COVID RESPONSE

1. PURPOSE

To have oversight and management of Covid cases in order to fulfil our duty to report to LA, PHE and the DfE but also to enable the education of our learners to continue throughout the pandemic.

A. Outline processes for

   i. Learners and staff to record absences due to Covid
   ii. Learners who present with Covid symptoms whilst in college
   iii. Identifying and informing contacts following a positive case
   iv. Responding to enquiries and questions from our stakeholders regarding Covid 19
   v. Linking with curriculum, employers and support services to ensure the learner experience during an isolation is relevant and of value.
   vi. Ensuring we meet government and local authority data returns when required

2. RECORDING OF CASES

Information regarding absences due to Covid may come from many channels. All cases that involve learners with direct symptoms, living with those with symptoms or identification as a close contact through track and trace should be recorded via the covid@wvr.ac.uk email address. This will enable all cases to be assessed on an individual basis and recorded centrally.

In order to assist with this if a learner does not meet the following criteria then please explain they should return to college ***INSERT HYPERLINK** . If a learner appears to meet the criteria to isolate please refer the via covid@wvr.ac.uk so a more thorough assessment can be conducted and appropriate advice given

It is essential that all potential cases are tracked centrally to allow WVR to monitor cases and assess potential outbreaks.

insert flow charts

The Covid Response Team (CRT) will monitor the covid@wvr.ac.uk email inbox and will respond to stakeholder queries and log absences on EBS (*see ***** logging of absences*)

If a learner is required to isolate then this will be recorded in registered with an "I" and an email and Promonitor comment will be sent to the curriculum team and

progress coach associated with the individual learner. The learning faciliator will also be alerted if they have linked themselves to the learners course. *** check ALS if LF s change are LSOs linked to all EHCPS? What is process LFs to communicate and share info with LSOs and LB?

The 'Isolation: I" mark n the register cannot be overridden. If a learner appears in class with an 'I' mark please ********

Staff members who feel they themselves may have Covid symptoms, have been identified as a close contact via track an trace or live with someone who has developed symptoms must report these to hr@wvr.ac.uk as well as informing their line manager. Human Resources will advise you what actions you need to take and will maintain regular contact where necessary.

3. LEARNERS WITH SYMPTOMS IN COLLEGE

If a learner presents with symptoms whilst in college then in a calm manner socially distance them from the rest of the group (eg outside the classroom) and summon a first aider through the usual channels.

The first aiders are all Covid aware and have access to the necessary PPE if required. The first aider will escort the individual to an isolation room and assess if they require to self isolate, If the instance is believed to be covid related the first aider will log this with so the Covid team can contact parents or next of kin to arrange collection or if not possible to arrange a taxi.

4. POSITIVE CASE IDENTIFIED

If a learner confirms that they have tested positive for Covid-19 then the CRT will convene and assess the scope of the disclosure. Critical Incident Management Team will be informed by the Covid Lead if the positive case has a large impact on the student population and if decisions may need to be made to collapse bubbles.

Information gathering before this meeting will include

- Report of registers, who has been in same class bubbles -MIS Report(*checked and confirmed as accurate by Lead*)
- Report on buses if applicable -NM to contact Warrington Own Buses(*checked and confirmed as accurate by lead*)
- Transcript of questionnaire- were any other individuals identified – EBS (*checked as sufficient by Lead*)
- Staff report, which teaching staff , PC, LF, technicians etc may have had contact - HR *(Checked by lead)*

- Communication requirements -Marketing (*Confirmed by Lead and NN*)
- Identification of learners that have an additional learning need- MIS Report
- Identification of LAC/CL or learners with an allocated Social Worker- MIS Report
- Learners without digital access? MIS Report and Directors input

If timely, the COVID Lead will gain advice from the DFE helpline and/or the local authority on the situation.

The Critical Incident Management team will meet and review the proposal of the Covid lead on close contacts and decisions regarding student and staff isolations.

Following decisions made at CIM, HR will inform and liaise with staff members affected. HR will also inform CM and AP of staff absence due to Covid with their expected return date.

The COVID Lead will direct the team to contact and inform learners (and parents for those aged 16-18) regarding isolation periods agreed at CIM.

If identified close contact learners are in college at this time then the team will need to remove them from classes (via timetable search) and arrange for them to be collected. As these learners will not be displaying symptoms they do not need to be sent to the isolation room but will be asked to wait in socially distanced setting eg. Crescent or outside the building, until they can be collected. All learners aged 16-18 will need parental consent that they can leave campus to travel home independently or will need collecting. This must be logged on Promonitor. If a learner cannot be collected for any reason then the Covid Lead will need to be informed to authorise taxi payments. Parents will still need to be contacted and permission recorded on Promonitor.

All of the COVID response team will be provided with a prompt sheet to assist in the communications with learners and/or parents.

When all learners/parents have been contacted directly the Covid Lead will authorize the standardized letters for close contacts and non contacts to be sent out. Website updates will need to be authorized by NN.

Confirmed list of contacts is shared with MIS who will update EBS with relevant isolation marks and automatic alerts to teaching staff, CM and PC.