



Crewe Engineering & Design UTC

Covid-19: September Full Reopening Plan

Updated 18th August 202

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Introduction

Context

The government announced in late June 2020 that all children of school age will return to on-site education starting on the 1st of September 2020 for the new academic year. The DfE guidance to support schools full opening was issued on Thursday 2nd July (updates on 7th August 2020) following the minister for education, Gavin Williamson, leading the daily governments Covid briefing. You can find this guidance by [clicking here](#).

We feel that we are in a better place to prepare for September because Crewe Engineering and Design UTC partially re-opened to year groups 10 and 12 in June, than other establishments who decided not to re-open at this time.

We re-opened on June 15th with a robust plan and have developed the procedures further in line with government guidance. Where suggestions for improvements have been made, we have acted on them swiftly. In summary, the re-opening of the UTC went very well, staff and learners very pleased with the onsite provision and the stringent health and safety measures that our staff have worked tirelessly on to put in place. We are pleased to report that our learners and staff are confident and comfortable in the clean and safe environment to which we have returned.

Ready for September

In this document we outline our current thinking with regards to our full re-opening in September 2020. Whilst leadership can introduce plans, we need all stakeholders to be involved in the development to ensure we have created a safe place to learn.

Our current thinking

This re-opening plan should be read in conjunction with Crewe Engineering and Design UTC's September 2020 onwards risk assessments and government guidance.

In order to create this plan, we have used the guidance provided by the DfE, attended meetings / sought guidance from Cheshire East local authority, the BDT, Unions and used our experience of having re-opened in June.

With regards to the full reopening of schools / UTC. With this in mind, and with the three Ms (minimising contact, maximising teaching, minimising movement) constantly at the forefront, CEDUTC has put together the following re-opening plan.

Navigating this plan

In order to allow the reader to orient their way through the plan we have split it into three main areas.

1. How will we operate, focusing on the Teaching and Learning
2. How we make use of our facilities, including travel to and from UTC and internally around the UTC.
3. How we are going to manage infection control

In order for you to identify vital changes to the day to day running of the UTC we have inserted **MAJOR CHANGE**

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 2020.

To continue to support our learners who may be isolating due to displaying symptoms of COVID-19, learners will be required to join remotely using Microsoft Teams and/or recorded lessons. Therefore, for 2020-21, all lessons will be delivered through Microsoft Teams and the recorded element of these lessons can be viewed at a later date. Teams will be set up for each subject with channels for each class in the year group. The curriculum lead will have oversight of all appropriate classes.

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.

Staff must schedule their live lessons in advance within teams, setting them to repeat until the end the year and adding the relevant class as 'required attendee' Please refer to the timetable to see when the live lessons will be taking place.

Learners joining remotely must be congratulated for taking part, teachers will award points on SIMS for positive engagement. Due to all lessons being recorded, any poor behaviour will be reported via SIMS and will be dealt with by the Leadership team.

If the teacher is self-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 live lesson, the teacher must use a background which is clear and free from distractions, this can be virtual if needed.

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

Where learners are using shared equipment (practical's etc.) all learners must be provided with disposable gloves and/or aprons and following its use, the equipment will be carefully cleaned or quarantined. Where safety glasses are required, learners may be issues with their own or be provided with glasses for the lesson. Any shared equipment will be cleaned/ or quarantined after use and disposable items placed in the bins prior to **the** learner leaving the room. Teachers must ensure that learners follow these procedures to ensure the health and safety of all.

Marking and Feedback

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

MAJOR CHANGE Marking work must take place during non-contact hours on-site. Where learners work cannot be submitted for marking digitally, teachers will either:

-  collect exercise books/learners work, quarantine the work for 48 hours – mark the work - Quarantine the work for another 48 hours -return to learners
-  Wear disposable gloves when marking (Optional)

On-site learning and working - Opening days and times

MAJOR CHANGE The UTC now has designated entrances and exit points for each key stage.

MAJOR CHANGE Each key stage has staggered start and end times to the UTC day.

Please see timetable section of this document for each year groups start and end times and their designated entrances and exit points. Learners should arrive and leave promptly at their designated time in order to avoid mixing between year groups.

The UTC 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.

Cleaning staff and maintenance contractors can be on-site at other times, along with certain other staff by prior agreement to undertake their duties provided it is pre-agreed with the SLN and in accordance with their risk assessment/the UTC risk assessment.

Visits to the site by anyone other than staff and learners as shown above should be avoided wherever possible, and instead telephone/video meetings should be used. If an on-site visit is unavoidable it must be pre-arranged with a staff member at CEDUTC and reported to reception@creweutc.org.uk at least 24 hours in advance.

By staggering the start and end times for each year group and having different entry points we are minimising contact across year groups. We are also staggering/separating break and lunch times within the UTC day. Please see the schedule on the next page that demonstrates this.

UTC Timetable for 2020-2021

The timetable for the academic year is as follows.

Timetable	Mon, Tues, & Thurs	Wed	Fri
Activate	08:30 – 08:45	08:30 – 08:45	08:30 – 08:45
Period 1	08:45 – 09:45	08:45 – 09:45	08:45 – 09:45
Period 2	09:45 – 10:45	09:45 – 10:45	09:45 – 10:45
Break	10:45 – 11:00	10:45 – 11:00	10:45 – 11:00
Period 3	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00
Period 4	12:00 – 13:00	12:00 – 13:00	12:00 – 13:00
Lunch	13:00 – 13:35		13:00 – 13:35
Daily Contact	13:35 – 14:00		
Period 5	14:00 – 15:00		13:35 – 14:35
Period 6	15:00 – 16:00		14:35 – 15:30

Start of the day

-  Students in Year 10 and 11 should come to the UTC for a prompt 8.30 start.
-  Students in Year 12 and 13 should come to the UTC for a Prompt 8.45 start (or in time for their first lesson).

Breaks/Lunch

-  Students will be on a split lunch and will need to socially distance on the seating areas provided

End of day

	Year 10	Year 11
Monday	4pm from PE	4pm
Tuesday	3.50pm	4pm
Wednesday	12.50pm	1pm
Thursday	4pm	4pm from PE
Friday	3.20pm	3.30pm

6th form students should leave after their last lesson through the main entrance.

Mental Health & Wellbeing support

Mental health and wellbeing are always very important and will continue to be so as we return to some kind of normality.

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

Parents/carers

-  Government advice to parents and carers on supporting young people's mental health during COVID-19 [Click here](#).
-  <https://youngminds.org.uk/find-help/for-parents/>
-  <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>
-  <https://www.annafreud.org>

Learners

-  <https://youngminds.org.uk>
-  <https://www.annafreud.org>
-  <https://www.kooth.com>
-  <https://www.nhs.uk/conditions/stress-anxiety-depression/bereavement-and-young-people/>

Staff

-  All staff will continue to have wellbeing calls/meetings with their line managers, regardless of whether they are on-site or working from home. This is a dedicated opportunity to discuss wellbeing and raise any concerns.
-  Staff are also encouraged to spend time understanding how they can support learners' wellbeing at <https://www.gov.uk/guidance/teaching-about-mental-wellbeing>
-  <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

Expectations of the learner

Attendance

It is mandatory once again for learners to attend CEDUTC full time from September 2020. It is the parents' duty to ensure good attendance and the UTC will once again be recording attendance and follow up absence. Where learners are unable to attend because they are complying with clinical / public health advice, learners will need to engage with remote education as detailed in this document. Remote learning will be monitored by teaching staff and Mr Graham KS4 or Ms Whim KS5.

Expectations on site

When attending the UTC, learners are expected to follow the rules and expectations outlined in this document. This will help to maintain the health and wellbeing of everyone in our UTC and wider community. If parents/carers feel that their child is unable to conform to the revised rules and expectations, they should contact the Mr Graham KS4 or Ms Whim KS5 in the first instance so that alternative arrangements can be considered.

-  Learners should arrive and leave UTC within their allocated time slots and at their designated entrance points. KS4 Through the canteen entrance, KS5 through the main entrance.
-  Learners should not congregate outside the UTC at the end of the day or if in the Sixth Form during their study periods.
-  Learners must use a sanitiser to disinfect hands on entering and leaving the UTC, and on entering classrooms.
-  They should also wash their hands with soap regularly during the day.
-  Learners must maintain a safe distance from others,
-  Avoid physical contact at all times. No hugs, shaking hands etc.
-  Learners should not share belongings and will need to ensure that they have the correct equipment for each lesson (pens, pencils, rulers etc.)
-  Learners must not use any of the social spaces within the UTC that have not been allocated to their year group
-  Learners should only enter the toilets if there is free cubicle (see "Toilets" section of this document)
-  In IT rooms keyboards and mice should be wiped by the learner (using the wipes provided in each room) before the start of each lesson.
-  Similarly, learners should wipe down desks before they are seated. This allows our learners to take some responsibility for their own safety.
-  Learners should dispose of face masks as per government guidance and avoid touching their faces on removal.
-  Learners must wear their lanyards at all times.
-  To avoid large congregations, year group assemblies will take place via Teams streamed live into classrooms
-  Year group assemblies will take place via Teams streamed live into classrooms. Employer Engagement will take place in Lecture Theatre, but only with a single year group bubble.

Where a Sixth Form learner has no timetabled sessions, this is considered a study period. Learners should not leave the UTC site where possible and the UTC will provide a learning space where Year 12 are separated from Year 13.

Reasonable adjustments made for learners with more challenging behaviour

Challenging, complex and unsafe behaviours (“behaviours of concern”) involve a very small proportion of our learners. As some of the strategies we use for de-escalation and to support positive behaviour cannot currently be used in the circumstances (COVID -19), a risk assessment plan will be completed for learners where the risk of complex, unsafe behaviour is likely.

This may include learners:

-  who have an individual behaviour plan, known to have persistent poor behaviour, or SEN needs e.g. autism etc.
-  where the UTC deems it to be necessary due to behaviour of the learner before the COVID- 19 pandemic

Unsafe behaviours at this time include:

-  Spitting, licking and biting
-  Physical aggression involving skin to skin contact- pushing, shoving
-  Running/walking away from adults to areas that are out of bounds for the learner as per the UTC Risk Assessment plan.
-  Serious emotional distress caused by the need to maintain social distancing

The risk assessment will be discussed and agreed with parents/carers of particular learners. Where it is deemed that a child is too high a risk to come into UTC and keep themselves and others safe, the UTC will work with the parents and learner to support a gradual transition into UTC at an appropriate time when routines have been established at UTC.

Reasonable Adjustments

Reasonable adjustments have been made in addition to our Behaviour Policy which took effect from June 15th, 2020 until such a time when these behaviours do not pose a substantial health risk.

If learners display any of the following behaviours, parents/carers will be contacted by either Mr Graham or Ms Whim as laid out below, and the provision and approach discussed. Where we are unable to reduce the impact and risk of the behaviour the indicated sanction below will be used.

Behaviour/Challenges	Action(s)	Sanction(s)
<ul style="list-style-type: none"> - Spitting, licking and/or biting others. - Physical aggression involving skin-to-skin contact. 	<ul style="list-style-type: none"> o Inform the KGM/RWM by email or by sending a responsible learner to convey the message. o Remove other learner and adults to a safe distance. o Parents informed and provision and approach discussed. o Contact the parents of both learners: the perpetrator and the victim. 	<ul style="list-style-type: none"> o The learner will be sent home immediately and a ½ day fixed term exclusion will be added to their record o A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in UTC.
<ul style="list-style-type: none"> - Deliberately coughing in the direction of other pupils and/or adults. 	<ul style="list-style-type: none"> o Inform the KGM/RWM by email or by sending a responsible learner to convey the message. o Remove other children and adults to a safe distance. o Parents informed and provision and approach discussed o Contact the parents of the child and the child who has been coughed at. 	<ul style="list-style-type: none"> o The learner will be sent home immediately and a ½ day fixed term exclusion will be added to their record o A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in school.
<ul style="list-style-type: none"> - Running away from members of staff to access out of bounds areas, including those areas of school that will be temporarily prohibited in light of the current circumstances. 	<ul style="list-style-type: none"> o Inform the KGM/RWM by email or by sending a responsible learner to convey the message. o Teachers to explain the reasoning and de-escalate using appropriate strategies. o Parents informed and provision and approach discussed. 	<ul style="list-style-type: none"> o Should this become persistent, the learner will be sent home for the rest of the day and a warning letter issued. o A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in UTC.

Traveling to the UTC

The government advice remains to avoid public transport wherever possible. CEDUTC encourages all learners, staff and visitors to use active methods of travelling to UTC, including walking and cycling wherever possible. These methods are COVID safe, good for the environment and good for your health. However, we recognise that this may not be possible for everyone, so we are also making driving/dropping off by car easier, see the below section for guidance on this.

We have been advised that public transport capacity may well continue to be constrained in the autumn term. We recognise that some staff and learners use public transport and recommend that everyone is familiar with the governments safer travel guidance for passengers.

Access to the UTC by car/motor vehicle

Parents/carers will be permitted to drop their children off via car, but the parent/carer should not exit the car themselves while on-site.

All staff and visitors will be permitted to park on-site.

Access to the UTC via bicycle

Visitors may use the CEDUTC bike shed to secure their bikes when arriving via bicycle. Only three persons should be in the bike shed at a time and should maintain social distancing at all times. Users should queue outside following the 2m floor signage if necessary. Hand sanitiser will be available in the bike shed and users should sanitise their hands on entering and exiting the bike shed.

Staff are encouraged to cycle to work, and the UTC is looking at the Cycle2Work scheme to support this. Details of which will be available in September.

