

	<ul style="list-style-type: none"> There will be constant communication with cleaning staff about the additional cleaning requirements and additional hours have been agreed to allow for this 		Premises Team AS
Access to College	<ul style="list-style-type: none"> The front car park on Park Road West will be the main entry point for anyone coming into college. All other entries will be locked. Students will be monitored entering/leaving the College to assist with social distancing The entrance gate on the front car park on Park Road West will stay open with a sign to inform all visitors of 'Business by appointment only'. The exit gate will be locked The carpark will be marked out with waiting areas 2m apart All visitors must agree the following statement upon signing-in to College: <ul style="list-style-type: none"> ✓ I am not exhibiting any common flu symptoms i.e fever or cough ✓ I have not had any person-to-person contact with someone has exhibited coronavirus symptoms in the last 7 days. ✓ I have not visited an area where there has been a significant outbreak, such as coronavirus or influenza, in the last 7 days The Reception desk area will be taped to give the requisite distance from visitors and 2 screens will be put up on reception desk. The waiting area will be closed off. All visitors/staff/students will be required to sanitise hands on arrival Students will be expected to remain on site for Phase 1 and Phase 2 meetings with staff. 		Premises Team Premises Team Premises Team Premises Team Premises Team Premises Team
Infection control	<ul style="list-style-type: none"> Contact with individuals who are unwell will be minimised as all staff and students who have coronavirus symptoms, or who have someone in their household who does, will be advised not to attend College and to follow Government guidance regarding self-isolating. Staff should not meet inside the College in groups. Staff can meet outside, on College campus, in groups of up to 6. The kitchen in the staff room will be open for staff to make drinks/heat food and staff must bring in their own cutlery and plates/cups for these purposes. Crockery, cutlery and all utensils must be taken home and washed every day. 		SMT Premises Team All staff

	<ul style="list-style-type: none"> • Only one person is allowed in the kitchen at any time and social distancing measures must be stringently applied in the staffroom. All surfaces touched must be wiped down using materials supplied. • Staff and students are asked to bring in own drinks/flasks/food. A limited selection of self-service pre-packaged sandwiches, drinks, confectionary will be available from the canteen but payment must be made via card not cash. The kitchen staff serving at the till will be protected by a screen and social distancing must be maintained. • There will be a programme of on-going cleaning of frequently touched surfaces using standard products, such as detergents and bleach. • Cleaning staff will be on duty throughout the College day for ongoing cleaning for all areas paying particular attention to door handles etc. • Gel sanitiser, spray, wipes and tissues will be provided in all classrooms, offices and non-teaching work areas and staff and students will be encouraged by signage to follow the 'If you use it-wipe it' principle with anti-viral wipes available in all areas. • Contact will be minimised college-wide by introducing a one way system for corridor traffic wherever possible. Where this is not viable in areas such as the art block or K building, students will be advised to turn their heads when passing other students and to allow as much room as possible. • Corridors will be labelled with floor arrows for direction • Sufficient handwashing facilities are available with sinks in all restrooms in all buildings and these will be cleaned and maintained throughout the day. • Hand sanitiser dispensers will be constantly re-filled across the College and will be available at all water stations. Anti-viral wipes will be provided at all water stations • All staff and students will be directed via signage to: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Guidance on hand cleaning will be regularly reviewed. ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Bins for tissues will be emptied throughout the day 		<p>Premises Team</p> <p>AS (cleaning team)</p> <p>AS (cleaning team)</p> <p>Premises team</p> <p>Premises Team/ Marketing</p> <p>AS (cleaning team)</p> <p>Premises team</p> <p>Marketing team</p> <p>AS (cleaning team)</p> <p>Premises team</p> <p>Premises team</p>
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	<ul style="list-style-type: none"> • All spaces will be well ventilated with doors and windows propped open where possible and safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Suppliers will be contacted to ensure purchase of proportionate supplies of soap, anti-bacterial gel and cleaning products. • Toilets will be cleaned and maintained throughout the day. • The principle of 'If you use it-Wipe it 'will be promoted via signage. • Staff and students will be directed to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe, supplies of which will be maintained in toilet cubicles. Bins will be provided for the disposal of these wipes. • It is noted that there is no need for anything other than normal personal hygiene and washing of clothes following a day in College. 		AS (cleaning team) Marketing team Premises team
Social distancing	<p>Social distancing will be facilitated by reducing mixing within the College by:</p> <p>Corridors</p> <ul style="list-style-type: none"> • Corridor traffic will operate on a way one system wherever possible. • Corridors will be labelled with floor arrows for direction • Where a one-way system is not viable in areas such as the art block or K building, signage will direct students to turn their heads when passing other students and to allow as much room as possible. • Signage will remind staff and students about 2m social distancing. • Signage will direct that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time. <p>Phase 1</p> <ul style="list-style-type: none"> • During Phase 1, LAB slots arranged by appointment will take place in the LAB or in classrooms (K1 and K2) and will be limited to no more than 2 students sat at designated desks with 1 LSA. • Classrooms will be re-arranged so that desks are laid out to allow at least a 2m distance between each student (measured from where they are seated) and the location of staff desk. 		Premises team Premises team Marketing Marketing Premises Team Premises Team Premises Team

