



London Design & Engineering UTC

Academic Year 2021-22 Operational Plan During the Covid-19 Pandemic

last updated: 7th April 2022 v.2.9

Version Control Table

Version	Update Rationale
2.0	<i>Complete re-write for the academic year 2021-22 in line with government and DfE guidelines following stage 4 of the national reopening roadmap.</i>
2.1	<i>9-Dec-2021: Updated in line with DfE guidance for “Plan B” temporary protocols</i>
2.2	<i>17-Dec-2021: Updated for latest close contact/isolation procedure for NHS Test & Trace.</i>
2.3	<i>4-Jan-2022: Updated for reduction in self-isolation of positive cases from 10 to 7 days in most situations; temporary wearing of face coverings in classrooms and other minor changes.</i>
2.4	<i>7-Jan-2022: Updated for temporary changes to PCR confirmation testing rules and clarification on face coverings in exams.</i>
2.5	<i>10-Jan-2022: Collected various information throughout plan into a specific Contingency and Outbreak Management Plan appendix. Also simplified diagramme on guidance on ending isolation early.</i>
2.6	<i>14-Jan-2022: Update for change in early release from isolation guidance from day 7 to day 6 (after “5 full days”).</i>
2.7	<i>26-Jan-2022: Update for removal of all Plan B Measures from 27th January 2022.</i>
2.8	<i>11-Mar-2022: Update for governments “Living with COVID” announcements:</i> <ul style="list-style-type: none"> - Updated “Latest changes” section for the below points - Update to Tracing close contacts and isolation section to reflect new public health guidance from 24 February - Update to When an individual develops COVID-19 symptoms or has a positive test section to reflect new public health guidance from 24 February - Removed Appendices no longer required
2.9	<i>7-Apr-2022: Updates for governments “next stage of Living with COVID” announcements:</i> <ul style="list-style-type: none"> - Most of the COVID-19 specific guidance for education and childcare settings will now be withdrawn from GOV.UK. - New and updated UKHSA guidance for the general population, which will also be relevant to education and childcare settings.

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Introduction

Our current thinking

You are now reading version 2.9 of our Operational Plan During the Covid-19 pandemic. This version is now updated to reflect the governments “[Next Step in Living with COVID](#)” announcements which are effective from 1-April-2022. This marks a move into a new phase of managing COVID-19. The Government’s stated objective in this phase of the COVID-19 response is to enable the country to manage COVID-19 like other respiratory illnesses, while minimising mortality and retaining the ability to respond if a new variant emerges with more dangerous properties than the Omicron variant. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains.

Most of the COVID-19 specific guidance for education and childcare settings has now been withdrawn from GOV.UK, and is instead replaced by new and updated UKHSA guidance for the general population, which will also be relevant to education and childcare settings.

We are very proud of the blended remote/on-site learning we have been able to deliver since the on-set of the pandemic, with our staff and learners engaging brilliantly both on-line and in-person. However, our strong preference remains to deliver face-to-face, high-quality education to all learners. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. Therefore, we plan to operate the college to as near as normal pre-pandemic arrangements, whilst remaining vigilant to the virus and taking reasonable actions to limit its spreading by doing the following:

- 1) Ensuring good hygiene for everyone
- 2) Maintaining appropriate cleaning regimes
- 3) Keeping spaces well ventilated
- 4) Promoting public health guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19.

This operational plan should be read in conjunction with government guidance and LDE UTC’s risk assessments which can be found by [clicking here](#).

Since the on-set of the pandemic we have developed and implemented a robust and thorough operational plan to mitigate the risks of COVID-19 as far as possible, during the various levels of risk it has posed in the UK. While we are removing many of these mitigating actions, we remain ready to re-implement these, or new measures should they be necessary as part of our contingency planning. Any re-introduction of measures would be following careful consideration, taking into account the latest government guidelines, advice from a director of public health, and would be clearly communicated to all stakeholders. A copy of our previous version of our operational plan will be retained should these measures need to be re-introduced.

All Covid-19 key documents, guidance, correspondence and information can be found on our website [here](#).

An understanding

We can all only try to do our best during these challenging and difficult times. Resilience and determination are key skills that employers desire. Whilst we recognise the situation we are in, and have been through, is not one any of us would want, I am incredibly proud of our staff at LDE UTC who are and have been all through this pandemic, able to deliver high quality live lessons both on-site and online. Should any of you have suggestions for further improvement please do let me know via email.

Please keep safe.



Geoffrey Fowler
CEO & Principal

COVID-19 Operational Plan Mitigation Measures Status

Latest changes

Cleaning & Ventilation:

Cleaning & Ventilation COVID-19 Response Measures	Keeping	Stopping	Other
Enhanced Cleaning (touch-points and chemical spray)	✓		
Increased ventilation (windows & doors open, systems set to fresh air)	✓		
Promoting good hygiene (sanitisers, respiratory hygiene)	✓		
Cleaning wipes for staff and learners			Reducing ¹
Post-it note system for toilet cleaning		⊘	

¹ One pack of cleaning wipes and tissues kept on teachers' desk for use by learners/staff, rather than one on every desk.

Testing & Isolation:

Testing & Isolation COVID-19 Response Measures	Keeping	Stopping	Other
PCR test if you have symptoms		⊘	
Isolation if you have symptoms or test positive			Reducing ²
Isolation and daily testing as close contact or household member		⊘	
Contact tracing		⊘	
On-site testing for learners when they return to College			Completed
Regular COVID testing (staff, learners & visitors)		⊘	
Daily COVID-19 Declaration		⊘	
Live Teams Broadcasts for absent learners	✓		

² No longer a legal requirement. You should try to stay at home and avoid contact with other people. See Appendix II.

Social Distancing & "Bubbles":

Social Distancing & "Bubbles" COVID-19 Response Measures	Keeping	Pausing	Changing
One-way system & plastic screens		⊘	
Sports/PE no changing rooms (so non-uniform on Tuesdays)		⊘	
Year Group "Bubbles" with staggered starts/finishes		⊘	
Separate lunch halls for different year groups		⊘	
Learners not allowed to use lockers		⊘	
Learners desks all having to face forward		⊘	
Mandating social distancing (2m or 1m+)		⊘	
Removal of soft furnishing and tea/coffee in staff room		⊘	
Restricting visitors and trips/visits		⊘	
Separate entrances for different year groups	✓		
Parents evenings online	✓		
Increased working from home			Reducing ³
COVID temporary car park	✓ ⁴		

³ Back to pre-COVID working from home regime (20%), but flexibility to request increase depending on circumstances and job role.

⁴ Temporary car park not owned by LDE UTC and may be removed at any time.

How we will operate

Teaching and Learning

It is our intention that we will provide access to our usual curriculum for all learners from September 2021 onwards.

All classrooms have been upgraded with video conferencing equipment to allow learners access to every lesson, whether they are in the lesson, watching the lesson live or replaying the lessons taught content at a later date. The equipment installed includes cameras and 360 microphones that enable offsite learners to immerse themselves in the class environment. The system includes one multi-purpose cable that will both charge staff laptops and connect to the Promethean board, minimising touch points for staff. This enables a seamless continuation of learning, regardless of whether a learner or staff member needs to isolate.

To continue to support our learners who may be isolating due to displaying symptoms of COVID-19 or a positive test, learners will be required to join remotely using Microsoft Teams where they are well enough to do so. Therefore, for 2021-22, whenever a learner is absent the lesson will be delivered through Microsoft Teams and broadcast live. Teams will be set up for each subject with channels for each class in the year group. The curriculum lead and HoY will have oversight of all appropriate classes.



Staff may record all 'direct instruction' elements of the learning within the lesson in accordance with the LDE UTC Learning Cycle. This has many benefits for our learners and our staff. Each curriculum area, over time, will have automatically developed a resource bank of videos that are high quality content delivery of new materials. Learners can access these recorded delivery sections from home to aid their revision and recap of the lesson. Learners that are unwell can catch up prior to re-joining college at a time to suit them. Staff can review their own teaching practice to aid their development.

Learners have been reminded (or shown for the first time) how to access Teams and reminded about how they should behave online. A video has been shared with all learners and can be viewed here

<https://ldeutc.padlet.org/info/digisector> (Monday 21 September)

Expectations of our learners have also been shared

Key points to consider for teachers

Teams will be used as platform to deliver live lessons and an opportunity to provide live feedback for those learners joining remotely. For individual grading of work submitted, teachers will continue to use Satchel:One stating whether work has been submitted / late submission etc. and the Independent Learning (IL) 1-4 grade for the week.

Staff must broadcast their lessons using 'meet now' within teams if any learners are absent.

Learners joining remotely must be congratulated for taking part, teachers will award points on SIMS for positive engagement. Any poor behaviour will continue to be reported via SIMS and will be dealt with by the Pastoral and Leadership teams for learners both on or offsite.

If the teacher is isolating, then they do not need to use video to show their face during the lesson and can only use their audio if this is what they feel fits best with their lesson. When delivering lessons remotely, teachers and learners need to ensure they are in a quiet space. If a teacher is using video for their broadcast lesson, the teacher must use a background which is clear and free from distractions, this can be virtual if needed.

During the broadcast session the teacher must ensure that they are the 'presenter' and learners are the 'participants'.

Where learners are using shared equipment (practical's etc.) wipes will be available to clean items before and after use.

Marking and Feedback

Teachers will be expected to follow the marking, assessment and feedback policy in place at LDE UTC.

On-site learning and working - Opening days and times

The College has designated entrances and exit points for each year group and these will be maintained for 2021-22. However we will no longer operate staggered start and end times to the college day. Please see timetable section of this document for the 2020-21 timetable. Breakfast club will be held in the canteen area.

Opening and closing times revert to pre-COVID timings, as following:

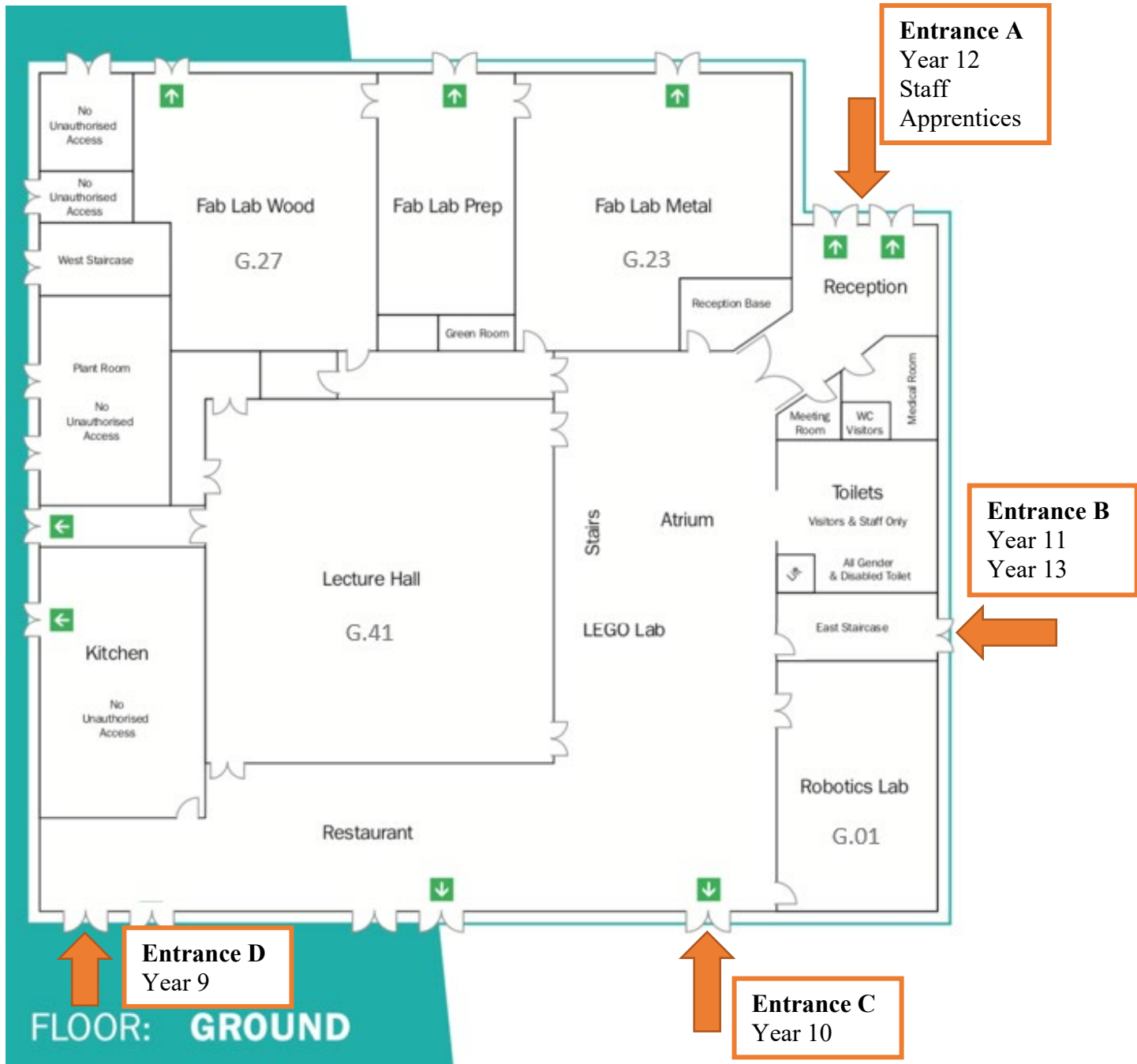
- The College will be open for staff to arrive from 7:30am and leave by 6pm at the latest on Mondays to Thursdays and 4pm on Fridays.
- Learners may arrive for Breakfast club from 8am and can remain after lessons on-site if they sign-up to a society up to 5pm Mon, Wed & Thu. In all other cases learners should leave site promptly after their final lesson of the day.

College Timetable for 2021-2022

KS3/4 Timetable						
	Monday	Tuesday KS3/4	Wednesday	Thursday	Friday	
8:40 - 9:00	Registration, Sector briefing and pastoral time					
9:00-10:00	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	
10:00-11:00	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	
11:00-11:20	Break					
11:20-12:20	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	
12:20-13:20	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	
13:20-13:50	Lunch					
13:50-14:50	Lesson 5	Fitness	Lesson 5	Lesson 5	Lego & Societies (Optional) 13:30-15:30	
14:50-15:00	Break					
15:00-17:00	Societies (Optional)	Staff training	Fitness	Societies (Optional)		Societies (Optional)

16+ Timetable						
	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00-10:00	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	
10:00-10:20	Break					
10:20-11:20	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	
11:20-12:20	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	
12:20-12:50	Lunch					Lesson 4 12:20-13:20
12:50-13:50	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lego & Societies (Optional) 13:30-15:30	
13:50-14:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5		
14:50-15:00	Break					
15:00-16:00	Lesson 6	Staff training	Lesson 6	Lesson 6	Lego & Societies (Optional) 13:30-15:30	
16:00-17:00	Societies (Optional)		Societies (Optional)	Societies (Optional)		

Map of College with designated year group entrances



Mental Health & Wellbeing support

Mental health and wellbeing are always very important and will continue to be so. The Chaplaincy is now open again fully. If learners are isolating Heads of Year will continue to make weekly phone calls to check that they are able to access their learning.

A College counsellor was appointed in November 2020 and attends the College one day a week, and this has now been increased to two days a week. The College Counsellor will continue to accept referrals from the Heads of Year / SENCo who will discuss cases at the weekly wellbeing forums.

The college continues to regularly update its staff and learners with useful resources, some of which are detailed below.

