

CORONAVIRUS – COVID-19

LETTER TO STUDENTS AND PARENTS

16 March 2020

Dear Student and Parent

I am writing to you with additional information and an update of future actions that we will be taking relating to COVID-19. Please take the time to read carefully through the information below.

NEW GOVERNMENT ADVICE

As you will be aware the government has announced that the UK is now moving to the DELAY phase in an attempt to control the spread of COVID-19. We continue to follow the government's advice strictly, in tandem with advice from Public Health England.

On Thursday evening the government announced the following new measures:

1. Any individual who has COVID-19 symptoms, specifically a new and persistent cough or a fever should self-isolate for 7 days.
2. Advised against all overseas school and college trips.

Any student who has a new and persistent cough or a fever should not attend college and should self-isolate for 7 days.

Furthermore, the main messages from the government for people with confirmed or possible coronavirus (COVID-19) infection and who are required to stay at home are the following:

- if you have symptoms of coronavirus infection (COVID-19), however mild, stay at home and do not leave your house for 7 days from when your symptoms started
- this action will help protect others in your community whilst you are infectious
- plan ahead and ask others for help to ensure that you can successfully stay at home
- ask your employer, friends and family to help you to get the things you need to stay at home
- stay at least 2 metres (about 3 steps) away from other people in your home whenever possible
- sleep alone, if that is possible
- wash your hands regularly for 20 seconds, each time using soap and water
- stay away from vulnerable individuals such as the elderly and those with underlying health conditions as much as possible
- you do not need to call NHS111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days contact [NHS 111 online](#). If you have no internet access, you should call NHS 111. For a medical emergency dial 999.

These measures are an increase from the containment phase, however it is likely that further measures will be announced in the coming weeks including social distancing.

In the meantime, we are taking further action to minimise the spread of COVID-19.

FURTHER ACTIONS THAT WE ARE IMPLEMENTING AS OF MONDAY 16 MARCH

1. Contactless Payments - We encourage all staff and students to use contactless payments where possible.
2. Trips and Visits – All overseas trips have been cancelled or postponed. We are reviewing all UK-based student trips on a case by case basis. It is likely that all residential trips will be cancelled or postponed with day trips remaining in operation.
3. Events - We are reviewing all events and taking decisions daily on cancellations.
4. Interviews/applications – We are suspending all face-to-face interviews with students and moving to telephone interviews instead.
5. Water Machines - We are requesting staff, students and visitors to use only disposable cups at the water machines. Signs will be displayed on water machines as a reminder.
6. Attendance - We have implemented a register mark 'Q' to indicate those students who are not attending as a result of COVID-19. This is a positive mark and is for those students who are not attending college but are still liaising with their tutors and continuing their studies.
7. Remote Working and Learning – We already use Google Education Suite for our learners and we will be increasing this over the coming days. We are developing a range of instructional guides so that staff and students can work remotely and continue learning online. You will receive more information over the coming days.
8. Equipment Loan Scheme – we are looking at initiating an equipment loan scheme for students and staff who do not have access to technology. More information will be available later this week and students impacted by this should speak to their tutor as soon as possible.
9. Student Contact Details – It is essential that we have up to date student contact details and emergency contact details. We will be asking all students to provide updates this week through their tutorials.

In addition to the above I wanted to remind you again of **the importance of hand washing**.

We have published and promoted hand washing protocols via the staff and student intranets as well as specific sessions as part of tutorials. We recommend students, staff and visitors should wash their hands:

- Before leaving home
- On arrival at college
- After using the toilet
- After breaks or sporting activities
- Before food preparation
- Before eating any food, including snacks
- Before leaving college.

It is important that we take all precautions available and that we continue to approach this fast-changing situation calmly, following the clear advice from Public Health England to manage the risks associated without causing panic or confusion.

This is an unprecedented situation. We continue to keep up-to-date with government advice. Senior staff are meeting frequently to review our actions as well as starting to make preparations for closure IF we are instructed to close by the government.

PREPARATIONS FOR CLOSURE

We are well aware that there may be an instruction to close college and as a result we are preparing for various scenarios and the implications of any closure.

If we get the instruction to close, further communication will be issued. We will follow the specific instructions given by the government at the time.

Finally, if you have any questions or queries relating to COVID-19 please feel free to contact the Information Advice and Guidance Team through the College Reception on 01780 484300.

Kind regards
Janet

Janet Meenaghan
Principal and Chief Executive



Drift Road, Stamford, Lincolnshire, PE9 1XA