



Longtown Outdoor Learning Trust – Coronavirus Operating Procedures

Introduction

Longtown Outdoor Learning Trust has reviewed the Government's Schools Coronavirus Operating Procedures (updated 6 April 2021) and either adopted or adapted all applicable procedures to this residential education setting.

The key references are <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance> (Reference A)

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> (Reference B)

This reference document is regularly updated and should be consulted regularly by staff and users.

LOLT has prepared a generic Risk Assessment for Coronavirus and activity-specific Risk Benefit Assessments incorporating Covid-secure protocols.

LOLT has adopted the following actions advised by Public Health England (PHE):

Prevention

LOLT will:

1. Minimise contact with individuals who are required to self-isolate* by ensuring they do not attend the centre.

*Detailed guidance on this can be found in reference A.

2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available (LOLT staff have agreed to complete rapid tests using Lateral Flow Devices twice a week)

Response to an infection

LOLT will:

1. Promote and engage with the NHS Test and Trace process.
2. Manage and report confirmed cases of coronavirus (COVID-19) amongst the centre community.
3. Contain any outbreak by following local health protection team advice, specifically regarding isolation.

If anyone at the centre develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), LOLT will (in consultation with the visiting school) request parents /relatives attend the centre to collect the symptomatic person and advise them to begin isolation.

The affected individual (and their family) will be advised that:

1. The isolation period includes the day the symptoms started and the next 10 full days.
2. They should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.
3. They should arrange to have a test as soon as possible to see if they have coronavirus (COVID-19).
4. Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test.
5. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.
6. If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.
7. If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at the centre they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

Whilst a pupil is awaiting collection:

1. They will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
2. A window should be opened for fresh air ventilation if it is safe to do so
3. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
4. Personal Protective Equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the safe working in education, childcare and children's social care settings guidance
5. In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.

Due to the danger of asymptomatic infection, the residential programme will be suspended and arrangements made in consultation with the visiting school for the return of pupils to their school and thence home.

DAILY OPERATIONS

Facilities

LOLT will ensure:

Building occupancy levels allow government guidance to be implemented.

The Schools social distancing 'bubble(s)' is maintained and contact with others minimised by:

- Staggering arrival times and being met independently.
- Allocating accommodation and adopting procedures to ensure schools minimise contact with other users.
- Ensuring pupils remaining in their 'bubble' for all activities.
- Designating each 'bubble' an area within the dining room and setting mealtimes.
- Designating times for each 'bubble' to use facilities .
- Being under the supervision of accompanying teachers.

Prior to arrival, schools will have a clear understanding of the role they play in managing the risk of Covid, this includes promoting and monitoring of good personal hygiene and ensuring social distancing is maintained where necessary.

Upon arrival Schools will:

- Confirm that and everyone on the visit is in good health and not showing any signs of Covid-19.
- Receive a comprehensive briefing highlighting their responsibilities.
- Be reminded of the importance of good personal hygiene and their obligation to report any illness to LOLT.

Pupils will have either:

- Ensuite toilet and shower facilities avoiding the need to interact with other pupils or schools.
- Assigned toilet and shower facilities which are cleaned at frequent intervals using an anti-viral disinfectant.

Physical meetings are limited to essential purposes only and social distancing principles enforced, these will be outdoors or in well-ventilated rooms.

Car parks are defined and controlled to ensure all traffic and vehicle movement is managed to minimise congestion

Contractors and visitors are limited to essential services only, and that their operations are aligned with the Government's 'Covid-19 Secure' guidance.

LOLT will ensure:

- That where surfaces require disinfecting, an antiviral disinfectant that is effective against Coronavirus; certified to European standards BS EN 14476 and BS EN 1276 is used.
- Hand sanitiser is available at the entrance to all buildings, and must be used by everyone entering the premises to reduce the risk of transmission.
- Adequate hand washing facilities or sanitiser are provided at other key locations
- Markers will be in place to help staff and guests maintain social distancing wherever there is a need to queue
- Signage will be placed in prominent areas to remind everyone to wash their hands regularly
- One-way flows will be introduced where necessary to assist in maintaining social distancing
- Locations with a potential for congestion will be supervised by an adult to ensure that social distancing guidance is adhered to
- Doors, and windows will be open as much as possible unless they are designated fire doors

Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces such as:

- Toilets and showers
- Door handles / push plates, especially in and around WCs, dining rooms, communal offices, receptions
- Entrances to buildings, classrooms, and accommodation corridors
- Accommodation - light switches, bedside tables, taps, flush handles and toilet seats, door handles – inside and out,
- ladders and rails, heater controls.

Staffing

All eligible centre staff have are participating in the vaccination programme.

All centre instructional and catering staff have agreed to complete rapid tests using Lateral Flow Devices twice a week.

Wherever possible and achievable within the bounds of maintaining safe ratios (and appropriately qualified and experienced staff to lead different activities) contact between staff and different bubbles will be minimised.

Catering

Meals will be prepared and served in accordance with the Government's Guidance for Food Businesses (Reference B).

Equipment use

Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, LOLT will either:

- clean it before it is moved between bubbles
- allow them to be left unused for a period of 48 hours (72 hours for plastics)

Transport

Centre minibus transport will only be used when it is essential to do so to deliver an agreed educational activity. Wherever it is possible, LOLT will ensure that:

- social distancing is maximised within vehicles
- pupils either sit with their 'bubble' or with the same constant group of children each day
- pupils clean their hands before boarding transport and again on disembarking
- additional cleaning of vehicles is put in place
- fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents