

Staff should, prior to going on site, establish the measures and systems of controls that are in place at the specific college or provider.

Whilst working onsite we expect staff to follow the guidance and protocols in place with providers. These protocols should follow the guidelines as set out by the Department for Education in the Further Education (FE) guidance:

<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>

All staff working on site should follow the system of controls to minimise the risks of transmission. Following the system of controls will reduce the risks to all staff significantly.

System of controls

This is the set of actions you must take. They are grouped into **prevention** and **response to any infection**.

Prevention

- 1) Minimise 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 setting.
- 2) Where recommended, use of face coverings in FE settings.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Note: Numbers 1 to 5 must be in place in all settings, all the time.

Note: Number 6 must be properly considered and settings must put in place measures to maintain social distancing where possible.

Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the education setting community.
- 10) Contain any outbreak by following local health protection team advice.

Note: Numbers 8 to 10 must be followed in every case where they are relevant.

Discuss any concerns individuals may have around their circumstances with our Director of Operations, Judith Richardson. We will be flexible and try to accommodate additional measures if appropriate.

Useful resources for wellbeing and mental health include:

- the [Every Mind Matters](#) platform, which has specific advice for adults and young people on maintaining good mental wellbeing during the coronavirus (COVID-19) outbreak.
- the Association of College's (AoC) [coronavirus \(COVID-19\) resource hub](#), which includes advice for students and staff.
- the Education and Training Foundation's [mental health and emotional wellbeing](#) advice for FE staff.
- [Education Support](#) provides mental health and wellbeing support services to all education staff.
- free apps available on the [NHS App Store](#) for mental health and wellbeing support
- [Digital Wellbeing of Students guide](#) from Jisc, which curates a number of resources and guides.

End.