



Matrix College Covid-19 Outbreak Plan

Principles

Matrix College is committed to ensure a safe environment for our students. This plan outlines how Matrix will deal with a local outbreak. It will be reviewed regularly by the Operational team to ensure that we are responding to the current public health situation.

We will at all times be guided by the national guidance and the Public Health England's Health Protection Team (PHE East of England) and follow their advice in the event of a positive case amongst staff, students and their contacts.

This advice:

- outlines the measures in place to mitigate against the spread of covid19 and to protect members of the College and the local community
- provides guidance for students and staff on what measures they are required to follow if they develop symptoms of covid19, test positive or are a contact of a confirmed case

Context

Matrix College runs a BSc (Hons) Integrative Counselling course at two venues Wymondham in Norfolk and Ipswich in Suffolk. The students are all mature, all live at home and travel to the teaching venue independently.

Students attend one face-to-face day approximately every three weeks during the academic term time. No activities are high risk. Chairs in the large group teaching room will be more than 1 metre apart and no close contact amongst students will occur. In the smaller group activities chairs will always be 2metre+ apart. Students are able to use the building maintaining social distancing during breaks and/or may go into the local businesses as required.

If required by government guidelines all teaching can be moved to online only provision following the protocol established during the national lockdown.

Covid-19 plans (both venues)

Group sizes are restricted to a maximum of 13. Both venues will only have one group in at a time in the building, social distancing will be adhered to at all times. At the start of term each group will explicitly contract to adhere to the social distancing guidelines and safety measures and will agree to support each other to do so.

Teaching staff will only work with their allocated student group during a face-to-face training. Each building has a schedule of cleaning to ensure cleaning occurs between student groups. There is no cross-group contact. Control measures are in place for students on arrival and throughout the face-to-face training day; temperature checks, handwashing, allocated bathrooms, regular wipe downs with sanitised wipes of common touch points.

We have the contact details of every student and tutor. We collect the contact details for any visitor to the building in Wymondham (there are no visitors to the building in Ipswich on a teaching day). Detailed information on the measures in place are sent to all staff, students and any visitors to the building.

Possible scenarios:

1. A member of staff or a student at the College is unwell but covid-19 status is unconfirmed:
 - a. If a student is due to attend a teaching day but has symptoms of a fever, new cough or change in taste or smell they should
 - i. Immediately seek testing through the online testing portal ¹
 - ii. Inform their Programme Lead (contact details in Student Handbook) that they will not be attending teaching
 - iii. Remain isolated at home with their household and leave only to get a test or if in need of urgent medical help, and remain in isolation until the test result is received.
 - iv. If the test is negative the student may resume normal teaching activity as long as they have not had a fever for 48h and feel well.
 - v. If the test is positive they will be required to remain in isolation for ten days following the onset of symptoms. Members of their household and any other close contacts² must remain in self-isolation for 14 days from the onset of the case's symptoms, regardless of any negative test result they might receive. Note: it is not recommended that contacts without symptoms request testing.
 - b. If a student is due to attend a teaching day but has symptoms that are not those listed above and has not been in contact with a known case of covid19, but is unwell, they should seek advice from NHS 119. If the student is too unwell to attend or is advised to seek a test for covid19 they should notify their Programme Lead as above.

¹ <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

² <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

- c. Matrix will use the covid19 page on Moodle to communicate any changes in the teaching provision for students. Students will inform their Programme Lead if they are ill and/or diagnosed with covid19 symptoms and the Programme Lead will advise the Head of Training and communicate with the impacted group of students. If a student becomes unwell during a face-to-face teaching session they will be asked to go home and to maintain communication with their Programme Lead about their symptoms. If a staff member becomes unwell they will contact the Head of Training (who is available at all times during the teaching day) who will either find a replacement tutor or advise the tutor to end the teaching day and send all students home. If a tutor is mildly unwell then the face-to-face element of the teaching weekend can be delivered online.
 - d. Students who are unable to attend a placement in person follow their particular placement outbreak guidance and inform their Programme Lead.
 - e. Students are informed to ensure that their contact details are always kept up to date.
 - f. If face-to-face assessments are not possible these will be conducted online as we did during the national lockdown.
 - g. Matrix College will proactively enquire and share information about student contacts in the event of symptoms developing.
 - h. We will encourage all students and staff to download the track and trace app.
2. A member of staff or a student at the College has a positive covid-19 test:
 - They will follow the most recent government advice on self-isolating inform their Programme Lead without delay, who will in turn inform the Matrix Head of Training.
 - Contact tracing will commence. Anyone who has been in contact with that person will be contacted by NHS track and trace and be told to self isolate for 14 days (testing of contacts is not necessary unless the contact develop symptoms)
 - Matrix will undertake a risk assessment to establish if there are any contacts of the confirmed case in the college setting.
 3. A member of staff or a student has been in contact with someone who has a positive covid-19 test:
 - They will follow the most recent government advice on self-isolating inform their Programme Lead without delay, who will in turn inform the Matrix Head of Training
 - They will be contacted by NHS track and trace and will follow instructions to self isolate for 14 days (testing of contacts is not necessary unless the contact develop symptoms)
 4. If there is more than one case of covid-19 at the College the Director will contact the local health protection team to report the suspected outbreak.

The health protection team will:

- undertake a risk assessment
- provide public health advice
- where necessary, establish a multi-agency incident management team to manage the outbreak

The local authority single point of contact for Covid-19 is phnorfolkcomc@norfolk.gov.uk for Norfolk and COVID-19@suffolk.gov.uk for Suffolk.

Tel : 0300 303 8162