

# COVID-19: outbreak management plan

Preston College

**PRESTON**  
COLLEGE

PROUD TO PROVIDE **EXCELLENCE** IN  
TECHNICAL EDUCATION AND TRAINING

<b>Approved by:</b>	Executive Leadership Team	<b>Date:</b> 6 <sup>th</sup> September 2021
<b>Last reviewed on:</b>	6 <sup>th</sup> September 2021	
<b>Next review due by:</b>	31 <sup>st</sup> October 2021	

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## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [operational guidance for further education](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the college. Actions will be considered when either of the following thresholds are met:
  - There are 5 positive cases amongst learners or staff who are likely to have mixed closely within a 10-day period
  - 10% of learners or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

## 2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Lisa Keegan, Health & Safety Officer, will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or directly to the public health team at Lancashire County Council (LCC).

## 3. Testing

If recommended, we will increase the use of home testing by learners and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our college, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing, the following arrangements will be put in place:

- Learners and staff will be encouraged to attend the onsite facility as soon as practicable, twice per week or any other time interval advised by local public health team

- › The Balcony space on the first floor above the Food Court will be used for testing
- › All learners and staff will be recommended to attend onsite testing, but cannot be compelled to do so
- › Any positive cases will be contacted immediately and required to return home, isolate and arrange a confirmatory PCR test
- › Staff contacting the positive case must wear appropriate PPE, a face mask is likely to be sufficient unless any closer physical contact may occur
- › Staff or learners required to leave the college should not use public transport, rooms to wait will be made available if this means that anyone will need to wait for a lift
- › Any rooms used for this purpose will be cleaned thoroughly afterwards

## 4. Face coverings

If recommended, learners, staff and visitors who are not exempt from wearing a face covering:

- › Will be asked to keep on or put on a face covering when arriving at college and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas (this will already be in place at the start of term as an additional safety measure until further notice)

and:

- › Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

## 5. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in college or arrangements for home working or learning.

## 6. Other measures

Parents, carers, learners and staff will be informed promptly about the introduction of control measures. This will be done via email, text message and letter once a decision has been made. Full details will also be published on our website and highlighted on social media.

If recommended, we will limit:

- › Residential educational visits
- › Open days
- › Transition or taster days
- › Parents/visitors coming into college
- › Live performances

If recommended, we will reintroduce:

- › Bubbles, to reduce mixing between groups

## 7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### 7.1 Eligibility to remain in college

If restrictions are recommended, we will stay open for:

- › Vulnerable learners

- › Children of critical workers

## **7.2 Education and support for learners at home**

All other learners will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that learners would receive in college, as outlined in our remote working plan.

The college will continue to provide meals or lunch parcels for learners eligible for benefits-related free meals while they are not attending college because of COVID-19 isolation guidelines.

Payments to cover the costs of meals provided in this way will be made into nominated bank accounts.

## **7.3 Safeguarding**

We will review our policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

Full contact details will be published on our website of who to contact and the best means of doing so.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable learners are absent, we will:

- › Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- › Encourage attendance
- › Ensure vulnerable learners can access appropriate education and support while at home
- › Maintain contact, and check regularly that the learner is able to access remote education provision