- Parents/carers
 - nhs.uk/every-mind-matters
 - <https://youngminds.org.uk/find-help/for-parents/>
 - <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>
 - <https://www.annafreud.org>
 - <https://www.headstartnewham.co.uk>
 - <https://families.newham.gov.uk/kb5/newham/directory/family.page?familychannel=1-1>
 - <http://www.bereavement.co.uk>
 -
- Learners
 - <https://youngminds.org.uk>
 - <https://www.annafreud.org>
 - <https://www.headstartnewham.co.uk>
 - <https://www.kooth.com>
 - <https://www.nhs.uk/conditions/stress-anxiety-depression/bereavement-and-young-people/>
 - Chaplaincy@ldeutc.co.uk
- Staff
 - All staff have access to our “Employee Assistance Programme”, this provides a 24/7 telephone line manned by BACP accredited counsellors who are there to help staff with any matters they are worried about (work based or in their personal lives). This service also offers some face-to-face counselling where needed and other excellent benefits. More information on how to access this scheme is included in the Staff Area of the LDE UTC website.
 - All staff will continue to have wellbeing calls/meetings with their line managers. This is a dedicated opportunity to discuss wellbeing and raise any concerns.
 - The Chaplaincy continues to offer support to all the staff and learners at LDE UTC (chaplaincy@ldeutc.co.uk).
 - Staff are also encouraged to spend time understanding how they can support learners’ wellbeing at <https://www.gov.uk/guidance/teaching-about-mental-wellbeing>
 - nhs.uk/every-mind-matters

Expectations of the learner

Attendance

It is mandatory once again for learners to attend LDE UTC on-site. It is the parents' duty to ensure good attendance and the college will be recording attendance and follow up absence (including missing remote lessons) in the usual way. Where learners are unable to attend because they are complying with clinical / public health advice (see appendix II), learners will need to engage with remote education as detailed in this document, provided they are well enough to do so. Remote learning will be monitored by teaching staff and the relevant head of year. Parents must inform the college for every day the learner is absent.

To find out about staying at home and avoiding contact with others if you have tested positive for coronavirus (COVID-19) or have symptoms of COVID-19 [click here](#) to visit the NHS website. See Appendix II for updated isolation guidance.

Travel and quarantine

All learners and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19). Parents/carers travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. Staff absence due to international quarantine requirements will not usually be paid. At present there are no special COVID travel requirements to enter England, however other countries may have requirements [click here](#) to stay up-to-date with the latest government travel guidance.

How we make use of our facilities, including travel to and from college and internally around the college.

Traveling to the college

LDE UTC encourages all learners, staff and visitors to use active methods of travelling to College, including walking and cycling wherever possible. These methods are COVID safe, good for the environment and good for your health. The college is also easily accessible via public transport.

Access to the college by car/motor vehicle

Parents/carers will be permitted to drop their children off via car, if this is absolutely essential for attendance.

All staff and visitors will be permitted to park on-site free of charge for the time being. LDE UTC has created a temporary COVID staff car-park to increase capacity, but this is not a permanent feature. In all cases a permit to park is required, please contact HR to obtain a permit.

Vehicle access via UEL security can be gained by showing your staff/child's learner LDE UTC ID badge on arrival.

Access to the college via bicycle

Visitors may use the LDE UTC bike shed to secure their bikes when arriving via bicycle. Staff are encouraged to cycle to work, and the College has a Cycle2Work scheme to support this. Details of which are available on the staff area of the website.

Access to the college via Public transport

We recognise that the vast majority of staff and learners use public transport and recommend that everyone is familiar with TfL's safer travel guidance which can be found by clicking [here](#).

Arrival into and departing from the College

We will maintain the separate entrances for each year group, however we will go back to the pre-COVID timetable for start and finish times.

All persons (learners, staff or visitors/contractors) will enter the building and register using their College ID cards on the card readers provided at their designated entrance (the "speed lanes" at the main entrance also serve this purpose). Visitors will continue to be registered by reception staff.

Upon entering the college from any entrance, if you wish to wear or remove PPE, particularly face coverings, then you should follow the guidance on wearing and using face coverings in the "Face coverings" section of this document, particular attention must be taken to putting on and removing face covering, including avoiding touching the front of the face covering, or any part that has been in contact with your mouth or nose and washing/sanitising your hands before and after putting on or taking off the face covering. Bins will be provided for disposing of single use face coverings, and reusable face coverings should be placed in a plastic bag (to be brought by the learners/staff/visitors themselves) and kept on their person.

Once registered and cleared to enter the building hand sanitiser will be available in the large free standing dispensers.

On leaving and throughout the day, learners, staff and visitors will have hand sanitisers available throughout the hand washing available at the sink areas near the toilets on each floor.

Movement around the College

We have paused the one-way system, so learners can move around the College as pre-COVID 19. The college has installed door stops (including automatic door release stops for fire doors) in order to increase ventilation and reduce touch points.

Trips and Visits

Trips and visits can now take place again, as before the COVID-19 pandemic, including a full and thorough risk and ensure that any public health advice is included as part of that risk assessment.

First Aid

The College has completed a first aid needs assessment and maintains a suitable first aid provision at all times. This is to operate in accordance with the colleges managing of infectious diseases policy. In accordance with DfE guidance additional PPE in education and childcare settings will now only be needed when performing aerosol generating procedures (AGPs). The [UK Health Security Agency \(UKHSA\) guidance](#) has been updated and the list of what is considered an AGP has changed.

Infection Control Protocol & Implementing Protective Measures

Our infection control will be based on the Government’s previously published 5 approaches to minimising transmission in school settings:

1. Access restricted for people with COVID symptoms or who have tested positive for COVID
2. Frequent hand washing / hand sanitiser
3. Good respiratory hygiene (catch it, bin it, kill it)
4. Frequent cleaning of frequently touched surfaces and equipment
5. Maintaining good ventilation

Asymptomatic testing of staff and learners

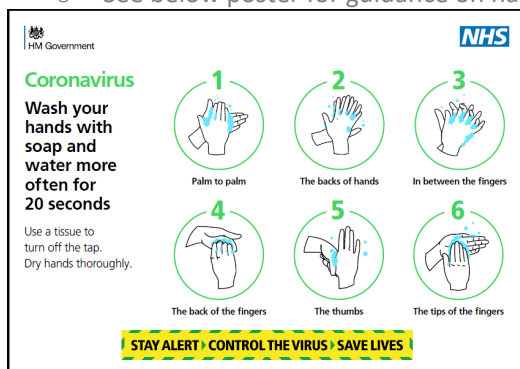
In accordance with Department for Education (DfE) guidelines we successfully delivered on-site asymptomatic testing to all learners in March 2021, September 2021 and January 2022. Additionally from September 2021 through to 21 February 2022 all learners and staff were encouraged to undertake regular (twice weekly) home asymptomatic testing. From 21st February 2022 onwards the government removed the guidance for learners and staff to undertake twice-weekly asymptomatic testing and stopped providing home test kits for this purpose. From 1 April 2022, the Government is no longer provide free universal symptomatic and asymptomatic testing for the general public in England.

Hand Washing/Sanitising, Respiratory Hygiene, and Other Measures

Hand washing: Each floor of the building has hand washing stations in the open plan toilet area, these contain soap dispensers and automatic hand dryers. All push taps in toilet areas have been adjusted so that they run for the maximum flow time (over 20 seconds). Further sinks are available in certain other rooms around the College.

Hand sanitiser (all 60%+ alcohol content)

- Circulation areas: Free standing 5ltr hand sanitiser units have been placed at the entrance/exit points of the building and at other key circulation points. Further units have been placed in the canteen and bike shed. These can be used regularly throughout the day as people move around the building.
- Classrooms/offices: All classrooms and offices will have their own 500ml bottle of hand sanitiser or 5ltr sanitiser station.
- See below poster for guidance on hand washing/sanitising (posters are placed around College).



When to wash/sanitise hands

It is good practice to wash/sanitise hands throughout the day, and particularly at the following times:

- When first arriving at College
- Before eating
- Before handling or serving food
- After using the toilet
- After touching heavily handled objects (this should be avoided in any case)
- When leaving College
- First thing when arriving home

Respiratory hygiene

All users on-site should follow the “Catch it, Bin it, Kill it” principal and should cough into a tissue and immediately throw the tissue into a bin. Tissues have been provided in all classrooms and offices around College, but if you cannot get to one in time then cough or sneeze into your bent elbow (see poster below which is shown around College).



Water fountains & making drinks

Water fountains are provided around College to re-fill bottles, or to drink from directly. Care should be taken to avoid touching the spout of the fountain. Water fountains will be regularly disinfected as part of the touch point cleaning regime. The staff kitchenette will be available again as usual, but staff should be conscious of good hygiene when using this area.

Doors & windows kept open

In general, all doors to rooms being used at College will be kept open at all times to avoid the need to touch door handles and to aid increased ventilation. Where the door is a fire door the College has installed automatic release door stops which will release when the fire alarm sounds (for fire safety purposes). Similarly to aid ventilation where openable windows are available in the room, these should be kept open.

Face Coverings and Personal Protective Equipment (PPE)

Following government advice PPE (such as gloves and visors) are generally not required to be worn in education settings by staff or learners, and face coverings are no longer mandated in the College. However if any person on-site wants to wear their own PPE brought from home they can do so, but should be careful to follow government advice, particularly the PHE guidance ([Click here](#)) on when to consider wearing a face coverings or mask.

It is important to note that the wearing of gloves for anything other than short periods of time for specific tasks is not recommended as a hygiene control. Gloves are just as capable of transmitting the coronavirus and other germs and bare hands, and often the wearing of gloves can make hand washing/sanitising harder to do effectively.

College Cleaning

LDE UTC, along with their cleaning supplier have developed the following enhanced cleaning regime, to meet or exceed the cleaning required in accordance with UK Health Security Agency (UKHSA) health protection in education and childcare settings ([click here](#)).

Keeping London Design & Engineering UTC safe, clean, and hygienic

COVID-19 has affected us all – staff, students, and visitors alike. Over this period, it has been essential that the cleaning operation at LDE UTC is supplemented to ensure that the College and its facilities are safe, clean, and hygienic. This Information is provided to reassure you of what UTC, in conjunction with our hygiene specialist Nviro, are doing to keep students safe during this time.

At the start of the crisis, Facilities Management with the support of our cleaning contractor Nviro established a clear methodology to maintain cleanliness, closely following the advice of governmental bodies and Health and Safety experts, including the H&S Executive and Public Health England.

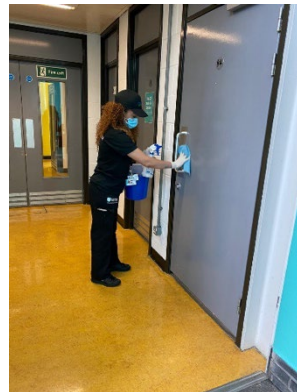
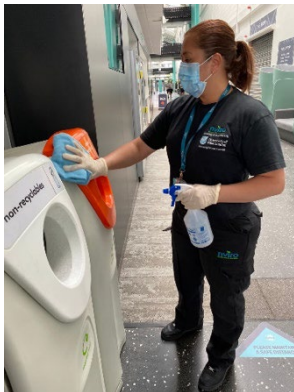
Touchpoint Cleaning

These areas of ‘high risk’ are known as touchpoints. They include any piece of furniture or equipment that is frequently touched by multiple people, such as door handles or hand railings. As the pandemic hit, with many students still on campus, these points were targeted and resources reallocated – reducing the risk of transmission became the highest priority of the cleaning teams. Regular touchpoint cleaning includes the toilet areas.



Electrostatic Gun

Nviro have also been on site using an Electrostatic Spray Gun to ensure the safety of staff and students. This state-of-the-art water-based spraying solution for disinfection, sanitisation, surface protection and odour control. The sprayer works using a 3D ‘wrapping’ effect to cover all surfaces, bonding the disinfectant particles to infected surfaces, stopping pathogen mobility and reducing the transmission of disease. This has been particularly effective in decontaminating areas using a disinfectant.



Chemical Strategy

LDE UTC have been supplementing the cleaning with a hygiene service based on sanitisation and monitoring. The use of Chemgene will disinfect and decontaminate the surfaces it is sprayed on, giving additional resilience, and ensuring all surfaces are disinfected before being protected with Nordichem. Nordichem will lay down a lasting protection over all targeted surfaces, that will prevent virus’ from attaching, breeding or surviving on the surface. This layer remains on surfaces for up to 90 days continuing to destroy the pathogens upon contact.

Monitoring Hygiene

Monitoring hygiene levels has become part of LDE UTC’s new hygiene regime. The use of ATP Testing machines is being used monthly to ensure the College is not just physically clean, but hygienically safe. ATP testing measures the levels of living organisms on a surface using swabbing and Ultra-Violet technologies. By obtaining a measure of living organisms on surfaces we can carefully monitor the effectiveness of the Hygiene regime, making use of resource and re-deployment to target areas highlighted through the auditing process.



PPE

Nviro, have ensured their staff are wearing the correct PPE, with masks, gloves and uniform to keep staff and students safe on site.

At UTC, Nviro are committed to maintaining a safe, clean, and hygienic environment. As a sanitisation specialist, Nviro have offered extra support during the recent turbulent times so that staff and students can thrive.

Actions if a learner or staff member shows COVID-19 symptoms or Tests Positive

Symptoms or testing positive

NHS guidance is to try to stay at home and avoid contact with other people if you:

- have any [symptoms of COVID-19](#), and have a high temperature or you do not feel well enough to go to work or do your normal activities
- have tested positive for COVID-19 – this means it's very likely you have the virus

If the above applies to you during the college day, learners should inform their teacher or the front office team, you will be asked to go into an isolation room until your parent/carer can collect you or give permission for you to leave alone. Staff should tell their line manager and COVID@ldeutc.co.uk to let them know and then make their way home in the same way that you would if you were ill in any other way.

If you are not on-site when the above applies please do not attend College site and please email COVID@ldeutc.co.uk to inform the College that you are not well enough to attend college or have tested positive. You should try to stay at home and follow the guidance in Appendix II to see when you can finish return to your normal routine. While unwell follow the [NHS guidance on what to do if you have coronavirus \(COVID-19\) or symptoms of COVID-19](#).

Please keep the college up to date on how you are getting along, and your return date by emailing absence@ldeutc.co.uk (for learners) or cover@ldeutc.co.uk (for staff).

The College will keep a record of positive cases it is informed of, in order to track if there is cause to implement its contingency planning, see Appendix III for more details.

While you are isolating following a positive test, if you are feeling well, you will still be expected to work/learn remotely to fulfil all your usual duties (including remote teaching and learning). If you are too unwell to continue to work/learn while isolating, the usual sickness absence procedures apply, and please email absence@ldeutc.co.uk in the morning (for learners) and cover@ldeutc.co.uk by 7am each day (for staff).

Tracing close contacts and isolation

Public health advice for People with COVID-19 and their contacts changed from 24 February 2022. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended. [Click here](#) to see NHS advice on what to do if you've been in close contact with someone with coronavirus (COVID-19).

Register of suspected or confirmed COVID-19 cases

LDE UTC will keep a register of any learners or staff who are suspected or confirmed cases of COVID-19. This register will include their details and why they are a suspected or confirmed case. This register will show how many people are currently isolating and how many has finished isolating along with other useful info. Note that during any reduced opening it is not practical or necessary to track possible cases amongst learners and staff who have not been on-site for over a week, however confirmed positive cases will still be tracked for statistical purposes. The Front office team will maintain this register for learners, while the Cover/HR team will maintain this register for Staff. The information on these registers will be kept confidential, and only used in order to track any covid cases and will only be shared in accordance with the above privacy notice.

For openness and transparency, and to keep all of our college community up to date, a summary of these registers, showing just the number of suspected and confirmed cases (but no names or personally identifiable information) will be available on our website COVID-19 page, this will be kept up to date as frequently as possible.

The summary can be found by [clicking here](#).

Further guidance and sharing concerns

Useful sources of information about Coronavirus and LDE UTC:

- LDE website (www.ldeutc.co.uk)
- COVID-19 public page – [Click here](#)
- Staff Area (Staff only) – [Click here](#)
- Link to government guidance - gov.uk/coronavirus
- Link to NHS guidance - nhs.uk/coronavirus
- Link to UK Health Security Agency (UKHSA) guidance on [Living safely with respiratory infections, including COVID-19](#)
- Link to UK Health Security Agency (UKHSA) guidance for education and childcare that settings <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

If you have any concerns, in the first instance learners and parents/carers should contact the relevant Head of Year, and staff their line manager, or HR. However, if you feel the matter is both urgent and important you can email admin@ldeutc.co.uk where your concern will be passed directly to the Principal, or phone the college main number and ask to speak to the Principal's Executive Assistant.

Privacy Notice Addendum for Collection of Covid Data and Test and Trace

- In the current pandemic, we may need to store your data for test and trace purposes. This is in order for the college to engage with the test and trace process, make decisions on safety within the college and whether individuals are required to self-isolate or carry out a test. To do this we will be recording your name, contact number and date and time of arrival as well as time of departure.
- To complement the above we may also ask for data that has not previously supplied. This will allow us to assess an individual's ability to attend/return to school and what measures may need to be put in place to allow for a safe return.
- We, additionally, may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.
- All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for test and trace purposes will be retained for 21 days in accordance with government guidelines.
- The legal bases for using your data in these circumstances will be for the reasons of substantial public interest and in the interests of public health. Dependant on circumstances the basis may be to assess the working capacity of an employee or to protect the vital interests of yourself or another person.
- We may need to share select data with others. This can be with the NHS and emergency services, public health, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

Appendix I Key information and contact details relating to COVID-19

In most cases, LDE UTC will not need to contact outside agencies in the event of a suspected or confirmed case of COVID-19. See Appendix III for contingency plans noting when to seek further help. Below is some key info and contacts which may be helpful in the case of seeking outside assistance.

What information do we keep and where to assist with managing suspected and confirmed cases:

On an ongoing basis, for safeguarding and tracing purposes LDE UTC will keep the following information which will be used in the event of a suspected or confirmed case of COVID-19.

- Staff, learner and parent contact details - kept on SIMS.
- Staff timetables to see which learners interact with which staff members – Kept on SIMS.
- Learner lists – Kept on SIMS.
- Seating plans of learners for each lesson – Kept on Satchel:One
- Seating plan for staff members
- Organisation chart showing staff teams/groups.

Key contacts:

If in any doubt support can be gained by calling the DfE Incident Support Helpline 0800 046 8687

Details of Public Health England (PHE) Local Health Protection (HPT) team for LDE UTC are as follows (<https://www.gov.uk/health-protection-team>)

Name: **PHE North East and North Central London Health Protection Team.**

Emails: necl.team@phe.gov.uk; phe.nenclhpt@nhs.net; Phone: 020 3837 7084 (option 1); Fax: 020 3837 7086; Out of hours for health professionals only: 020 7191 1860

Details of our organisation to share with local PHE HPT team:

- Name: London Design & Engineering UTC
website for email address ([click here](#)); and telephone directory on staff drive for telephones ([click here](#))
- Key contact details: (See Staff list of website for email address ([click here](#)); and telephone directory on staff drive for telephones ([click here](#)))
- Location: 15 University Way, Newham, London, E16 2RD
- Number of staff 100; Number of learners 650.

Details for London wide and Newham if there are concerns regarding COVID-19 (DfE Incident Support Helpline remains the main contact point)

1. London Coronavirus Response Centre (LCRC): lcrc@phe.gov.uk or call 0300 303 0450
2. Newham public health team: publichealthenquiries@newham.gov.uk
3. NPW, Newham's schools silver officer service: geetha.unnithan@theeducationspace.co.uk; 020 8249 6900 ext: 173; 07807 727366; 07770 227 094**Out of Hours Contact number

Appendix II – Stay at home guidance and isolation

If you have COVID-19 symptoms or have received a positive COVID-19 test result

Stay at home and self-isolate

While you're no longer legally required to self-isolate if you have COVID-19, you should try to stay at home and away from others to avoid passing on the virus.

Try to stay at home and avoid contact with other people if you:

- have any [symptoms of COVID-19](#), and have a high temperature or you do not feel well enough to go to work or do your normal activities
- have tested positive for COVID-19 – this means it's very likely you have the virus

Coronavirus (COVID-19) symptoms in adults

The NHS has recently increased the list of the main symptoms for coronavirus (COVID-19).

[Click here](#) to view the latest symptom list for adults

[Click here](#) to view the latest symptom list for children

Symptoms of coronavirus (COVID-19) in adults can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.

If you have symptoms of COVID-19, and a high temperature or do not feel well enough to go to work or do your normal activities

You should:

- try to stay at home and avoid contact with other people
- avoid meeting [people at higher risk from COVID-19](#), especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine

You can go back to your normal activities if you feel well enough to do so and do not have a high temperature

Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.

How long to stay at home and away from others if you've tested positive for COVID-19

If you have COVID-19, you can pass on the virus to other people for up to 10 days from when your infection starts. Many people will no longer be infectious to others after 5 days.

You should:

- try to stay at home and avoid contact with other people for 5 days (adults) or 3 days (children)
- avoiding meeting people at higher risk from COVID-19 for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine

This starts from the day after you did the test.

If a child or young person aged 18 or under tests positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days. This starts from the day after they did the test.

Children and young people tend to be infectious to others for less time than adults. If they're well and do not have a temperature after 3 days, there's a much lower risk that they'll pass on COVID-19 to others.

COVID testing:

Free COVID testing is no longer available to the general population. You may purchase test kits if you wish. According to the government website <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19#Children> it is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

Appendix III – Contingency & Outbreak Management Plan (Stepping Measures Up and Down)

1. Introduction

This plan is based on the [Emergency planning and response for education, childcare, and children’s social care settings](#) published by the Department for Education (DfE) and the [Health protection in education and childcare settings](#) guidance published by the UK Health Security Agency (UKHSA).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), UK Health Security Agency (UKHSA) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the College. Actions will be considered when either of the following thresholds are met:
 - a higher than previously experienced and/or rapidly increasing number of staff or learner absences due acute respiratory infection or diarrhoea and vomiting
 - evidence of severe disease due to an infection, for example if a learner or staff member is admitted to hospital
 - more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever

Identifying a group that is likely to have mixed closely will require judgement. Below are some examples of what to consider:

- a form group or subject class
- a friendship group mixing at break times
- a sports team
- a group in an after-school activity/society
- learners and staff who have mixed in the same classroom

Public health and operational advice can be obtained by phoning the DfE incident support helpline (0800 046 8687, option 1).

