



**ST DOMINIC'S  
Sixth Form College**

**Updated guidance for the full reopening of St. Dominic's Sixth Form College  
August 2020**

**Context**

The expectation from central government is that all students across the country will return to full time schooling from September 2020 following the national closure on March 20<sup>th</sup>. At St. Dominic's, the plan is to reopen with a normal timetable in place following an extended enrolment period but with a number of differences in place that are outlined below.

**The Risk Assessment and Re-opening Plan**

The Governing Body approved both the Risk Assessment and the Re-opening Plan at a special meeting in early June. Since then further advice and guidance has been published as the national picture has emerged although most of the initial guidance has remained the same. The COVID sub-committee of the Governing Body, comprising the Chairs of each governing body committee, has approved this additional guidance.

The guidance from the Government has been updated throughout the summer. The most recent guidance for the reopening of Sixth Form Colleges and FE Colleges was published on July 15<sup>th</sup> and can be read here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

The most recent guidance for the reopening of schools was published on August 7<sup>th</sup> and can be read here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Both documents are similar in content but make specific 'sector references' throughout. Specifically, they highlight 5 sections which cover the following:

1. Staff/Students displaying Covid symptoms
2. Infection management, including hand washing, respiratory hygiene and facial coverings
3. Cleaning of the College site
4. Engagement with the local Test and Trace system
5. Consideration as to how to socially distance between those in College and minimise potential for contamination so far as is reasonably possible

The existing Risk Assessment covers the above in detail and all staff should re-read the original documents sent in June before returning to work on August 24<sup>th</sup>. Additionally, here are some updates/reminders for staff that are applicable from the start of the new term.

## **If you are ill with Covid symptoms.**

The guidance states the following:

*If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).*

*If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.*

To prevent transmission, if you are ill, showing signs of Covid as noted above, you should stay at home, seek medical advice and alert the local NHS Test and Trace service. You should notify the Principal via email immediately you are diagnosed Covid+. It is advisable to read the 'stay at home' guidance for households.

## **Infection management, including hand sanitising, hand washing, cleaning work/desk spaces, respiratory hygiene and facial coverings**

There are hand sanitising stations around the College site which will be regularly filled throughout the working day. Staff are also advised to have their own hand sanitiser with them.

All members of the College community must wash their hands regularly throughout the day, in accordance with the guidance here:

*Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Colleges must ensure that students clean their hands regularly, including when they arrive at college, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.*

All classrooms have disinfectant sprays for students to wipe down their desk space at the end of each lesson. Teaching staff should allow time at the end of each lesson to ensure this happens. Teaching staff should alert Edel O'Brien, Housekeeping Supervisor if their spray bottles are running low on disinfectant. Students will be told to have their own disinfectant 'hand-wipes' with them as an additional precaution.

All members of the College community should be mindful of practising good respiratory hygiene, adhering to the following advice taken from the current guidance:

*The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.*

There is additional signage around the site to promote good respiratory hygiene.

The guidance on face coverings is less specific but, at St. Dominic's, students **will be required** to wear a face covering when inside the building, including during lessons. Students who are exempt from wearing face masks for medical reasons should report this to a member of Student Services in order for their college records to be updated. All staff will need to support this by reminding students to 'put their masks

on' as and when required. Staff will need to decide on whether to wear visors or masks or both in combination.

Additional signage has been prepared to remind all members of the community to adhere to the guidance as prescribed above.

### **Cleaning of the College site**

The College has been cleaned throughout the summer and a contract team have been in during the week of August 17<sup>th</sup> to fumigate the entire site.

The daily cleaning schedule will be enhanced from the start of the academic year and Edel O'Brien, Housekeeping Supervisor, is available on email should you have any specific cleaning requests or concerns. Additional staff will be working throughout the day, focusing particularly on toilets and bathroom areas.

The COVID Working Group will monitor and review the College cleaning schedule on a weekly basis.

### **Engagement with the local NHS Test and Trace**

It is incumbent upon all staff members to understand the local NHS test and trace system. The current guidance is clear and states the following:

- *self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)*
- *book a test if they or their child are displaying symptoms. Staff and students must not come into the college if they have symptoms, and must be sent home to self-isolate if they develop them in college. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit*
- *provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace*

*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.*

The College will support staff and students with this process. Staff will be paid as normal if they are required to self-isolate.

### **Social distancing in and around the College site, as far as is reasonably possible**

A one-way system around the site has been installed using signage and arrows. Staff and students will be required to follow this accordingly. As a trial, students will be dismissed using the rear gate of the College at 3.20pm, rather than the Mount Park Avenue entrance.

Offices have been prepared with social distancing measures installed throughout the site. Staff should be mindful of being in close proximity with one another in offices and may wish to wear a face covering whilst working within their office space. Offices should be kept ventilated.

A and T staff should be mindful of being in close proximity with their colleagues and with students. Staff should take suitable personal precautions to maintain suitable social distancing.

Staff and students should avoid face to face contact at close quarters. Rooms should be ventilated and staff are responsible for this themselves. A 1 metre+ distance should be maintained in classrooms wherever possible. The LLC and Study+ centres will be operating on a limited basis at the start of the academic year and this will be reviewed as the term progresses.

There should be no physical contact, hand-shakes, hugs or kissing.

Meetings in offices should be limited and ideally by appointment only.

Generally, a distance should always be evident between staff and students as well as between staff members themselves. Other meetings with parents/other non-College officials should be conducted by telephone or online.

At the start of the academic year there will be no whole year group assemblies and a decision will be made about the Core RE programme in mid-September. A decision about Mass on a Friday will be made once the academic year is underway. Activities may not happen, meetings will be limited and there will be no staff briefings other than the meeting at the start of the academic year. Alternative methods of communication will be made.

It may be desirable for some staff to continue to work from home for a period of time.

#### **Additional points to note.**

1. **Staff Risk Assessments.** All staff members will be offered the opportunity to complete a personal risk assessment
2. **Over the summer the 'thumbing in' boxes** have been replaced across the site with card-readers. This will mean that the student id cards will be required to register into classrooms and pay for food at the canteen
3. **A limited food service** will be in place for the first half of the Autumn Term – sandwiches and cold snacks only. This will be kept under review as the national picture develops
4. **In the event of another lockdown** or local closure, the College will revert to an online timetable and this will be developed at the start of the academic year in conjunction with the Academic Board.

The return to site will be daunting for our Year 2 students and they will need support and, for our new intake, we will need to help them get back into the 'routine' of daily education in an environment that is very different to before.

The COVID Working Group will meet on the following dates and will be chaired by Tom Colgan: August 25<sup>th</sup>, September 1<sup>st</sup>, September 8<sup>th</sup>, September 22<sup>nd</sup>, October 6<sup>th</sup>. Dates will be agreed for after the October Half Term at a later point.

#### **Conclusion**

The new term will be challenging but it will be good to have some sense of routine and normality back to working life. Our priority as a College is to ensure everyone feels safe, secure and that everyone can work and study in a 'worry free' way. Please be aware that this is a fluid situation and subject to changes as we

adjust to the 'new normal' If you are concerned or worried by anything or think that we are missing something as term begins, or have any ideas of suggestions please email Tom Colgan directly. I know that we are a good team and that we will support each other in the days and weeks ahead.

**Andrew Parkin**

**Principal**

**August 13<sup>th</sup> 2020**