
5. If possible, parents and carers should check their child's temperature each morning before school. If the recorded temperature is 37.5 °C or above, children should remain at home and College contacted.
6. Staff and students may wear face coverings on the school site should they wish. However, any facemasks they use must be taken home and not disposed of on the College site. Please be aware some staff may choose to wear face masks or visors.
7. Staff and students should apply hand sanitiser on entry to the building (alcohol-based hand sanitiser will be provided). Hands should be washed with soap and water on entry to the College.
8. All external visitors to the campus will be required to read and sign a Visitor Declaration Form
9. Visitors to the campus may choose to wear a face mask, however, must disinfect hands with an alcohol-based hand sanitiser and not use their mobile phone on site.
10. Visitors who have recently displayed any of the symptoms associated with the Covid-19 coronavirus (fever, cough, sore throat, headache, myalgia, diarrhoea, nausea, loss of taste or smell) will not be permitted to enter the school campus.

Safety Precautions on Campus

1. All staff, particularly teachers, will regularly remind children to follow the standard recommendations to reduce exposure to, and transmission of, the Covid-19 coronavirus (hand-washing, hand-sanitizing, social distancing, potentially wearing a face covering etc.) However students will also be able to take responsibility for ensuring appropriate social distancing, particularly on the way to and from College.
2. Everyone on campus will wash hands in the following situations:
 - after coughing or sneezing
 - before and after eating
 - before and after drinking
 - after break
 - after using the toilet
 - after sports
 - after physical contact with others
 - after returning from outside the classroom
3. Staff and students may choose to wear face coverings in communal spaces when on campus.
4. Each teaching block will have one designated toilet block. Students must not use any other toilets across the campus and must dry the taps and sink using a paper towel after use. Hand washing guidance can be found [here](#) but should be conducted with soapy warm water and last for at least 20 seconds to include the wrist, thumbs and fingernails.
5. Learning areas will be set up to maximize physical distancing. Students will be asked to queue up 2m apart from each other at the start of each session. Their places will be marked on the floor and this distance should be maintained as they enter the block. Students should follow staff instructions at all times. The number of students in any block at any one time will be limited to 35 for the Telfer, Turner and new Maths block. Students should not move around the site and cross into different areas which have been cordoned off.
6. Fire muster points have also been marked to reflect social distancing with new muster points for the blocks now being used. Staff should make students aware of these changes.
7. All PE lessons will take place outside. Because PE classes require physical activity, PE teachers will consider the level of aerobic or anaerobic class activity and use discretion to determine if students should remove any face coverings if they are being used.
8. Staff or students who display any of the symptoms associated with the Covid-19 coronavirus (fever, cough, sore throat, headache, myalgia, diarrhoea, nausea, loss of taste or smell) will be removed from the session and taken to the Grange to be isolated and parents/carers contacted to pick their child up as a matter of urgency.
9. All frequently touched surfaces will be cleaned with anti-bacterial wipes/appropriate cleaner throughout the day by cleaning/caretaking staff.
10. All classrooms will be ventilated during school hours. Staff and students should ensure that they do not share any equipment – students should bring their own pens, pencils etc. Afternoon sessions will either use a different classroom or desk to the morning session.
11. Water dispensers will remain connected, but students should bring their own bottles and students should wash or disinfect their hands prior to using the dispenser tap.
12. All field trips, sporting fixtures and residential trips will be cancelled until further notice.
13. All events with external guests or visitors will be cancelled until further notice.

14. Information posters will be displayed in prominent locations to provide guidance to staff, students and visitors.
15. Social time will be restricted or staggered to avoid groups of students being near each other.
16. Students who travel into College on the school bus will need to go to the Key Stage 4 study centre before or after their session.
17. If staff or students feel that any protocol is not being followed in a consistent way or are concerned about any issues regarding their safety, they should report that as soon as possible to an appropriate adult or their line manager. Depending on the nature of those concerns this may be able to be solved locally within the department or require an input from a senior member of staff or Governors.

Student meals

1. For key worker and vulnerable students packed lunches will be provided for those that request it. For other students the canteen will remain closed until further notice.
2. When the canteen reopens seating will be organised to minimise face to face contact during mealtimes.
3. To avoid multiple students touching the same utensils canteen staff will issue eating utensils.
4. Cafeteria staff may take additional precautionary measures such as wearing face masks and latex gloves.
5. Students will need to bring personal water bottles to school

ECC Protocol for Confirmed or Suspected Case of COVID-19 Coronavirus

A: Confirmed Case

If a member of the school community, who has been physically present on the school campus, has tested positive for the COVID-19 coronavirus, the school will contact Public Health England (PHE) and the Local Authority (LA) for further advice. This call can only be made by a member of the Senior Leadership team and should include calling Margaret Turgoose, Chair of Governors. Upon receiving advice from PHE and/or the LA the risk assessments and protocols will be reviewed, and modifications put in place as required.

B: Close Contact

Any ECC student or family member who has been in close contact with someone who is a confirmed case, should alert the College and use the 111 online coronavirus service or call 111. Do not go to places such as a GP surgery, hospital or pharmacy.

C: Potential Contact

Any ECC student or family member who has been in close contact with a person who has been in close contact with someone who is a confirmed case should alert the College and not attend the College for 14 symptom-free days.

D: Possible Contact

Any ECC student or family member who has not knowingly been in close contact with a suspected case, but is experiencing symptoms including fever, cough, sore throat, headache, myalgia, diarrhoea, nausea, loss of taste or smell should remain at home, use the 111 online coronavirus service or call 111, call the College and self-isolate for 7 days from when their symptoms started.

Please be aware that if you are contacted by the Test, Trace and Isolate team you must follow their advice and inform the HR team at College of your situation.