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Geoffrey Fowler (or another member of the Strategic Team) will be responsible for seeking this advice, and will do so by telephoning the DfE incident support helpline (0800 046 8687) or contacting Newham Public Health.

A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures described in this document. They may also recommend other proportionate measures to support continuing face-to-face education. In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-college transmission, a DPH may advise introducing short-term attendance restrictions in a setting. They will inform LDE UTC when it is appropriate to stop additional measures, or if they should be extended.

3. Testing

If recommended, we will increase the use of home testing by learners and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing, this will be along similar lines to the ATS set-up for September 2021 and January 2022 return. The key elements will be as follows:

- Testing booths set-up in the Atrium or Lecture Hall
- Consent will be obtained for any learners where no previous consent, or where consent is over 12 months old
- Suitably trained and vetted agency staff will be engaged as test operatives
- Testing to take place on a class by class basis, staggered throughout the College week
- Learners to take the test, then return to lessons while awaiting the result
- Any learners with positive results will be isolated and arrangement made for them to return home immediately
- Testing will cover all learners on-site (unless advised otherwise)
- Testing may run for a two to four week period, or longer depending on advice

As an alternative “Supervised Self-Testing Onsite” (SSO) will be considered, whereby the above procedure is followed, except that instead of testing booths and a queue in the Atrium, up to five SSO testing areas will be set-up in the Hall in accordance with the SSO guidance previously on the DfE COVID resources hub, with any updates suggested by the DfE/Public Health. Each SSO testing area will contain 6 self-test areas/stations.

4. Face coverings

If recommended, learners, staff and visitors who are not exempt from wearing a face covering will be asked to:

- Keep on or put on a face covering when arriving at school and moving around indoors, such as in corridors and communal areas
- Wear a face covering in classrooms or during activities, unless a face covering would impact on the ability to take part in exercise or strenuous activity.

If recommended, pupils who are not exempt from wearing a face covering will be required to:

- Wear a face covering on both dedicated and public transport to and from school

5. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email/letters sent home with pupils and text messages once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- Re-introduce the wider use of plastic screens
- Re-introduce additional cleaning wipes for every desk
- Re-introduce the requirement for all attending site to complete a daily COVID declaration
- Re-introduce the requirement for learners to wear PE kit all day on PE days, and thus not use communal changing rooms
- Remove the use of lockers
- Removal of soft furnishing

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups
- Re-introduce social distancing, including Teachers staying 2m away from learners

- Amend classroom layouts back to all learners facing the front

6. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

6.1 Mitigations in place to avoid needing to implement attendance restrictions due to staffing shortages

The following mitigations are in place or will be implemented when needed in order to reduce the likelihood of needing to implement attendance restrictions due to staffing shortages:

- We have a full time permanently employed cover supervisor is in place at all times
- We have a high number of support staff who can supervise lessons as needed, including
 - Dedicated non-teaching Heads of Years
 - Other pastoral staff
 - Technicians and TAs
 - Back office staff
- We have historic arrangements with agencies to put in place longer term agency cover (booked in advance) should they be needed. This includes a pool of external cover staff who have been used previously at LDE UTC.
- We have a pool of vetted invigilators who are also available to act as cover teachers if needed
- We can double up classes in the Lecture Hall

LDE UTC has in place, and easily accessible from central location, all curriculum plans, which are prepared well in advance, and checked regularly each Friday afternoon to ensure up-to-date and of suitable quality. As such any emergency cover required can quickly be linked to the classes pre-existing curriculum plan.

Additionally the College has in place an excellent remote learning provision, which covers every learner's full timetable of curriculum lessons. All classrooms have been upgraded with video conferencing equipment to allow learners access to every lesson, whether they are in the lesson or watching the lesson live remotely. The equipment installed includes cameras and 360 microphones that enable offsite learners to immerse themselves in the class environment. This enables a seamless continuation of learning, regardless of whether a learner or staff member needs to isolate, or if staff are delivering to learners on-site and at home simultaneously. This means even if a teacher has to isolate at home, if they are well enough they can continue to deliver live to the class on-site, meaning the learners do not miss out while the lesson is being covered by a support staff member or cover teacher

6.2 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Exam year groups (Year 11, Year 12 L2 and Year 13)

6.3 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in college. As with the national lockdown of Spring 2021, all lessons will continue to be delivered as per timetable even where attendance restrictions are in place, all curriculum content will be covered. Our Remote Learning Policy can be found by [clicking here](#) and opening the document called "LDE UTC Remote Learning Policy" under the heading "COVID-19 Teaching & Learning".

Due to the excellent remote learning provision in all classrooms at LDE UTC (explained in section 6.1 above), all timetabled lessons can be delivered live to all learners regardless of if all learners are on-site (as normal); most learners are off-site (during ay restricted attendance); or a blended basis (where some learners are on-site and some learners are off-site), depending on the attendance restrictions in place at the time.

The college will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are studying remotely. Learners who are not able permitted to attend due to attendance restrictions will have supermarket vouchers electronically provided to their parents.

6.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained designated safeguarding lead (DSL) or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing safeguardng@ldeutc.co.uk or telephoning one of the following:

- Gloria Gold (Vice Principal, and Designated Safeguarding Lead) – mobile 07808525876
- Jonny Morgan (Deputy DSL) – mobile 074626644605
- Telephone 02030197333 and select Option 2

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Ensure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision