



COVID-19 POLICY

DOCUMENT CONTROL	
Policy number	PDTT22/23 (005) v1
Approval date	November 2022
Review date	October 2023
Policy owner	Health and Safety Manager Head of Skills and Training
Scope: applies to who	Students, Employers, Teaching and Support Staff



Introduction

This policy covers the requirements current government guidelines relating to Covid 19 in England and how PDTT protects learners, staff, and employers. This policy covers the control measures and mitigation, face to face visits, updated risk assessment, continuity plan and the latest government guidance as of 01 November 2022.

Control Measures to Combat Risks

What we are doing to protect our staff, learners & employers

Please find outlined below how we are putting safety first, working hard to support our employees, learners, and employers during the COVID 19 pandemic:

- Home working for managers where possible, except where additional attendance is required on site at the office
- Home working for other staff except where face to face meetings or learner support is required including observations in the workplace and CPD / Curriculum days on site at the office
- Reporting procedures in place if anyone develops symptoms/ are contacted by NHS track and trace
- Those shielding/ living with someone shielding and vulnerable to advise employer, additional control measures can be managed and implemented
- COVID 19 guidance published by government is followed and processes have been adapted or introduced to accommodate meeting government guidance
- Reminder of mental wellbeing support avenues available
- Reinforcement of government guidance on public transport use
- Hygiene practice reminders aligning with current government guidance
- Employees who are self-isolating are being paid in full for the period of isolation
- Employees who become ill with COVID 19 are being paid from the first day of absence, regardless of their sick entitlement or waiting days
- Introduced temporary, flexible working to support parents during the school closures
- Introduction of more In-depth 'Return to work interviews' - with relevant information to employees on changes to working procedures and health and safety guidance
- Increased resources within online portfolios to support learning
- Weekly communications / meetings to keep employees connected
- COVID 19 rapid lateral flow tests for office and relevant field-based teams
- Some Care homes or Schools require PCR tests results emailed in advance of the scheduled visit
- Only one Tutor to be on site at a Care home or School at the same time
- Tutor welfare checks with learners to support if they have any concerns regarding Covid 19
- Tutors raise awareness of Covid 19, how learners can protect themselves and challenging misinformation about Covid 19 where applicable
- Learner/ Work Placement face to face visits have re-commenced subject to any changing government guidance



- Where possible other meetings to be virtual however staff are now returning to site as required
- Most face-to-face workshops will continue to be delivered virtually to minimise any risk to learners and staff, however some classes will now resume face to face at The Stowe Centre
- Learner invigilation for Functional Skills Examinations will take place mostly on site
- Curriculum plans have been updated including sequences of learning, curriculum intent, implementation, and the impact of the pandemic although less so now
- Learners will continue to be supported with personal development and are to continue to be given a wide range of learning opportunities as possible
- Where learners require additional learning support where this cannot be delivered remotely extra safety precautions will be put in place to meet learners on a face-to-face basis as required
- Safeguarding processes are continuously updated following government guidance including learner and staff risk assessments
- Learners will continue to undertake initial assessment and diagnostic assessment online
- Support will continue to be provided for English and maths development to help to bridge any gaps in learning
- Staff are to attend workplaces for learner observations and meetings with employers (work placements)
- Check with Care Homes and Schools, where applicable, as to what precautions they have in place that need to be considered
- Conduct regular checks and risk assessments with work placement employers

Types of Questions /Considerations for Employers (work placements)

- Do they have COVID 19 in the home or School at present?
- Are their staff regularly tested?
- Can they confirm that the equipment has been sanitised between each use?
- Are residents and staff fully vaccinated?
- What has been put in place to ensure that the Tutor is kept safe whilst visiting?
- If there are visitors in the home or School at the same time, have they had lateral flow tests prior to visit?
- Are there any other considerations depending on the type of course, employer, and their location?

Additional Measures - Visits to the Stowe Centre

Staff must continue to follow PDTT / Government Guidance in relation to visiting the office face to face and must adhere strictly to the following health and safety measures:

- Using hand sanitising stations
- Social distancing where possible
- Cleaning work area and sanitising keyboard and ICT equipment before and after use.
- Clear desk policy implemented at all times to support enhanced cleaning and disinfection measures.



- All employees are allocated a designated workstation
- Advice and rules are provided on safe welfare facility use in shared areas
- Kitchen facilities (fridge/microwave/tea points) available to employees subject to increased cleaning and disinfection schedule
- All staff to adhere to the office Covid 19 posters situated around the building

PDTT have also increased the cleaning regime and sanitisation to ensure that learners, staff, and employers are kept as safe as possible.

Covid 19 Risk Assessment

To help protect everyone on site and on remote visits and create a safe and supportive study environment where you can learn, we have made several adjustments throughout the main PDTT Site.

The main PDTT Office is situated at The Stowe Centre in Westminster, London alongside other commercial companies. Staff members continue to meet external stakeholders who work in several sector areas including those listed as high risk - schools and Care homes. Therefore, where possible meetings continue to take place virtually, and the management team currently work from the main office as required.

The latest government update <https://www.gov.uk/coronavirus>

These include a dedicated area for learners ensuring that areas are clean and sanitised.

Guidance for our staff is in place enabling them to safely visit employers where required.

A risk assessment is in place and is regularly reviewed in line with latest Government guidance. As a result of these we have implemented several safety measures that everyone – staff, learners and any external contractors or visitors - need to adhere to. There is no Government requirement regarding the keeping records on staff who are or who are not vaccinated against Covid 19 (October 2022), however Care Homes and some Schools do request evidence of negative lateral flow testing, and some require PCR test results emailed in advance of site visits.

These include clear physical distancing markers, a one-way system, sanitising stations throughout PDTT, reminder notices in all main buildings and an enhanced and frequent cleaning regime throughout our training and communal spaces.

We continue to operate in line with [the latest Government guidance](#)

To help keep everyone safe, we ask that you do not come on to site without making a prior booking with a tutor or staff member, if you develop one, or more, of the main Covid-19 symptoms.

- A high temperature
- A new, continuous cough,
- A loss, or change to, the sense of taste or smell



You must notify a member of staff, return home to isolate and book a Covid PCR test

Face Coverings Update

Face coverings no longer need to be worn by staff and learners when on site and working with a tutor, in corridors and communal areas as was the case pre-lockdown. The revised guidance from government, is that the wearing of face coverings in classrooms or workshops is *voluntary*. When staff are on site with no learners it is voluntary if staff chose to wear a face covering.

However, the government still states that they *recommend* they are worn in areas where social distancing cannot be maintained. Exempt staff and learners will no longer be expected to wear a face covering. Face coverings will not be expected to be worn where it would impact on the ability to take part in exercise or strenuous activity.

Lateral Flow Testing

There are various centres across the United Kingdom (UK) nationally. You can find the one nearest you by following the link <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> you can also collect them directly from testing centres or by ordering them online on the government website depending what sector you work in. Lateral flow tests are still free for staff who work in Care and Educational settings, however since April 2022 there has been a charge to buy these if you do not work in one of the designated settings, they will no longer be freely available.

In the event of a positive test, the learner should self-isolate, and notify their tutor so that we may log any cases of Covid 19 as we have been doing and will inform individuals if there is a need to have others self-isolate too.

The latest government update <https://www.gov.uk/coronavirus>

From April 2022 onwards England

The government removed remaining domestic restrictions in England. There are still steps you can take to reduce the risk of catching and spreading Covid 19:

- [Get vaccinated](#)
- Let fresh air in if meeting indoors, or meet outside
- Consider wearing a face covering in crowded, enclosed spaces
- There is [separate guidance for people who have been informed by the NHS that they are at highest risk](#) of becoming seriously unwell and who might be eligible for new COVID-19 treatments.
- There is also additional guidance for those working in [health](#) and [social care](#) settings.

Find out more about living safely with Covid 19:

<https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>



What to do if you have a positive Covid 19 test result?

Try to stay home and avoid contact with other people

- If you have a positive COVID 19 test result, it is very likely that you have COVID 19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.
- Many people with COVID 19 will no longer be infectious to others after 5 days. If you have a positive COVID 19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. There is [different advice for children and young people aged 18 and under](#).
- During this period there are actions you can take to reduce the risk of passing COVID-19 on to others.
- Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.
- If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your positive test result.
- You may wish to ask friends, family, or neighbours to get food and other essentials for you.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID 19, especially [those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination](#), for 10 days after the day you took your test.

What to do if you are a close contact of someone who has had a positive test result for Covid 19?

People who live in the same household as someone with COVID 19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID 19 while they were infectious are also at high risk.

If you are a household or overnight contact of someone who has had a positive COVID 19 test result it can take up to 10 days for your infection to develop. It is possible to pass on COVID 19 to others, even if you have no symptoms.

You can reduce the risk to other people by taking the following steps:

- avoid contact with anyone you know who is at [higher risk of becoming severely unwell](#) if they are infected with COVID 19, especially [those whose immune system means they are at higher risk of serious illness from COVID-19, despite vaccination](#)



- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- wear a well-fitting face covering made with multiple layers or a surgical face mask if you do need to have close contact with other people, or you are in a crowded place
- wash your hands frequently with soap and water or use hand sanitiser

If you develop symptoms of a respiratory infection, try to stay at home and avoid contact with other people, and follow the guidance for people with symptoms.

If you are a contact of someone with COVID 19 but do not live with them or did not stay in their household overnight, you are at lower risk of becoming infected. There is [guidance on protecting yourself and others in living safely with respiratory infections, including COVID-19](#).

Children and young people aged 18 years and under who have a positive test result

It is not recommended that children and young people are tested for COVID 19 unless directed to by a health professional.

If a child or young person has a positive COVID 19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID 19 test result should continue to attend as normal.

[How to Stay Safe and How to Prevent the Spread](#)

Coronavirus remains a serious health risk. Find out how to manage the risks and protect yourself and others.

[Clinically Vulnerable How to Protect Yourself](#)

[Working Safely Guidance for Workplaces](#)

Covid 19 Learning Continuity Plan (November 22)

1) Existing Learners

We are continuing to visit our learners in the workplace subject to Care home and School conditions and changing government guidelines. We are continuing to provide support to learners who are in a period of self-isolation.



Our Tutors are confirming all appointments in advance and are informing the managers of Care Homes and Schools when they plan to visit. The visits will either be face to face or remote via telephone or Zoom.

If any learners have any immediate concerns or questions, they should contact their Tutor in the first instance.

2) **New Learners**

We are now meeting with learners and employers face to face but where possible virtually to minimise risk. PDTT are following ongoing Government advice and will implement this strategy as part of any general social distancing measures required.

Please contact us if you have any questions about our continuity plan or feel that we can better support in a different way. We are keen to ensure that we play our part in protecting employers, staff, and learners from unnecessary risk but at the same time ensure that training continues.

We will update learners, employers, and staff further if other measures become necessary and appreciate your support at this difficult time.

Policy Review

This Policy is reviewed regularly following Government health advice. The Health and Safety Manager and Head of Skills and Training are responsible for updating the Covid 19 Policy at regular intervals. This Policy will be reviewed again in January 23 to take any government changes into account. This policy covers PDT Training and is a sub-policy of the PDT wide Covid 19 Policy.