**COVID-19 - Procedure for management of infectious disease – V1.3**

Managing the risk of COVID-19 in ATTFE and preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). Detailed risk assessments and control measures have been implemented to achieve this.

However, it is imperative that we maintain the safety of all learners and staff by minimising contact with individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend ATTFE and risk the spread of infection. This is achieved by raising awareness and maintaining contact with stakeholders regarding the wellbeing of learners.

Where this is not possible, steps must be taken in the event of a learner or staff member developing symptoms of COVID-19 while attending ATTFE. The following are the key indicators relating to the illness and should be treated seriously and acted upon immediately:

**Main Symptoms**

The main symptoms of coronavirus are:

* high temperature – this means you feel hot to touch on your chest or back
* new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

Academy Transformation Trust has completed detailed risk assessments for all of our sites to minimise the risk of learners developing corona virus.

**Steps to follow should a learner or member of staff show symptoms**

If a learner shows any of the symptoms associated with COVID-19 the following steps must be followed:

* If a learner/staff member shows any symptom of COVID-19, no matter how small, they must be immediately isolated from the main group they are in.
* Staff members and Adult (19+) learners will be advised to immediately return home.
* Learners aged 16-18 will be moved to an isolated room/area where they will not come into contact with others and are supervised at all times. Their parent/guardian will be contacted to arrange immediate collection.
* The relevant member of staff calls for emergency assistance immediately if learners’ symptoms worsen.
* The emergency contacts of unwell learners are informed as soon as possible of the situation by a relevant member of staff.
* The staff member caring for the learner must wear PPE as detailed in the ATT Supply and Use of PPE Procedure.
* While waiting to go home, unwell learners or those showing symptoms of COVID-19 must remain in the isolated room/area where they will not come into contact with others and are supervised at all times.
* If unwell learners and staff are waiting to go home, they are instructed to use different toilets to the rest of the ATTFE learning site/area to minimise the spread of infection.
* The learner should remain in self-isolation until either 10 days have passed since developing the symptoms or they have received a negative test and have no fever. If they still have a high temperature they should remain self-isolating until their temperature returns to normal. Household members should self-isolate for 10 days, or until a negative test result is received (provided they do not also develop symptoms).
* Ensure that in the area they have occupied at the ATTFE site, a deep clean and thorough disinfectant of all areas takes place.
* Anyone who has come in to contact with the symptomatic person will need to thoroughly wash their hands.
* If the learner/staff member tests negative for COVID-19 they can return to the ATTFE site, provided no-one else in their household has developed symptoms.
* Where space allows the room should be closed for 72 hours and the remaining learner group occupy a different area of the ATTFE site.
* Immediately email [covidresponse@attfe.org.uk](mailto:covidresponse@attfe.org.uk) the learner’s name, course code and known details of the situation. This will ensure that the information is correctly logged and recorded.

**Steps following a learner or member of staff with confirmed Cases/Extreme symptoms**

The following steps should be taken if a staff member or learner tests positive for COVID-19 or if a learner shows specific symptoms detailed within this document:

* If the learners condition rapidly deteriorates call emergency services (999) to receive immediate medical care.
* If staff member is in extreme discomfort administer small dose of paracetamol provided consent and allergy information is in place.
* If the learner/staff members test positive for COVID-19 all staff and learners from their bubble group must be sent home to self-isolate for 10 days.
* Immediately email [covidresponse@attfe.org.uk](mailto:covidresponse@attfe.org.uk) the learners name, course code and known details of the situation. This will ensure that the information is correctly logged and recorded.
* SMn will immediately notify DfE helpline number and follow their instructions.
* Isolate the room the learner has occupied for 72 hours and carry out deep clean to area using disinfectant after this time has passed.
* Prior to bringing the space back into use undertake a specialist medical clean using fogging device.

**If a member of a learner or staff’s immediate family test positive for COVID-19 these steps must be followed.**

1. Individual should not come into college.
2. They should contact the college and advise of the situation and remote working /teaching should commence.
3. They should immediately self-isolate for at least 10 days and only return to college if they have not developed any symptoms by that time.
4. If they develop symptoms they should immediately get a test, remain at home and only return if they have a negative test result and no fever. If they still have a high temperature they should remain at home until their temperature returns to normal.

Please see detailed Risk Assessment for control measure in place to prevent spread of infection.

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