



# Coronavirus (Covid-19) Safety Policy

Policy Ref: TMP55v2

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

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**Signed**

**Date** 25 Sep 2020

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## Record of Changes

Version	Issue Date	Changes	Initials
v1	5 Sep 2020	Initial issue	JM
V2	25 Sep 2020	Updated procedures for face masks	JM

**Date of Next Review:** Following significant change in Government Guidelines, or October Half Term 2020 (whichever is soonest)

## Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

## Scope

This Policy document summarises the approach of TMP College in respect of protecting staff, learners, visitors and other parties from the potential harm resulting from the Coronavirus (Covid-19) infection.

The actions which TMP College has taken to minimise the risk of Covid-19 in College are set down in this document, in accordance with the current requirements of Government at the time of writing this Policy.

This document also exists to act as a source of information and guidance for staff, learners, visitors and other parties.

## Current, Relevant Guidance

This Policy has been developed by carefully following the guidance issued by the UK Government, Public Health England (PHE) and the Health and Safety Executive (HSE).

The policy strives to comply with all guidance and other regulations which are current as at **25<sup>th</sup> September 2020**. See Appendix A for links to the latest relevant guidance.

It is anticipated that the policy and associated risk assessment will be updated regularly as relevant guidance is updated.

## Introduction

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

The virus seems to be transmitted mainly via small respiratory droplets through sneezing, coughing or when people interact each other for some time in close proximity (more than 15 minutes). Droplets can be inhaled, or they can land on surfaces that others may come into contact with, or who can get infected when they touch their nose, mouth or eyes.

The most effective method for control of the COVID-19 virus involves preventing the spread of the disease by dealing with direct transmission (for instance, when in close contact with those sneezing and coughing). This is best achieved by maintaining separation (Social Distancing) from individuals (2m rule), using additional control measures (1m+ rule), or the agreed "Bubbles or Rotas principles", it also includes the isolation of infected individuals (Stay at Home).

## General Approach to Prevention

Based on the latest information, TMP College has developed 10 key controls to minimise risk to staff, students, visitors and other parties. These are all detailed below.

1. Staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities. Students are encouraged to study from home whenever they do not have scheduled on-campus sessions.

Staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities, by agreement with their line manager. Note that this includes any responsibilities, including additional H&S roles such as fire warden or first aider, as well as meetings or training.

Students are encouraged to study from home whenever they do not have scheduled on-campus sessions. They should not attend college on any study day, unless directed to do so.

The College will seek to limit the numbers on campus, in order to facilitate social distancing and reduce close contact.

2. Any staff or students with symptoms must stay at home (including where a family member has symptoms)

Any staff or students with symptoms must stay at home (including where a family member has symptoms) and get a test, as per NHS guidance. NB all staff who work at College are classed as 'Essential Workers' and eligible for priority testing for themselves and their family.

Also see the *Procedure for Student/Staff falling ill at College* later in this policy document.

3. Regular deep cleaning and stringent hygiene measures

The college cleaning team will work to clean surfaces in all areas more frequently than usual; changing work patterns as necessary

All staff and students are encouraged to clean their specific work area, on top of the enhanced cleaning programme.

Work areas and equipment must be cleaned between use by different people.

Timetables to be arranged such that movement of students is limited where possible, and so that cleaning can be completed following each movement of students/staff

Guidance agreed for the use and cleaning of toilets to make sure they are kept clean. Frequently clean and disinfect objects and surfaces that are touched regularly. doors, bannisters, buttons and

anything that is frequently touched, especially if it's touched by lots of people, will need more regular cleaning than normal.

Examples of frequently touched objects include:

- work surfaces like desks, platforms and workstations.
- handles on doors, windows, rails, dispensers and water coolers.
- common areas like toilets, receptions and corridors.
- vehicle handles, steering wheel, seat belts and internal surfaces.
- control panels for machinery, control pads and switches.
- computer keyboards, printers, touch screens, monitors and phones.
- taps, kettles, water heaters, fridges, microwaves and cupboards.

Cleaning stations will be positioned across the college.

New rotas for cleaners in place to cover main college day.

#### 4. Enhanced handwashing and sanitisation procedures

Ensure that all students clean their hands regularly (with soap and running water or hand sanitizer) including:

- When they arrive on site
- When they return from breaks
- When they change rooms
- Before and after eating

Signs and posters will be displayed to remind everyone to practise good handwashing technique or use hand sanitiser from Hand Sanitiser stations that are located across College.

All handwashing facilities equipped with running water, soap and paper towels.

Handwashing facilities provided at entrances and exits, so that everyone can wash their hands when they go into and leave campus (provide hand sanitiser where this is not possible).

