



## 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 Covid 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 Covid, become Covid 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.

### Covid-19 plans (both venues)

Group sizes are restricted to a maximum of 12. Both venues will only have one group in at a time in the building, social distancing will be adhered to at all times.

We have the contact details 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).

### Possible scenarios:

1. A member of staff or a student at the College is unwell but Covid-19 status is unconfirmed:
  - they will follow the most recent government advice on self-isolating and take a test if they have symptoms of Covid-19. They are to inform their Programme Lead without delay, who will in turn inform the Matrix Director.
  - they will be required to self isolate for the required amount of time (whilst waiting for a test result).
  
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 Director.
  
  - contract 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 Director
  - they will have been 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](mailto:phnorfolkcomc@norfolk.gov.uk) for Norfolk and [COVID-19@suffolk.gov.uk](mailto:COVID-19@suffolk.gov.uk) for Suffolk.

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