	<ul style="list-style-type: none"> • Chairs/desks surplus to requirements to be removed where possible to assist social distancing and reduce physical touch points. • Subject to weather and construction works, there will be limited desks where staff can opt to conduct LAB support sessions in designated outside areas near the staffroom/conservatory. The desks in those areas will be laid out in the same way as classrooms with at least a 2m distance between each student (measured from where they are seated) and the location of staff desk. <p>Phase 2</p> <ul style="list-style-type: none"> • During Phase 2, numbers in any classroom will be limited to 1 student. • Classrooms will be re-arranged so that desks are laid out to allow at least a 2m distance between each student (measured from where they are seated) and the location of staff desk. • Student desks will be sanitised by each student as they leave their review appointment using gel sanitiser, spray and anti-viral wipes provided in all classrooms. The 'If you use it-wipe it' principle will be encouraged by all staff. • Students will wait in the designated waiting area and will be called to each appointment by their teachers/tutors who will send a text message via sapien • It is anticipated that students will generally wait in the designated waiting areas at a designated desk. • Subject to weather and construction noise, there will be limited desks where staff can opt to conduct Review sessions in designated outside areas near the staffroom/conservatory. The desks in those areas will be laid out in the same way as classrooms with at least a 2m distance between each student (measured from where they are seated) and the location of staff desk. <p>Phase 2: Designated Waiting Areas</p> <ul style="list-style-type: none"> • Between review appointments with staff, students will be directed to work in designated waiting areas in 8SQ, the Conservatory and the Sports Hall where they will be based for that day which will be supervised. • Each student will be assigned a specific desk in one of the waiting areas which will be supplied with anti-viral wipes . • Students will bring their own lunch/drinks into College and will eat/drink at their specific desk in their designated waiting area. 		<p>Premises team</p> <p>Staff</p> <p>Premises team</p> <p>Staff</p> <p>Staff</p> <p>Premises team</p> <p>Premises team</p> <p>SMT to organise staffing cover</p>
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	<ul style="list-style-type: none"> Students will be sent a text to their mobile phone via sapien asking them to leave the designated waiting area to attend an appointment with their teacher/tutor. <p>Phase 5: Registration day Sessions</p> <ul style="list-style-type: none"> New students will attend the College for Registration Sessions over 3 days. No more than 100 students will attend each Session and each cohort will be divided into groups of 10. There will be 3 Sessions a day at staggered times that will not over-lap. New students will pass through 8SQ to collect Welcome Packs. This area has been set out to accommodate social distancing measures. New students will enter the Conservatory which has been set out to accommodate a socially distanced queuing system of 10 students per line. Once a line of 10 is complete, the students will be called off by their teachers and taken to either a Hub session or a classroom session. During Phase 5, numbers in any classroom will be limited to 10 students sat at socially distanced desks. Numbers in the Hub will be limited. Students will maintain social distancing in this area whilst they log on to College IT systems. The keyboard, desk and chair will be thoroughly cleaned after each student has logged-on. All staff supervising the Hub and the classroom sessions will maintain social distancing. A limited number of existing student ambassadors will be supporting new students in Registration Sessions and they will maintain social distancing at all times. <p>Photocopying</p> <ul style="list-style-type: none"> Under the College Re-opening Plan, the amount of physical resources that students take home is limited. Where necessary, such resources will be based in the respective classrooms and can be collected by students at their appointments. If photocopying is completed for students by staff, they must collect it from the copier and sanitise their hands before passing it to the student. 		<p>SMT to organise staffing cover</p>
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	<p>Toilets</p> <ul style="list-style-type: none"> • Staff and students will be directed to observe social distancing when using shared toilets. • Where possible, staff and students should use toilets as close to their work areas as possible and to follow social distancing guidelines when moving to and from them. <p>General measures</p> <ul style="list-style-type: none"> • Where possible, staff will carry out any necessary supervision of work side on rather than face on. <p>Use of outside space:</p> <ul style="list-style-type: none"> • Staff and students can use the outside space in the College campus for exercise and breaks during Phases 1 and 2 in socially distanced groups of no more than 6 <p>Travel to College</p> <ul style="list-style-type: none"> • All staff and students will be directed to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required. 		
<p>Clinically vulnerable students - classed as clinically vulnerable due to pre-existing medical conditions</p>	<ul style="list-style-type: none"> • These students will be directed to follow instructions to stay at home during isolation period. • College will maintain remote learning programme and contact via Teams • College will supply materials suitable for continuing education or meaningful work at home. • College will monitor PHE/HMG updates 		<p>Learning Support team</p>
<p>Shielded and clinically extremely vulnerable staff <u>Clinically extremely vulnerable individuals are advised not to work outside</u></p>	<ul style="list-style-type: none"> • Identified staff will rigorously follow shielding measures in order to keep themselves safe. • Staff in this position are advised not to attend work. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable 		<p>HR</p>

<p><u>the home.</u> <u>Advised by</u> <u>clinician or by</u> <u>letter</u></p>			
<p>Clinically vulnerable staff who are at higher risk of severe illness (for example, people with some pre-existing conditions) as set out in the Staying at home and away from others (social distancing) guidance</p>	<ul style="list-style-type: none"> Identified staff to take extra care in observing social distancing and they should work from home where possible. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and this will include a discussion with them whether this involves an acceptable level of risk Staff living with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, can attend the College. Staff with specific concerns about the definition of clinically vulnerable should raise these concerns with SMT and all concerns will be reviewed on an individual basis. 		<p>AMH/JMG</p> <p>AMH/JMG</p> <p>AS</p> <p>SMT</p>
<p>New and/or expectant mothers – deemed clinically vulnerable included in Staying at home and away from others (social distancing) guidance</p>	<ul style="list-style-type: none"> Expectant mothers should work from home where possible. If new and expectant mothers cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and this will include a discussion with them whether this involves an acceptable level of risk Guidance from GP and mid-wife will be followed. High standards of hygiene must be maintained. Staff must inform line manager if circumstances change Staff living with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, can attend the College. Staff with specific concerns should raise these with SMT and all concerns will be reviewed on an individual basis. 		<p>SMT</p> <p>AS</p> <p>HR</p> <p>SMT</p>

	<ul style="list-style-type: none"> Sanitizer stations are located across the College site and will be cleaned and maintained throughout the day. There will be regular cleaning of toilets and supply of hand soap There will be regular cleaning and disinfecting of regularly touched objects and hard surfaces more often than usual using standard cleaning products Students will clean their own computer space if required to use computers during Phase 2 and will clean the desk that they have sat at for review meetings. During Phase 5, there will be enhanced cleaning, with 10 socially distanced classrooms designated for Registration Day Sessions, all of which will be thoroughly cleaned after each Session. During Phase 5, the Hub Team will thoroughly clean Hubs 1 and 2 during the logging-on Sessions with each new student. During Phase 5, all staff will promote the 'catch it, bin, kill it' approach. 		All staff
Contractors on site including New Build project	<ul style="list-style-type: none"> The College will communicate any concerns to contractors and will come up with workable solutions Risk assessments will be required from contractors which include their social distancing protocols. Zero tolerance will be applied to contractors found to be not following PHE social distancing guidelines. <p>New Build and re-modelling works</p> <ul style="list-style-type: none"> Building works may impact on E and F corridor in June 2020 and consequently, there may be no access to this part of the College. In that scenario, teaching staff from E6, E8, F7, F9 (PJ, AHU,PJ,SSC,SRI) will be located in Hub 1 during Stage 2. In that scenario, the tutor team will be located in Hub 2 and MTR Both areas will be re-configured to accommodate 1 to 1 meetings and to maintain social distancing. 	All contractors to use their own entrance into their compound	SMT
PPE requirements Staff teaching well students with no Covid19 symptoms	<ul style="list-style-type: none"> The College will comply with government guidelines Government has advised that there is no need for staff or students to wear face coverings or face masks as a matter of course when in College. Staff or students may make an individual choice to wear an appropriate face covering or face mask. 		AS

working in cohorts	<ul style="list-style-type: none"> All staff will be provided with face masks if they request them and these should be discarded in the bin at the end of the day. Designated First Aiders will be supplied with full PPE including a full visor. Staff and students should maintain regular hand washing with soap and hot water for 20 secs minimum At least 2m social distancing maintained as far as possible 		
Staff providing first aid	<ul style="list-style-type: none"> There will be a Designated First Aider on site at all times during Stage 1 and 2 who will deal with any incidents requiring first aid. The First Aiders must follow updated first aid guidance including training in donning and removing PPE. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures Where possible, First Aiders must maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e can the casualty help themselves, run wound under water, apply plaster? If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> Apron Gloves Fluid Resistant (IIR) surgical mask or face visor Eye protection should be worn if there is risk of exposure to blood and bodily fluids or if available First Aid staff will be advised how to safely don and remove PPE PPE must be discarded in clinical waste First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed. <p>CPR guidance:</p> <ul style="list-style-type: none"> Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If in any doubt about confirming cardiac arrest start chest compressions until help arrives. Call ambulance. If COVID 19 is suspected, tell them when you call 999. If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives See: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first- 		AS

	<p>responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>Further Guidance for First Aiders</p> <ul style="list-style-type: none"> Appendix 2 sets out Guidance issued to all first-aiders 		
Persons developing Coronavirus symptoms whilst on site	<ul style="list-style-type: none"> All staff or students who develop Coronavirus symptoms, however mild, will be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and students attending the College will have access to a test if they display symptoms of coronavirus. Whilst awaiting pick-up, any staff/students will be isolated in Amanda Hoey's office which is the designated separate sanitary area and will be provided with a face-mask. This area and any other rooms used by staff or students who display symptoms of Coronavirus will be left for 72 hours if possible and then a deep clean of those areas will be undertaken. If a member of staff, likely to be a First Aider, has helped someone who was unwell with coronavirus symptoms, they do not need to go home unless they develop symptoms themselves or the student or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Core areas where the staff or student has been in will be cleaned with standard cleaners/disinfectants. 		AS
Building management /readiness:	<p>Working at height</p> <ul style="list-style-type: none"> Operational checks will be carried out on all ladders on site. 		AS
Building management /readiness:	<p>DSE</p> <ul style="list-style-type: none"> All staff should review their workstations after the long absence and advise Alan Smith if any concerns. Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. All staff should carry out the Display Screen Self-Assessment on return to school. If some staff are still home-working check with them that there are no issues with their set-up at home. 		AS
Building management /readiness:	<p>Emergency procedures & lockdown</p> <ul style="list-style-type: none"> The fire evacuation and lockdown plans will be reviewed and any changes shared with staff. 		SMT

Building management /readiness:	Legionella <ul style="list-style-type: none"> • During lockdown, appropriate measures have been put in place to monitor and flush the complete system for all hot and cold water systems (including drinking water) and the water system will be certified as safe before the buildings are reoccupied under Stages 1 and 2. 		AS
Kitchens	<ul style="list-style-type: none"> • Catering facilities will be closed during Stages 1 and 2 • During this period , normal cleaning routines will be maintained. • The kitchen will be deep cleaned prior to reopening before food preparation resumes • All catering equipment will be recommissioned, serviced and PAT tested before the kitchen re-opens. 		AS
Fire systems	<ul style="list-style-type: none"> • Prior to re-opening, the servicing of the fire alarm and emergency lighting will be checked. • A Practice drill will be held to ensure everyone knows their roles and responsibilities and the fire alarms will be regularly tested. • Social distancing on evacuation and at assembly points will be considered • Consider the needs of staff/pupils who require assistance in an emergency and ensure the resources are available to carry this out. 		Premises team AS AS AS
HS Checks	<ul style="list-style-type: none"> • All staff should carry out pre-use visual checks of their classrooms/areas as usual. • Daily visual whole site checks will be carried out 		All staff Premises team
Equipment	<ul style="list-style-type: none"> • Teachers will be required to check their own classrooms to ensure all is in good condition. • Any equipment which has not been used will need inspection, checking smooth operation of opening and wheeling. • Premises team will regularly complete checklists for classrooms (F10 Form) 		Premises team
Security – Opening and locking up procedures	<ul style="list-style-type: none"> • Adequate numbers of key holders familiar have been briefed on how to open/lock up. Set and re-set the alarm • Keys are easily accessible to unlock College gates in the event of evacuation away from the premises. 		SMT
Heating/Boilers	<ul style="list-style-type: none"> • The boilers and heating systems have been serviced through lock down as required. 		AS

Medication	<ul style="list-style-type: none"> • Trained First Aiders will be available to administer medicines and maintain records. • Inhalers and epipens will be available to students if required 		AS
Anxiety and stress returning to work post lockdown	<ul style="list-style-type: none"> • A Cognitive Behavioural Therapist will be on site on 15th-19th June (excluding 17th) June and appointments will be available for staff with Covid related anxiety concerns. • Line managers can meet staff for one-to ones. • Reasonable adjustments will be made if required. 		HR

Appendix 1: College Re-Opening Plan

There are three stages to the programme of learning and support to take effect after the May half-term:

PHASE 1: w/c 8th June 2020 – face-to-face support sessions for SELECTED students

Students who need the most support will be invited into College to meet with a relevant member of our support teams for a LAB session on a 1:1 basis.

PHASE 2: w/c 15th June 2020 – review sessions with teachers for ALL students

These will be run along similar lines to our longstanding Review Days. Each student will be assigned a time slot during which they will be invited to attend College to meet their teachers and tutor. This will be an opportunity to review progress, give support where needed, supply resources and bolster confidence. If a student or teacher was unable to be in College, the appointment would be done via a video call using Microsoft Teams.

Please note that while teachers are conducting these review sessions, remote learning may be reduced in some instances.

PHASE 3: w/c 22nd June 2020 for two weeks – virtual lessons for ALL students

This will be the final two teaching weeks of the year and in addition to the current remote learning, students should expect a minimum of one 45min live lesson for each of their subjects, as well as a tutorial. These will be delivered via Microsoft Teams and full details of how to use this will be shared nearer the time. There may need to be some flexibility, but we are planning that the lesson would take place within a student's current timetable.

PHASE 4: 6th & 7th July 2020 – end of year assessments for ALL students

As there will be no formal end of year exams in College, we are currently planning to have online end of year assessments for each subject. This will give students something to aim for and support their progression to Year 2. Students who have struggled with remote learning at home will have the opportunity to return to College to work with teacher support on these dates with end of year assessments postponed to facilitate this catch-up.

PHASE 5: 6th, 7th and 8th July 2020- Registration Day Sessions

New students will attend a one-hour Registration Day Session with a teacher/tutor to support transition to Sixth Form studies and to facilitate the enrolment process in August. There will be 3 Sessions of one hour each. No more than 100 students will attend each session. They will be organised into groups of 10 and they will remain in that group for the duration of their visit to College. Each group has a staggered arrival and departure time.

New students have been invited

Appendix 2: Guidance for First Aiders for Covid-19

Contact with individuals who are unwell will be minimised as all staff and students who have coronavirus symptoms, or who have someone in their household who does, will be advised not to attend College and to follow Government guidance regarding self-isolating.

During phase 1 and 2 of re-opening designated first aiders will be in place however any first aider may be called upon. It is your responsibility to read and follow the advice and information below and that set out by the government.

Guidance for first responders with symptoms of Coronavirus

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Putting on/removing PPE

As per Gov.uk: COVID-19 personal protective equipment use for non-aerosol generating procedures see:

https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be

[Also see poster below, copies of which will be displayed in the first aid room and Amanda Hoey's office \(AMH – corridor opposite Premises office\)](#)

College specific

See full college Risk Assessment

What	Action/guidance
PPE	Packs kept in First Aid Room and include: Visor

	<p>Fluid resistant Face mask Apron Gloves</p> <p>Clinical waste bin is situated in the First Aid Room</p>
<p>Persons developing Coronavirus symptoms whilst on site:</p>	<p><u>First Aider will be called and person advised to go home</u></p> <p>WHERE IT IS NOT POSSIBLE TO MAINTAIN A 2 METRE OR MORE DISTANCE AWAY FROM AN INDIVIDUAL, PPE SHOULD BE WORN.</p> <p>All staff or students who develop Coronavirus symptoms, however mild, will be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and students attending the College will have access to a test if they display symptoms of coronavirus.</p> <p>Link to getting tested: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p><u>Should person need to wait to be picked up</u></p> <p>Isolate in Amanda Hoey's office which is the designated separate sanitary area and provide with a face-mask. A toilet is opposite if required. They leave via K block.</p> <p><u>Actions to take afterwards</u></p> <p>This area and any other rooms used by staff or students who display symptoms of Coronavirus will be left for 72 hours if possible and then a deep clean of those areas will be undertaken. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>If a member of staff, likely to be a First Aider, has helped someone who was unwell with coronavirus symptoms, they do not need to go home unless they develop symptoms themselves or the student or staff member subsequently tests positive. First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed.</p> <p>Core areas where the staff or student has been in will be cleaned with standard cleaners/disinfectants.</p>

<p>Non-coronavirus related first aid</p>	<p>Use First Aid room</p> <p>Where possible, First Aiders must maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e can the casualty help themselves, run wound under water, apply plaster?</p> <p>WHERE IT IS NOT POSSIBLE TO MAINTAIN A 2 METRE OR MORE DISTANCE AWAY FROM AN INDIVIDUAL, PPE SHOULD BE WORN.</p> <p>Eye protection should be worn if there is risk of exposure to blood and bodily fluids or if available visor.</p> <p>First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed.</p> <p>CPR guidance:</p> <ul style="list-style-type: none"> • Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. • If in any doubt about confirming cardiac arrest start chest compressions until help arrives. • Call ambulance. If COVID 19 is suspected, tell them when you call 999. • If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives <p>See: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>
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Public Health
England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

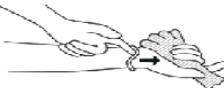
Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p>1 Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p>2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p>3 Put on your eye protection if there is a risk of splashing.</p> 	<p>4 Put on non-sterile nitrile gloves.</p> 	<p>5 You are now ready to enter the patient area.</p> 
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Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p>1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p>2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>3 Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p>Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.</p>			
<p>4 Once outside the patient room. Remove eye protection.</p> 	<p>5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>6 Remove surgical mask.</p> 	<p>7 Now wash your hands with soap and water.</p> 

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures