



# Campbell Harris College

## Covid-19 Health and Safety Policy

Written: June 2020

Reviewed: Sept 2020

Next review: Jan 2021 (or as required by changing circumstances/government guidelines)

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This policy details the procedures and best practices introduced in light of the Covid-19 pandemic in order to continue to teach “face-to-face” in the college environment.

Campbell Harris specialises in small class learning and so is in a good position to minimise any close contact between members of the college community. However, in line with Government Guidance<sup>1</sup> Campbell Harris has introduced hygiene best practice and college procedures to prevent the transmission of the virus and ensure the safety of students and staff. These involve dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). To embed the “new normal”, staff and students will be given a copy of this guidance document.

The new procedures include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the college
- if a student or staff member tests positive for Covid-19 having previously been in the college, that individual will be required to self-isolate for 14 days per the government guidelines and the college will be deep cleaned.
- cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Hand sanitiser is widely available in college.
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- regular cleaning of workstations and desks by all staff members
- minimise unnecessary contact time
- promoting social distancing in the classroom – the rooms will be re arranged so that there is 2m between all students and staff where possible but in all cases greater than 1m
- staff and students will be reminded of the need to minimise risk as a college community, and to adhere to social distancing at all times.

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<sup>1</sup> <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

# College procedures and hygiene “best practice” during Covid-19 social distancing

In general, as a community we need to try to be aware of ourselves and others in order to come to college, participate in lessons and teach and study as normally as possible. The overall rule of behaving as if you have covid-19 and want to do as much as possible to minimise the chances of passing it on will do much to help. Candid communication is also key. However, the college does now have more specific guidelines in place:

## 1. Moving around the college

- i) On entry to the college use the hand sanitiser at the top of the entry stairs
- ii) There are additional hand sanitiser dispensers located on each floor
- iii) Your temperature will be checked by one of the office staff on entry
- iv) If someone is passing you on the stairs or in a corridor, please use common sense to avoid if at all possible being within 2m of that other person
- v) Only come to the office if absolutely essential and if you do, of course maintain social distancing. Max capacity of non-office staff is 2.
- vi) The kitchen is closed. Drink facilities will be available in each classroom.

## 2. In the classroom

- i) When you get to the classroom, knock to ensure no one is trying to leave as you enter
- ii) In the classroom, the furniture has been arranged to minimise as far as possible students and staff being in close proximity. Please try to ensure that you support this. Where possible, desks will “face forward”.
- iii) The only formal break in the day is 30 minutes for lunch 13:30 – 14:00. To avoid contact around college the students will only be allowed to leave the lesson for loo breaks.
- iv) At the end of each lesson the staff member and students will clean with sanitiser the surfaces that have been used (desks, chair tops, door handles etc)

## 3. Homework

Students will scan and “hand in” solutions/responses by email (where a “hand-in” is relevant).

## 4. Equipment & Books

- i) More than usual, it is important for students to come prepared for the lesson as it will not be possible to lend out “spare” books or equipment (rulers, calculators etc)
- ii) If staff require laptops (ie cannot bring their own), where possible the staff member will have an allocated laptop to minimise sharing.

## 5. General Hygiene

- i) Please continue to clean your hands more than “usual”, washing them thoroughly for 20 seconds with running water and soap and drying them thoroughly, or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Hand sanitiser is widely available in college.
- ii) Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach

## 6. Masks<sup>2</sup>

- i) Masks must be worn in the common parts of the building.
- ii) Once in the classroom, and at a distance of 2m from other members of the class, masks can be removed

## 7. Developing Covid -19

- i) If a staff member or student has been tested positive for the virus
  - if that person has only been in 1-2-1 lessons and had **zero contact** with any other member of the college, then the student and teacher should self-isolate for 14 days in line with government guidelines
  - if that person has been in group classes then the Principal will assess the situation. A worst-case scenario could see the college shut for 14 days and the college has provision to run the timetable remotely in that case.
- ii) If either a) a family member of a student or member of staff tests positive, or, b) a student or staff member is required by the government to self-isolate due to “contact tracing”, then
  - if the CH member has no symptoms, they should alert the school and self-isolate for 14 days in line with government guidelines
  - if the CH member subsequently tests positive, the college must be informed immediately, and the Principal will assess the situation based on the timeline and possible in-college contacts
- iii) If a staff member or student goes abroad and returns to find government isolation rules in place for returning from the area they have been, they must self-isolate for 14 days in line with government guidelines and alert the college.

**NB – if the student or staff member is required to self-isolate per any of the scenarios above, assuming they feel well enough to do so, the teacher can teach remotely and student join lessons remotely by Zoom**

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<sup>2</sup> Some individuals are exempt from wearing [face coverings](#). This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate