

**What to do if a Learner becomes symptomatic of COVID-19  
For Learners based at the Queens Drive campus**

Symptoms of COVID-19	<ul style="list-style-type: none"> <li>• High Temperature – this means you feel hot to touch on your chest or back;</li> <li>• A new continuous cough – this means coughing for longer than an hour, or 3 or more coughing episodes in 24hrs;</li> <li>• A loss or change to your sense of smell or taste: this means that you have noticed that you cannot smell or taste anything.</li> </ul>
If a Learner becomes Symptomatic at Home	<p>If a learner calls campus to report they are symptomatic, they must be advised they are not to come into College and should self-isolate immediately only leaving the house to access a test.</p> <p>Where a learner calls the absence line to report an absence due to COVID-19, the call should be transferred to the Curriculum Manager (CM) of the department concerned.</p> <p>The learner is to be encouraged to contact the NHS immediately, either on-line or by calling 111, and let them know that they have been attending College. The NHS will provide guidance to the learner on what to do next.</p> <p>If a Lecturer took the call / message from the learner they must inform the relevant Curriculum Manager.</p> <p>The CM should contact the learner in order to establish whether a test has been arranged and to ask the learner to inform the CM the outcome of the test. Test results are generally available within 48 hours of the test being carried out.</p>
If a Learner becomes Symptomatic on campus	<p>If a Lecturer is advised by a learner they are experiencing symptoms of COVID-19 whilst they are on campus, the Lecturer must ask the learner to leave campus and return home advising the learner to contact the NHS immediately, either on-line or by calling 111, and let the NHS know that they have been attending College. The NHS will provide guidance to the learner on what to do next. The learner should be asked to wear a facial covering until they leave campus.</p> <p>The learner should be advised they will need to isolate once they arrive home only leaving the house to access a test.</p> <p>The Lecturer should then inform the relevant Curriculum Manager and the AC if an apprentice is involved.</p> <p>If an apprentice is involved, the AC is to ask the apprentice to contact their employer and report their sickness in accordance with their employer’s procedure.</p>

<p>The Learner has to wait to be collected</p>	<p>If the learner is not able to return home and has to wait to be collected they must be sent straight to the Isolation Room next to the Nurse Base ensuring they wear a facial covering at all times until they leave campus. Assistance may be needed from the CM to manage the process.</p> <p>Access to the Isolation Room will be enabled by the Nurse team. The learner is to be asked to wait in the Isolation Room until they are collected. If no-one arrives within an hour, the learner should make contact with Reception.</p> <p>If they need to use a toilet they must only use the Accessible toilet opposite the First Aid Room. No other toilets can be used.</p> <p>PPE should be worn by anyone waiting with the learner awaiting collection if a distance of 2 metres cannot be maintained. Anyone waiting with the isolated person must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>Once the learner has left the isolation room, the nurse is to advise Facilities to arrange for the Isolation Room and toilets to be cleaned and sanitised thoroughly before anyone else can use it.</p>
<p>The Learner is not able to return home</p>	<p>If the learner is not able to be collected and has no other means of returning home, the College will decide what action is to be taken based on the individual circumstances and risk levels at the time.</p>
<p>Contacting the NHS</p>	<p>Learners are to be encouraged to contact the NHS immediately they become symptomatic, either on-line or by calling 111. Tests can be arranged through the <a href="https://www.nhs.uk">NHS website</a> or by calling 119. Let the NHS know that you attend College as those working in an education setting have priority access to testing.</p> <p>The NHS will provide guidance to the learner on what to do next and isolation periods.  <a href="https://111.nhs.uk/">https://111.nhs.uk/</a></p>
<p>Learners in the same class as a person sent home because they were symptomatic</p>	<p>Staff and learners who have been in close contact with someone who has been sent home because they were symptomatic do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• they develop symptoms themselves (in which case they will need to self-isolate and arrange a test)</li> <li>• the symptomatic person subsequently tests positive or</li> <li>• they are requested to do so by NHS Test and Trace</li> </ul>
<p>What is Close Contact</p>	<p>Close contact has been defined by the government as:</p> <ul style="list-style-type: none"> <li>• Direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> </ul>

	<ul style="list-style-type: none"> <li>• Proximity contact - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• Travelling in a small vehicle, like a car, with an infected person</li> </ul>
Home Test Kits	<p>The College has a small number of home test kits that can be offered to those over 18 in exceptional circumstance where it is believed they may have barriers to accessing testing elsewhere. The best and fastest way for anyone to access a test is to visit a testing site. Swindon has 2 testing sites:</p> <ul style="list-style-type: none"> <li>• Wroughton Park and Ride – at the bottom of Croft Hill in Old Town – close to the main Nationwide building</li> <li>• The Civic Offices – this is a mobile unit currently based in the Civic Offices in the Town Centre – the unit at County Ground is no longer in place</li> </ul> <p>The kits are available by contacting the nurses. For under-18s, the kit can be provided to their parent or carer who will then be responsible for administering the test. Full instructions on how to use the kit and return it for testing are provided within the kit.</p> <p><b>THE TEST MUST NOT BE CARRIED OUT ON ANY COLLEGE PREMISE in accordance with current government guidance.</b></p>
The Learner Tests Positive for COVID-19	<p>A learner who tests positive for COVID-19 may still attend remote lessons, providing their health is not compromised.</p> <p>The learner should take guidance from the NHS Test and Trace service. Generally they will be required to self-isolate at home for at least 10 days from the onset of their symptoms and then they may return to campus only if they do not have symptoms other than a cough or loss or change in their sense of smell or taste. This is because a cough or change in smell or taste can last for several weeks once the infection has gone. The 10 day self-isolation period starts from the day when the learner first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue to self-isolate for the full 14 days.</p>
The Learner Tests Negative for COVID-19	<p>If a learner begins to self-isolate because they have symptoms similar to COVID-19 and they get a test which returns a negative result and they feel well and no longer have COVID-19 symptoms they can stop self-isolating. They could still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>There is no legal requirement for a learner to provide the College with evidence of a negative test result before they are allowed to return to campus.</p>

<p>Maintaining a Central Record of Incidents</p>	<p>The CM or AC is to inform Health and Safety (Caroline Pooley) of the situation as soon as possible in order that a central record of incidents is maintained. Health and Safety will provide advice and guidance to the CM as required.</p> <p>In the event that Health and Safety assistance is not available at the Queens Drive Campus, contact should be made with the Health and Safety Officer at the North Star campus, Meryl Hamilton. Meryl can be contacted by email at <a href="mailto:merylhamilton@swindon.ac.uk">merylhamilton@swindon.ac.uk</a></p>
<p>Communication with the Learner</p>	<p>The CM for the area should make contact with the learner in order to establish whether a test has been arranged and to ask the learner to inform the CM the outcome of the test. Test results are generally available within 48 hours of the test being carried out.</p> <p>All communication with the learner will be through the CM to provide the learner with one point of contact at College. The CM will inform Health and Safety when new information becomes available.</p>
<p>Responsibility to Report Incidents to Government Departments as required</p>	<p>The College must take swift action when we become aware that someone who has attended our premises has tested positive for COVID-19. Health and Safety will collate information and maintain a record of all learners who advise they are symptomatic and will record the outcome of any tests.</p> <p>Health and Safety will be responsible for liaising with the Health Protection Team (HPT) and will call on the assistance of management and others when required. It is critical that all reports of a positive test are provided to Health and Safety immediately they are known as there is a requirement for the College to inform the HPT in the event of more than 1 learner testing positive within a 14 day period.</p> <p>The HPT may contact the College if they become aware that someone who has tested positive attends campus as identified by NHS Test and Trace.</p> <p>The HPT will carry out a rapid risk assessment to confirm who has been in close contact with the person who tested positive during the period they were infectious and ensure they are asked to self-isolate.</p> <p>The HPT will work with the College in this situation and will provide guidance on the actions to be taken. Based on the advice from the HPT we may need to send home people who have been in close contact with a learner who has tested positive advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p>

	<p>The local HPT will provide definitive advice on who must be sent home and will look to College to provide information on learners in the same class as anyone who tested positive. The HPT will provide a template letter to send to learners, parents and staff if needed. It is imperative that electronic registers are marked daily, preferably in the session and are accurate.</p> <p>Household members of those contacts who are sent home do not need to self-isolate unless the learner who is self-isolating subsequently develops symptoms themselves within their 14 day self-isolation period.</p> <p>In some cases, a larger number of learners may be asked to self-isolate at home as a precautionary measure – perhaps the whole class or year group.</p> <p>It is not expected that closure of the whole College will be necessary where Colleges are following advice around the management of the spread of infection.</p> <p>Where the College is advised there is a suspected outbreak as defined by the HPT, the HPT will provide further guidance. The ESFA will need to be informed of this guidance by calling the DfE Helpline – 0800 046 8687.</p> <p>The College’s HPT is as follows:</p> <p>PHE South West Centre Health Protection Team, 2 Rivergate, Temple Quay, Bristol, BS1 6EH Tel: 0300 303 8162 option 1 then option 2</p>
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If you require further guidance, please contact Meryl Hamilton at the North Star campus.