Access to the UTC via Public transport

If you have no alternative but to use Public Transport, you must follow all relevant government advice including the, now mandatory, wearing of a face covering.

Arrival into and departing from the UTC

In order to facilitate an orderly entrance and departure from the UTC site, and in line with government guidance, we are proposing a staggered beginning and end of the day for learners. Individual year groups should arrive at the times indicated below and enter through the assigned entry /departure points. This is to avoid groups of learners from different year groups mixing.

Social distancing floor markings are in place (at 2m intervals) in a queue formation, should queuing be required when entering the building. Social distancing within the UTC is still recommended and a one-way system continues to be in place to facilitate this.

Parents/Carers should not enter the UTC building. If parents/carers would like to discuss any matters with UTC staff, they should contact Mr Graham or Ms Whim via email or telephone or by dialling the main UTC number to arrange a telephone meeting or video call.

Any visitors or contractors should wait outside the UTC building (maintaining social distancing) and telephone the contact who they are due to meet to inform them they have arrived. The contact should come to meet the visitor at reception but should maintain social distancing at all times.

All persons (learners, staff or visitors/contractors) will enter the building one at a time and register using their UTC ID cards on the card readers provided at their designated entrance. Visitors will continue to be registered by reception staff

KS5 Learners and staff must ensure that the ID card reader display correctly shows them as “In” on entering the building, and “Out” on leaving the building. SLT will monitor each entrance to ensure entrance and exit occurs in a safe and sensible manner, that all persons are registered correctly, and that social distancing is maintained. Following government advice temperature measurements will not be routinely taken, however CEDUTC may at its discretion insist on a taking a person’s temperature using a non-contact thermal imaging camera or similar device. If we suspect somebody has a high temperature the UTC may refuse entry if the person is unwilling to undertake this test.

We recognise that sometimes learners will need to be seen by external visitors for essential safeguarding and wellbeing purpose. This includes, but is not limited to, Social Workers and Specialist teachers. In these cases, the visitor will be in contact with either the DSL or SENCO and appropriate arrangements will be made.

Upon entering the UTC from any entrance, if you wish to wear or remove PPE, particularly face masks, then you should follow the PHE/NHS guidance. 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 all persons should use the hand sanitiser provided before following the floor markings/one-way system.

Learners and teaching staff should proceed directly to their timetabled classroom. All other persons should proceed directly to their designated working space.

On leaving and throughout the day, learners, staff and visitors will be asked to use hand sanitisers which are provided throughout the building at free standing “sanitiser stations” or to wash hands at the sink areas near the toilets on each floor. Learners and all other persons must proceed directly home when leaving UTC and must not congregate on UTC grounds, recreation areas or nearby roads.

Movement around the UTC

All non-essential movement around the UTC should be avoided. Wherever possible, and unless a member of staff considers it unsafe to do so, doors must be left open at all times while the UTC is open, this includes classroom and office doors. The UTC has installed door stops for this purpose. This will significantly reduce the number of touch points where the virus can be transmitted person to person.

A clear one-way system with directional arrows and other signage has been put in place around the whole UTC wherever possible. One set of stairs has been designated for upwards traffic and one for downwards. Except in the case of an emergency/fire evacuation these one-way systems must be observed at all times by all users (including all learners and staff).

Directional arrows have been placed at 2m distances to assist with social distancing, which must be maintained wherever possible while moving around the UTC. Wherever possible persons should directly enter the room they are travelling to, rather than waiting in the corridor. Once in their classroom learners should not leave the room without express permission from their teacher/supervising staff member. Currently learners will not be able to use their lockers. This is to avoid a congregation of learners from different year groups within the corridors.

For clarity. Who is allowed on site

NO PERSON MAY ENTER SITE IF THEY, OR SOMEONE IN THEIR HOUSEHOLD, HAVE SYMPTOMS OF COVID-19

Learners - We expect all learners to return from September and would like to remind everyone about attendance

Staff - Following the reduction of the prevalence of COVID 19 and relaxation of shielding measures from 1 August, we expect most staff will attend.

Where a role within the UTC can be carried out at home, this should be discussed with the relevant line manager to see whether it is feasible and/or appropriate. Where staff are concerned about returning to on-site working they should consult with their line manager or HR as soon as possible.

Staff on site should be aware of the following:-

Social spaces may be used to collect refreshments, but not available to socialise in

Social distancing must be observed at all times.

Office spaces may be used if social distancing can be observed

Shared staff desks should be kept clear and be cleaned by staff on arrival. We would encourage staff to use their classrooms to work where possible.

No queuing outside classrooms, therefore staff must be in class before end of break / lunch

Staff should ensure that they lead by example when it comes to using hand sanitiser at the beginning of each lesson and throughout as necessary.

Staff should use their own dedicated laptop at all times, and sharing of computers should in the reception area should keep to their own computer / keyboard at all times.

Teaching Assistants / Technicians

Teaching Assistants will only work in classrooms, with learners they support, where a certain amount of social distancing can be maintained without disrupting the learning. Should this not be possible, the TA and learner will move to a separate space. Should this occur they will form part of the social bubble identified. Where possible, TAs will form part of the year group bubble.

Lunch and break time plan

Staggered lunchtime and break times have been put in place to avoid the congregation of more than one year group. Learners have been assigned a space where they will be able to socialise with their own year group and purchase food. Learners must use their ID cards for purchasing food and it is essential that they have funds in their ParentPay accounts. Each separate eating space will be set-up so that learners will not be seated face to face or side on, or where this is not possible a Perspex screen will be installed to create a protective barrier. Staff must remain 2m socially distanced while eating or performing supervision duties in the dining areas.

We are asking that Sixth Form learners avoid the need to leave the UTC site.

The UTC kitchen will endeavour to offer a wide selection of options at lunch and break-time, however there may be less selections available for the time being in order assist with social distancing in the kitchen and to speed up service. At a minimum there will always be a separate meat and vegetarian option available.

Learners will need to queue in the designated areas for lunch within their groups.

Learners and staff must wash/sanitise their hands before and after lunch, using the sinks and sanitiser-stations provided.

Any staff, learner or visitor who chooses to bring in a packed lunch can eat it in their designated areas of the UTC . It should be noted that no refrigeration or heating facilities will be available on-site for packed lunches, and you should keep your lunch with you at all times during the day.

Catering Staff

At all times catering staff will follow the latest government guidance for food businesses on coronavirus (COVID- 19). Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear normal catering garments. A separate bin should be used to discard these items.

Catering staff will continue to wash hands with soap regularly, particularly before serving food.

Staff Rooms and Offices

Each staff room and office will have its maximum capacity printed on a sign on the door. Except for emergencies do not enter if this will result in the capacity being exceeded.

Staff should only use offices or staffrooms if they are able to socially distance themselves from each other.

Staff rooms must not be used for meetings unless social distancing is possible.

In staff rooms and offices, hot desking should be avoided where possible. Staff should only use the laptop / PC designated to them. If sharing a PC is unavoidable, staff should either use their own dedicated keyboard and mouse (issued by IT) or wipe down the keyboard and mouse before using.

Staff should use a hand sanitiser when entering and leaving the staff room and/or office and before entering and leaving their classroom base.

Lessons in classroom and teaching spaces

Each classroom will have its own free-standing hand sanitising unit, box of tissues and anti-bacterial/alcohol-based wipes, which will be stored in a location available to all users.

Learners and staff must use hand sanitiser on entering the classroom.

Teachers' will have a dedicated 2m exclusion zone marked on the floor where no learners and the teachers should avoid moving around the room as much as possible. All classrooms will be set-up in accordance with government advice with all learners' desks facing forward, so no learners are face to face or side-on. Any spaces where it is not possible to avoid sitting learners face to face or side on will have Perspex screens installed to create a protective barrier. Desks and chairs must not be moved from their location.

It is recognised that in order to deliver our whole curriculum, we will not be able to keep learners in class bubbles. We have where possible, tried to keep movement for learners to a minimum. This, however, does mean that our staff will be moving from room to room instead. For all staff leaving a room, they must take all of their belongings with them (including their UTC issued laptop) and leave the teacher's desk totally clear. The teacher entering the room must use the anti-bacterial/alcohol-based wipes provided to wipe down the teacher's desk, chair, phone and any other touch point they will use during the lesson.

Teaching/supervising staff should use the whiteboard markers and erasers if using whiteboards or touch screen TVs and should avoid touching the whiteboards or touch screen TVs with any part of their body.

Where present windows should be left open during the lesson unless it disrupts the learning, and air conditioning/air handling units should be left on to maintain fresh air flow. Similarly, doors should remain open unless unsafe to do so.

Due to the small size of the UTC, the building and the varied nature of our curriculum it is not possible to deliver the curriculum to learners without some sharing of rooms in the same day between different year groups. While this will be kept to a minimum it is not possible to remove altogether. Therefore, all learners must wipe down the desk and chairs that they will use when they move between classrooms. CEDUTC will provide easily accessible antibacterial wipes for learners to be able to do this.

As a UTC, we are very aware of the practical nature of many of our subjects. We are proposing to continue with practical lessons, for example in the workshops) with extra safety measures being put in place. Learners will need to wear disposable gloves, these will be issued by CEDUTC. Visors/Goggles will be issued to individuals in workshops/science labs for which they will be responsible, or if sharing visors/goggles these will only be used on a rotation basis with each shared item being put out of use for 48hour (72 for plastic items). Single use aprons will be made available for learners in art subjects where needed. Stationery and equipment should not be shared. All learners should provide their own equipment for the day. The use of textbooks / handouts should be kept to a minimum unless they are the learner's own copy.

Safeguarding & SEND

With all the designated safeguarding and SEND staff back on-site as usual, safeguarding and SEND contacts are as per before the COVID-19 pandemic.

- o The Designated Safeguarding Lead is R Whim, Vice Principal
- o The Deputy Designated Safeguarding Lead is K Graham, Vice Principal
- o The SENCO is Kat Humphries

Should any member of the UTC community have concerns relating to the wellbeing of any learner they should email RWM or KGM. The UTC's safeguarding policy is available on the website and staff receive regular updated guidance.

Trips and Visits

Government guidance states that the UTC can resume non-overnight domestic educational visits. Any trips visits will be organised in line with protective measures (including keeping learners within their relevant year groups) and the COVID-19 measures in place at the destination. The UTC will as normal undertake a full and thorough risk assessment prior to any trip / visit taking place to ensure that it can be done safely.

First Aid

- 🌸 All first aid trained staff should ensure that they have accessed and viewed the below links providing training and information in relation to the appropriate use and disposal of personal protective equipment.
- 🌸 'donning and doffing' PPE – NHS video / advice <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>
- 🌸 PPE is disposed of in accordance with NHS COVID-19 waste management guidance
- 🌸 <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Infection Control Protocol & Implementing Protective Measures

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

1. People with COVID symptoms, or who live with someone with COVID symptoms, do not attend UTC
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. Minimising contact between individuals and maintain social distancing where possible.

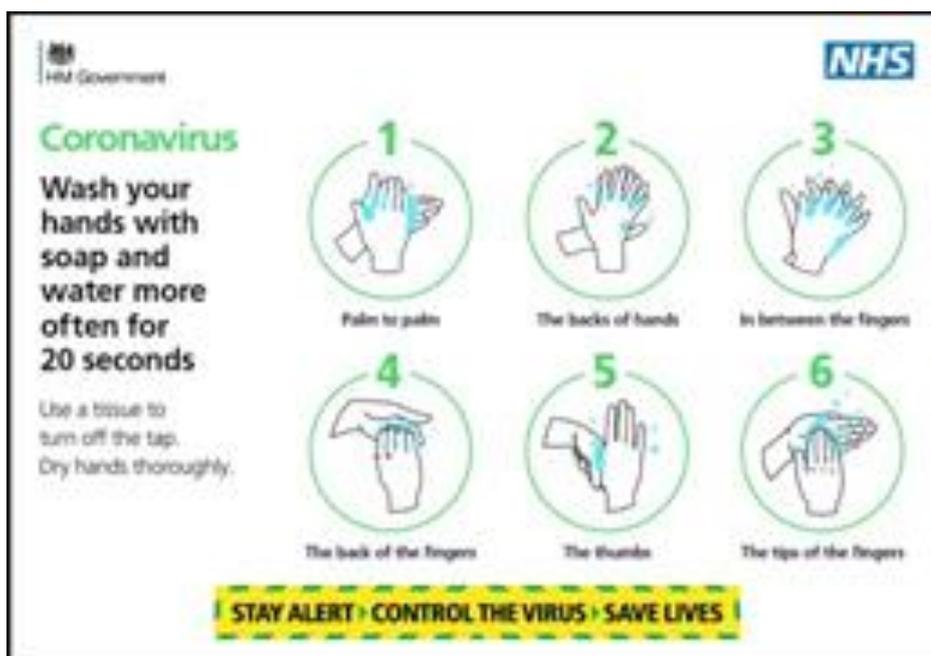
Numbers 1 – 4 must be in place in UTC at all times.

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. Further sinks are available in certain other rooms around the UTC.

Hand sanitiser

- 🌸 Circulation areas: Free standing hand sanitiser units have been placed at the entrance/exit points of the building, at the entrance and exit points of each floor of the building and placed throughout the floor plans 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 bottle of hand sanitiser or sanitiser station for learners and staff to use when entering and exiting the classroom/office.
- 🌸 Staff: All staff working on-site will be issued with a small individual bottle of hand sanitiser, and learners are encouraged to bring their own sanitiser to UTC.
- 🌸 All hand washing and sanitising should follow the below guidance (posters are placed around the UTC).



When to wash/sanitise hands:

Hands should be washed throughout the day, but particularly at the following times:

- 🌸 When first arriving at UTC
- 🌸 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 the UTC
- 🌸 First thing when arriving home

Respiratory hygiene:

All users on-site should follow the “Catch it, Bin it, Kill it” principle and should cough into a tissue and immediately throw the tissue into a bin. Tissues have been provided in all classrooms and offices around UTC, but if you cannot get to one in time then cough or sneeze into your bent elbow



Water fountains & making drinks:

The water fountains around UTC should only be used to re-fill bottles, and not direct drinking. Care should be taken to avoid touching the spout of the fountain with your hand or drinking bottle. Water fountains will be regularly disinfected as part of the touch point cleaning regime.

Staff will be able to make hot drinks using the hot water boiler in the first-floor staff room; however, they must bring in their own cups (with lids) and use their own supply of tea/coffee/UHT milk (not to be stored in shared areas). No sharing of supplies is allowed.

Always wash/sanitise hands thoroughly before and after making a drink.

Doors kept open:

As a rule, all doors to rooms being used at UTC will be kept open at all times to avoid the need to touch door handles. Where the door is a fire door the UTC has installed automatic release door stops which will release when the fire alarm sounds (for fire safety purposes). AMY will open all doors and leave them propped open at the beginning of each day.

Equipment to be issued to staff:

All staff already have their own individual laptops issued to them, and these should be kept with the staff member at all times when working on or off-site. There are very few shared computers, and the use of these should be avoided.

All staff who will be working on-site will also be issued with the following equipment, please only take replacements if needed:

- o An individual bottle of hand sanitiser
- o An individual pack of anti-bacterial or alcohol wipes
- o A packet of disposable gloves

When giving any first aid or undertaking any other “close contact” activity the staff member should use the PPE provided in the medical room (see First Aid section for guidance on appropriate use of PPE). See PPE section below.

Personal Protective Equipment (PPE)

Following government advice PPE (such as face masks, gloves and visors) are generally not required to be worn in education settings by staff or learners, 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 on how to wear and make face coverings, 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.

It is important to note that the wearing of gloves for anything other than short periods of time for specific tasks is not recommended. Gloves are just as capable of transmitting the coronavirus and other germs as bare hands, and often the wearing of gloves can make hand washing/sanitising harder to do effectively. Note the guidance in the “Travel Section” of this document for face coverings while using public transport. Staff should also note the guidance “All Staff” “Staff Equipment” section of this document regarding first aid and close contact PPE.

Cleaning

Each evening cleaners will be on-site between 5-8pm to conduct a full clean of the premises in accordance with COVID-19: cleaning of non-healthcare settings guidance ([click here](#)).

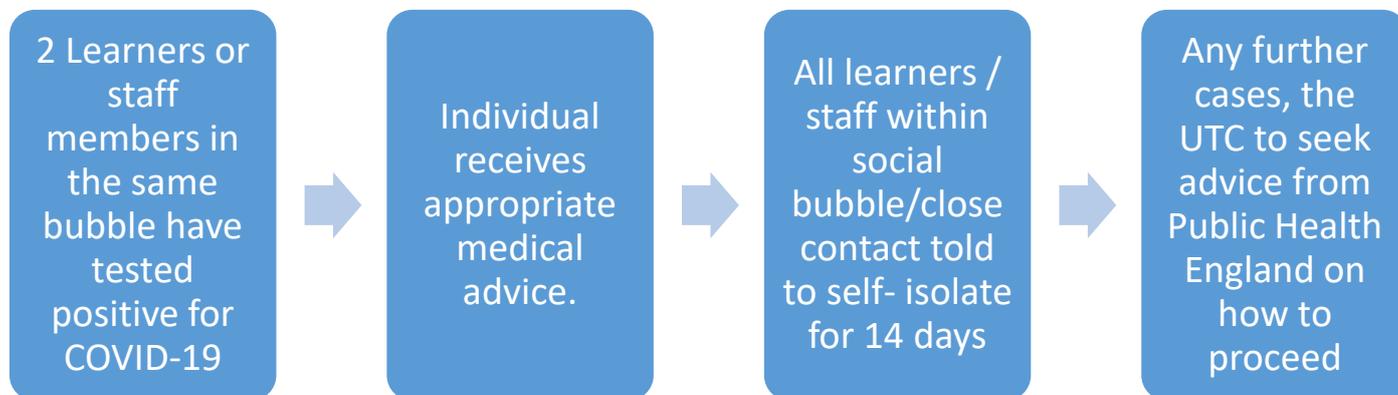
Additionally, a specialist team will be arranged to attend site and decontaminate/sanitise/clean any areas used by known cases of Covid-19 including holding/storing of any waste as required.

Cleaning staff should wear recommended PPE at all times

Use of toilets

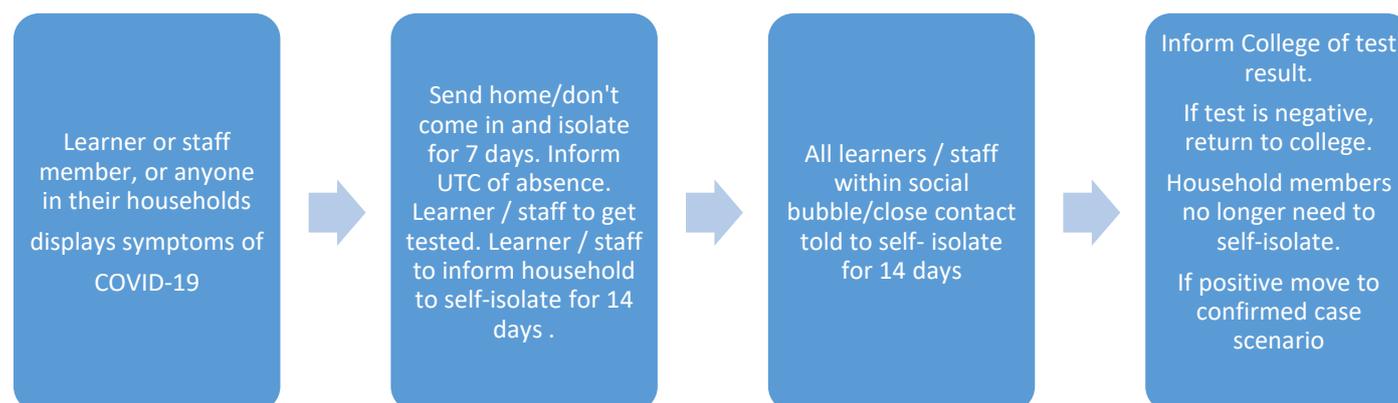
-  Provided learners are behaving sensibly, teaching staff should allow learners to use the toilets as and when they need to, in order to avoid a rush at lunch time.
-  All toilets will be cleaned before the end of each day.
-  Additional cleaning staff will be engaged temporarily to maintain this enhanced toilet cleaning regime.
-  Monitoring by staff ensures a constant supply of soap and paper towels
-  All building users are reminded regularly on how to wash hands

Actions if a learner or staff member (or someone in their household) shows COVID-19 symptoms:



Note that, as per government guidance, a staff member or learner who has symptoms, but has not yet had a test to confirm COVID-19, does not impact their classmates/teachers or anyone else at UTC unless they too develop symptoms. Only once a positive case is confirmed does this impact others within the UTC (see next section).

Further guidance:



If a person develops symptoms while on-site they should leave immediately and inform reception on their way out. If for some reason they cannot leave immediately they should report to reception and wait in the meeting room in reception area (which has been designated a holding room for this purpose only) until they can be picked up or are able to leave alone. If the meeting room is used for this purpose reception staff must inform the AMY and cleaning staff so they can clean the room.

Reporting your absence due to symptoms:

If a learner/staff member or someone in their household develops symptoms of COVID-19 while they are off-site they must not travel to UTC and they must report their absence as follows:

Learners – Parent/Carer should contact either Mr Graham or Ms Whim to confirm the absence and the expected return date

Staff – Staff members should contact LMD and SLN

Getting a test:

Anyone in the UK can now get a free COVID-19 test from the government if they have symptoms. It is important to act quickly once the symptoms start, so do not wait, get a test straight away. [Click here](#) for more information on testing.

Reporting the test result:

Once you or your household member has your test results it is important that you tell the UTC the results asap. For learners, parents should speak to Mr Graham or Ms Whim to report the test result, and for staff they should speak to LMD and SLN

Actions if there is a confirmed case of COVID-19 at the UTC

Any staff member or learner who has to isolate due to a confirmed case within their social bubble should obtain a COVID-19 test if they develop symptoms within the 14 days, follow “Actions if a learner or staff member (or someone in their household) shows COVID-19 symptoms” as above

Further guidance and sharing concerns

Useful sources of information about Coronavirus and CEDUTC:

-  CEDUTC website www.creweutc.org.uk
-  Link to government guidance – www.gov.uk/coronavirus
-  Link to NHS guidance – www.nhs.uk/coronavirus

If you have any concerns, in the first instance learners and parents/carers should contact the relevant Mr Graham KS4 or Ms Whim KS5, and staff their line manager. However, if you feel the matter is both urgent and important you can speak directly to the Principal, or phone the UTC main number and ask to speak to the Principal.