Provide hand sanitiser in all key areas, in addition to washrooms and general corridor locations.

Provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands.

#### 5. Promotion of the 'catch it, bin it, kill it' approach to respiratory hygiene

Promote the 'catch it, bin it, kill it' approach. Widespread use of posters in all areas.

Staff to give regular reminders use a tissue, or to cough/sneeze into an arm and avoid touching their faces.

Bins to be placed in each classroom and practical area.

6. Reducing close contact via social distancing (in corridors, classrooms, office facilities and social / study areas etc.) (2 metres and 1 metre plus rules) or (rotas) to further enhance 2m rule where this is possible

Utilise signage both internally and externally to advise everyone to adhere to 2m social distance where this is possible.

All staff and managers are responsible for reminding members of the college community of their obligation to social distance (both on campus and outside college).

Staff can further enhance the 2m rule when possible, by looking at the option to have distinct rotas, different days at work, same teams in different rooms (A group, B group etc)

Where 2m distance is not possible, 1m+ distance is also acceptable, providing additional mitigations are in place. For example, the use of vinyl screens to create a physical barrier between people in reception type areas.

Classrooms where the 2m capacity is exceeded, review campus timetables for change to a larger capacity room. If none suitable, for this specific lesson, staff and students to use face shields and face coverings. All options to be reviewed prior to the next use of the room with this larger group.

People working side-by-side rather than face-to-face, to reduce close contact.

Students all facing forward in classrooms where possible.

Limit movement of people. Timetables to be arranged such that movement of students is limited whenever possible (i.e. vocational classes, students stay in a single room).

During breaks and lunch times:

- Ensure face coverings are worn by all staff and students in common areas.
- Consider using staggered lunch breaks so that different bubbles do not use rest area or kitchen at the same time.
- Encourage the use of outside areas for breaks where possible to provide maximum capacity in internal social areas.
- Seating and tables in welfare/restaurant/social areas reconfigured to maintain spacing and reduce face to face interactions. All face in same direction.

7. Reducing close contact on college transport; using of hand sanitiser and face coverings on college transport

All students to wear a face covering on college transport, exceptions for medical conditions via a formal letter.

All students to comply with the requirements of the transport provider's risk assessment.

8. Reducing close contact by maintaining distinct groups ("bubbles").

Classes to form "bubbles" and therefore not require social distancing while in their classroom.

Teachers are not part of this bubble and must therefore maintain social distancing (as per 6).

Outside of the classroom, students do not remain in their bubble and must therefore adhere to social distancing (as per 6).

9. Testing and isolation arrangements for staff and students:

Should an individual develop COVID symptoms while at college, they should immediately be directed to an isolation room. Face coverings and disposable face shields must be used by a symptomatic individual on route to isolation room.

Cleaning supplies for emergency are stored in the isolation areas and are re-stocked by Cleaning Team.

Isolation area for Pemberton Campus is Ground Floor, small room opposite toilets.

Isolation area for Wigan Campus is Ground Floor, back room.

Bag of key items for isolated party at these key locations.

Signage to be installed on the required doors and direction signage in area to room identified.

10. Protection for vulnerable staff and students:

All staff complete a questionnaire prior to their return to campus; to identify any individual vulnerability or risk factors.

Manager completes individual risk assessment with any relevant staff, to address specific hazards.

Study Support completes individual risk assessment with any vulnerable students (this may be part of initial 1 to 1 student meetings)

## **Face Coverings**

The government is not recommending face coverings are necessary for education settings generally because a system of controls, which are applicable to all education environments, provides additional mitigating measures.

From 28<sup>th</sup> September TMP College will make the use of face coverings mandatory in communal areas such as reception, breakout areas and corridors (all areas outside of classrooms).

Based on current evidence and the mitigating measures that FE providers are putting in place, face coverings will not generally be necessary in the traditional classroom setting, even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including keeping in small and consistent groups, and greater scope for physical distancing by staff within classrooms. Face coverings would have a negative impact on learning and teaching and so their use in the classroom should be avoided.

Where tutors and support staff are unable to maintain 2m distance from students, such as during close support work, face coverings will be worn to provide additional control. Steps will be taken to minimise the amount of time close working takes place and, where possible, this will also take place in well ventilated areas.

Some individuals are exempt from wearing face coverings. For example, people who:

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

TMP College will make available a small contingency supply of face coverings for people who:

- are struggling to access a face covering
- are unable to use their face covering as it's become soiled or unsafe
- have forgotten their face covering

TMP College will not exclude any learner from education on the grounds that they are not wearing a face covering.

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching, including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use
- Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

Students will be instructed to:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin or, where appropriate a recycling bin (if safely bagged and left for 72 hours out of reach)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

## **Guidance Specific to Performing Arts (Music, Music Technology)**

There may be an additional risk of infection in environments where there is:

- singing
- chanting
- playing wind or brass instruments (including harmonica)
- shouting

This applies even if individuals are at a distance.

Singing, wind and brass instrument playing can be undertaken in line with the guidance provided by the Department for Culture, Media and Sport (DCMS) on working safely during coronavirus (COVID-19) in the performing arts:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Studies have indicated that it is the cumulative aerosol transmission from both those performing in and attending events that is likely to create risk. DCMS is continuing to develop a more detailed understanding of how to mitigate this potential aggregate risk. TMP College will regularly check and follow the latest DCMS guidance on the performing arts.

Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place.

TMP College will implement the following mitigation measures:

- Keep students in the same small bands/groups and, as much as possible, avoid students changing bands/groups. Where possible, ensure students use the same rehearsal spaces each session.
- Use rooms with as much space as possible. Rooms with high ceilings are expected to enable dilution of aerosol transmission
- Limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation - advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.
- singing, wind and brass playing will not take place in larger groups such as choirs and ensembles unless significant space, natural airflow and strict social distancing and mitigation as described below can be maintained
- In the smaller groups, such as band settings, we will ensure that band members observe strict social distancing between each singer/player, and between singers/players and any other people such as conductors, other musicians, or accompanists - current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.



- Students should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible
- Use microphones where possible or encourage singing quietly
- Provide disposable wind/pop shields for microphones, or ensure singers have their own, to avoid sharing of microphones.

Measures to be taken when handling equipment including instruments and music technology items, include:

- avoiding sharing equipment if possible
- if equipment has to be shared, making sure there is increased handwashing before and after handling equipment
- regularly cleaning all equipment including shared instruments, desks, sound and lighting equipment, mics or battery packs
- limiting the handling of paperwork, including music scores, scripts and learning materials

TMP College will consider whether there is a need for a live audience. Where it is essential to have an audience, for assessment and teaching purposes, they will be seated in accordance with social distancing. Staff and other students may be able watch rehearsals and performances, but they should avoid cheering or shouting. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

Maximum ventilation will be applied in all enclosed performance areas and both the ventilation and social distancing measures should consider performers and audience cumulatively.

Staff will prepare students for the difficulties of performing without an audience or with a reduced audience, especially if the production is particularly interactive.

### **Procedure for Student/Staff falling ill at College.**

Any Student or Staff Member who displays or develops symptoms whilst on site – new continuous cough, high temperature or loss/change in their normal sense of taste or smell – must be sent home, and must not go to a GP surgery, pharmacy or hospital.

If the person needs to remain on site awaiting collection, then strict isolation measures must be followed to protect the welfare of students and staff. See

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

Affected areas must be well cleaned afterwards.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless:

- they develop symptoms themselves (in which case, they should arrange a test etc.)
- the symptomatic person subsequently tests positive or

- they have been requested to do so by NHS Test and Trace

The person displaying symptoms must then follow this guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

,which includes:

1. Arrange to have a test to see if they have Covid 19. Education workers are classed as essential workers and have priority. See guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
2. Self-isolate (stay at home and not leave the house) for at least 10 days or until a negative test is confirmed.
3. Alert the people who you do not live with and that you have had close contact with over the last 48 hours to let them know that you might have COVID-19 but are waiting for a test result. At this stage, those people should not self-isolate.
4. All household members must stay at home and not leave the house for 14 days or until a negative test is confirmed. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken.
5. When self-isolating, it is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

The person (staff or student) must notify College of the results of the test immediately.

If the test is negative then:

1. If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until they are better.
2. Other members of their household can stop self-isolating.

If the test is positive then:

1. follow the guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

and continue to self-isolate for at least 10 days from the onset of their symptoms and then return onsite only if they do not have symptoms other than a cough or loss or change in sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they

still have a high temperature, they should keep self-isolating until their temperature returns to normal.

2. Other members of their household should continue self-isolating for the full 14 days.

If TMP College is notified of a positive test of Student or Staff member then College must contact the local health protection team (<https://www.gov.uk/health-protection-team> )

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Based on the advice from the health protection team, College must be prepared to send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The local health protection team will provide definitive advice to the College on who must be sent home. To support them in doing so, College must keep a record of students and staff in each group.

## **Appendix A: Useful Links**

The following links are all current, as at 25<sup>th</sup> September 2020:

<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>

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

<https://www.gov.uk/government/publications/face-coverings-in-education>

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>