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| Risk Assessment | COVID-19 Amended following January 2022 restriction changes. | |  |
| | Updates in Yellow Highlight | | |
| To help prevent spread of virus | This revision has been written following the publication of the governments updated document Guidance for FE https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision | | |
| | This is a working document and as such will be periodically updated and added to. It is the responsibility of those concerned to check regularly for updates to this document. | | |
| Task/Activity: | Implementing Protective Measures to Mitigate against Covid-19 Infection | | |
| Activity to Manage | Hazard | Control Measures – additional measures or changes in red | |
| Hygiene | Poor personal hygiene practices leading to increase in cross infection of corona virus around college | <p>Sufficient hand washing facilities available with liquid soap dispensers.</p> <p>Communicate expectations to staff and students about cleaning and hygiene.</p> <p>Face coverings should be worn in communal areas in all settings by staff and visitors unless they are exempt. Students and staff should also wear a face covering when travelling on public transport and dedicated transport to and from the settings.</p> <p>Frequent hand washing and drying – see guidance on hand cleaning. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> | |

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| | | <p>Catch it, bin it, kill it posters. Put up around site. Additional tissues and bins provided.</p> <p>All persons are encouraged to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here. Advice on Air conditioning and ventilation during the coronavirus outbreak is available from the Health and Safety Executive. Social areas to be monitored – tables/chairs to be removed if issues arise Hand sanitizer and surface sanitizer located next to all photocopiers.</p> <p>Encourage students to improve their hygiene habits using tissues to cough or sneeze into, with an adequate supply of available tissues and bins.</p> <p>Students and staff encouraged to avoid touching their face.</p> <p>Regularly touched surfaces to be cleaned regularly this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See cleansing guidance.</p> <p>*Following manufacturer’s instructions.</p> <p>Where possible, all spaces should be well ventilated, opening windows or doors where practicable.</p> <p>Some students with complex needs who may be unable to maintain good hygiene, may require an individual risk assessment to support these students and staff working with them, to ensure they obtain face to face education.</p> <p>Occupancy of Social areas to be reduced to help maintain social distancing</p> |

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| | | Students encouraged to use outdoor spaces whenever possible |
| Additional local measures | If there is a substantial increase in the number of positive cases or if central government offers the area an enhanced response package, the school shall follow any instruction provided by Director of Public Health including any temporary reintroduction of some control measures. | <p>The college shall work with the local health protection teams in the case of a local outbreak</p> <p>The college has a Covid Contingency plan which covers the steps we can take in response to further restrictions</p> |
| Arriving at and leaving college | Students congregating and in so doing increase the risk of cross infection. | <p>Face coverings should be worn on College coaches.</p> <p>Encouraging staff and students to walk or cycle to college when possible</p> <p>Ensure students use the same bus route each day</p> <p>Students fill from rear on journey to college.</p> <p>Sit on same seats on return journey (assuming travel two ways)</p> <p>Buses decontaminated every day</p> <p>Coaches to be cleaned (touch points) between journeys. End of day deep cleaned. End of week, fogged. M&D will be cleaned each night.</p> |
| Staff transport | Cross infection between staff | <p>Staff are encouraged to cycle or walk to work if possible. If they can they should drive to work alone</p> <p>This Risk Assessment to be explained during all staff training. Risk assessment to be published on our website</p> |

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| <p>Movement around site</p> | <p>Crowding in enclosed spaces causing risk of increased cross infection.</p> | <p>Staff and Students to wear face coverings in communal areas and on college coaches. Staff should avoid meeting other staff in person if possible. However face to face meetings are now permissible if social distancing and ventilation is adequate. Posters to warn people not to enter toilets unless able to maintain safe distancing.</p> <p>COVID-secure guidance available here . hand and respiratory hygiene etc displayed around college entrances</p> <p>Conspicuous signage to illustrate safe social distancing. Floor markings and posters to illustrate safe movement system introduced, avoiding pinch points.</p> <p>One way systems introduced where practicable. Furniture and workshops re-arranged to maintain safe social distancing. Distancing markers present to maintain safe social distancing.</p> <p>Posters present to limit entry to lifts to one person only. If occupied, do not enter. Floors marked and arrows. posters to direct to exit routes if different from entrance</p> |

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| Classrooms | Cross infection caused by close contact in classrooms | <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. It is strong public health advice that staff maintain distance from their students, staying at the front of the room, and away from their colleagues where possible. classrooms layout. organise classrooms and other learning environments for those groups, maintaining space between seats and desks where possible Desks to be spaced to provide maximum possible distancing. Teaching staff to decide depending upon room to be used.</p> <p>sanitizing fluid/wipes to be provided to every classroom. Workspace to be sanitized before every use.</p> <p>Teachers to limit close contact with students. No one-to-one support work to exceed 15 minutes unless a separate risk assessment has been carried out for any particular student needs... see section on PPE below...</p> <p>It is strong public health advice that staff maintain distance from their students, staying at the front of the room, and away from their colleagues where possible. Ideally, everyone should maintain a 2 metre distance from each other wherever possible, or 1 metre with additional mitigations.</p> |

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| <p>Shared Offices</p> | <p>Spread of virus in shared office spaces</p> | <p>Staff using shared offices must follow social distancing.</p> <p>sanitising fluid/wipes to be provided to every office. Workspace / computer/ phone to be sanitized before every use.</p> <p>Managers to assess who is required to come into the office and have the minimum amount of staff present.</p> <p>Consider a one-way system to reduce the risk of crossing paths with others. staff to consider how office space is divided and shared</p> <p>Hot desking and the sharing of equipment should be avoided where possible but if this cannot be achieved, then desks, non-fabric parts of chairs, keyboards, phones, PC screens and other such surfaces should be cleansed after use and before use by the next person.</p> <p>Where it is not possible to remain 2m apart, consider whether the environment can be redesigned to maintain a 2m distance, or 1m with mitigation where 2m is not viable, for example using screens or barriers, staff working side by side, or facing away from each other, rather than face to face if possible.</p> <p>Staff and cleaners to complete regular contact points & surface cleaning.</p> <p>Photocopier use to be limited to one person per time. Staff to reduce the need to use the photocopiers and wash hands after use.</p> <p>Technology should be utilized where possible, rather than the use of meeting rooms.</p> <p>For further advice on working safely in offices, see Working Safely During The Coronavirus Outbreak In Offices and Contact Centres.</p> |
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| <p>Shared Computer rooms</p> | <p>Spread of virus in shared spaces around college</p> | <p>cleaning materials provided for users to use before and after use of equipment</p> <p>Students and staff are responsible to sanitize keyboards and mice etc before and after use. No sharing of computers where possible</p> <p>Staff to make sure students are spaced out as much as possible in computer rooms</p> |
| <p>Communication</p> | <p>Failure to understand the procedures needed to maintain covid safety in college</p> | <p>Ensure that staff are aware of steps needed - outlined in this document</p> <p>Staff to take the online Covid training on Safesmart portal</p> <p>Periodic All-staff training to include this Risk Assessment</p> <p>Staff added to the training log for Covid on safesmart. Prompts recurring every week</p> <p>Risk assessment to be published on our website</p> <p>all students are told the measures covered in this risk assessment during tutorial sessions</p> |
| <p>Clinically Extremely Vulnerable / Clinically Vulnerable / Mental Health Awareness</p> | <p>Infection of vulnerable people</p> <p>Clinically extremely vulnerable people should currently attend school or their place of work unless specifically advised against this by their clinician or GP.</p> | <p>Students previously considered CEV should attend their college and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a student may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice</p> <p>Individual risk assessments for colleagues formally considered to be CEV are undertaken and reviewed regularly. The risk assessment will need specific factors to be taken into account including:</p> <ul style="list-style-type: none"> ➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role; |

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| | | <ul style="list-style-type: none"> ➤ they should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid |
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| Pregnant Staff | Infection of pregnant women | <p>Pregnant women should follow the latest government guidance and avoid anyone who has symptoms of coronavirus. Pregnant women should be particularly attentive to social distancing. Pregnant colleagues should follow the same guidance as for previously defined CEV colleagues and an individual covid risk assessment should be completed and regularly reviewed in addition to the New and Expectant Mother (NEM) workplace risk assessment.</p> <p>The risk assessment will need specific factors to be taken into account including:</p> <ul style="list-style-type: none"> ➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role; ➤ they should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid |

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| <p>First Aid</p> | <p>First aid procedures increasing risk of infection</p> | <p>Procedure for first aider response has been reviewed and changed in light of Covid.</p> <p>This procedure has been shared with 1st aiders at both sites.</p> <p>The new procedure includes the use of PPE which is held at reception.</p> <p>1st aider guidance document can be seen in appendix a. below.</p> <p>Additional Guidance for first responders available here .</p> |
| <p>Personal Protective Equipment [PPE]</p> | <p>Misuse of PPE causing increased risk of infection</p> | <p>If intimate care is required a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 meters from others.</p> |

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| | | <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>Read the guidance on Safe working in education, childcare and children’s social care for further information on infection prevention and control including when, how PPE should be used, what type of PPE to use, and how to source it.</p> |

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| <p>Students / Staff display symptoms</p> | <p>Infectious persons spread the virus</p> | <p>If anyone in our setting develops COVID-19 symptoms, however mild, we will send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a student is awaiting collection they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE guidance.</p> <p>Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) must follow PHE guidance - Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Students, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)</p> <p>If a student insists on attending your college, you can take the decision to refuse the student if, in your reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19.</p> |
| <p>Asymptomatic testing</p> | <p>Unable to reduce the risk of transmission</p> | |

From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test

Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result

Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Contacts from a school setting

will only be traced by NHS Test and Trace where the positive case or their parent

specifically identifies the individual as being a close contact

If a parent or carer insists on a student attending your school, we can take the decision to refuse the student if, in our reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19.

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| <p>Cleaning arrangements</p> | <p>Ineffective cleaning leading to spread of virus</p> | <p>The premises are subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Hand hygiene stations are provided throughout the colleges, with alcohol gel available in the circumstances where soap and water are unavailable.</p> <p>Public Health England has published revised guidance for cleaning nonhealthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p> <p>We will continue to work with our cleaning contractors to respond to cleaning needs across colleges.</p> |
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| <p>Contingency Plans for outbreaks</p> | <p>Inability to manage outbreak</p> | <p>For individuals or groups of self-isolating students, remote education plans are in place. These meet the same expectations as those for any students who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. We may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other students if public health officials require additional measures in college due to outbreak.</p> <p>Delivery of lessons (for either all students or selected groups of students) will move to Microsoft Teams during any local lockdown. The use of Office365 was established and used during national lockdown 2020. Staff are now very familiar with the technology.</p> <p>Staff will be permitted to access college during this time and/or available college it equipment.</p> |

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| Control of Visitors | Visitors spreading the virus | <p>All visitors to site will be told the control measures we have in place – outlined in this document.</p> <p>All staff visiting site are required to sign in at reception, this may be used by track and trace</p> <p>We will seek to obtain risk assessments and or written accounts of visiting contractor’s safe operating procedures implementing COVID-19 secure principles</p> |
| Ventilation | Poor ventilation Increasing the risk of transmission | <p>it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that |

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| | | <p>normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used. <p>Further advice on this can be found in Health and Safety Executive (HSE) guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> |

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| Lifts | Overcrowding causing infection | Signs limiting lifts to one person at a time |
| Safeguarding | Reduced response to Safeguarding issues | <p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</p> <p>Communication with other council agencies is important for safeguarding and supporting wellbeing, as they have continued virtual support to students who have not been in school.</p> |
| Educational Visits. | | <p>all types of residential visits within the UK for all schools and settings is allowed.</p> <p>The college shall undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as, minimising contact with others, maintaining:</p> <ul style="list-style-type: none"> • social distancing |

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| | | <ul style="list-style-type: none"> • good hand hygiene • good ventilation, is included as part of that risk assessment. <p>Establishments planning a residential visit to a different country in the UK (Wales, Scotland or Northern Ireland) should check current government guidance for that country.</p> <p>In particular, they should check the guidance for accommodation providers, as this may limit the type and size of groups that they can accommodate. The latest national advice and information about Coronavirus is available at:</p> <ul style="list-style-type: none"> • gov.wales/coronavirus (Wales) • www.gov.scot/collections/coronavirus-covid-19-guidance (Scotland) |
| <p>Music</p> | <p>Infection due to music performances</p> | <p>Students and staff can engage in singing and playing wind and brass instruments in line with:</p> <ul style="list-style-type: none"> • guidance on working safely during COVID-19 in the performing arts • suggested principles for safer singing <p>Until the relevant stage in the performing arts roadmap, routine 2 metre social distancing should be maintained.</p> <p>Until the relevant stage in the performing arts roadmap, you should observe strict social distancing between each singer or player and between singers or players and any other people such as conductors, other musicians, or accompanists. Current guidance advises that if the activity is face-to-face and without mitigating actions, 2 metre distance is appropriate.</p> <p>You should use seating where appropriate to maintain social distancing.</p> <p>Further measures that you can take include:</p> <ul style="list-style-type: none"> • playing instruments and singing in groups should take place outdoors wherever possible • if indoors, use a room with as much space as possible, for example, larger rooms, rooms with high ceilings are expected to enable dilution of aerosol transmission • if playing indoors, limiting the numbers to account for ventilation of the space and the ability to maintain social distancing - it is important |

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| | | <p>to ensure good ventilation, advice on this can be found in the HSE guidance on air conditioning and ventilation during the</p> |
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| | | <p>COVID-19 pandemic</p> <ul style="list-style-type: none"> • students should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible • position wind and brass players so that the air from their instrument does not blow into another player • use microphones where possible or encourage singing quietly |

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| | | <p>activity will be provided while following the measures in your system of controls. Students should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. You can hold sports and activity lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.</p> <p>For sport provision, outdoor sports should continue to be prioritised where possible, and large indoor spaces used where it is not.</p> <p>You should:</p> <ul style="list-style-type: none"> • maximise natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) • ensure there is distancing between students • pay scrupulous attention to cleaning and hygiene This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. You should only consider team sports: • whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport • which have been approved by the government such as sports on the list for safe provision including team sport, contact combat sport and organised sport events <p>Refer to:</p> <ul style="list-style-type: none"> • (COVID-19) Coronavirus restrictions: what you can and cannot do guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on returning to pools • guidance on using changing rooms safely <p>You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do.</p> |
| <p>Learning Support</p> | <p><i>Transmission of virus through learning support activities</i></p> | <p><i>One to One support to be shoulder to shoulder where possible. One to One support should be facing front where possible If face to face is required then stay 2 metres apart and spend no longer than 5 minutes before moving away.</i></p> |

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| | | <p><i>Desks to be set aside for the LSA and student requiring support at the back of the classroom (if this is appropriate) and away from other students – same desk each week.</i></p> <p><i>Use mini whiteboard instead of paper to write instructions, copying, prompting etc,</i></p> <p><i>LSAs to have own pens, pencils, etc. Do not share anything with students.</i></p> <p><i>Signers – face to face and will wear visors in line with their company policy.</i></p> <p><i>At present there will be only one LSA per classroom Wear a mask if you want to.</i></p> <p>When walking a student to class •</p> <ul style="list-style-type: none"> Follow the college one-way system • Walk outside if possible. • Find an alternative route if possible • Find alternative exits / entrances • Wear a mask if you want to • Sanitise hands on entering the classroom and at regular intervals • Arrive at class 5 minutes later – negotiate with teacher and student • Leave 5 minutes early – negotiate with teacher and student |
| Catering | Transmission of virus in catering areas | <p>Additional outside seating areas (covered by permanent canopies) will be available to reduce the occupation of seated dining areas.</p> <p>Catering staff will continue to follow the College Covid control measures.</p> |
| Tracing close contacts and isolation | Unable to identify infected people who could spread the virus | <p>close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. we may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases</p> |

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| | | <p>we will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise us to temporarily reintroduce some additional control measures</p> |
| Testing | Undetected infections | <p>Both students and staff will be supplied with LFD test kits to self swab and test themselves twice a week at home, regardless of whether they are full-time or part-time</p> <p><u>Symptomatic testing</u> The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with one or more symptoms of COVID-19 – a high temperature, a new continuous cough; or a loss or change in sense of smell or taste (even if they recently had a negative LFD test result) – should self-isolate immediately along with close contacts and other household members, in line with the stay-at-home guidance.</p> |

Appendix A,

COVID-19 First Aid response.

As part of the phased re-opening, numerous measures are being put in place to mitigate any potential risks and spread of infection. We must remain vigilant and do all we can to protect the individual and ourselves. We must assume that any person we treat may have the Coronavirus.

PPE should be worn when attending a First Aid call. PPE is kept at Reception. When receiving a First Aid call you must pass by reception to collect PPE. If this is not possible then you can call upon help from staff or students to gather PPE on your behalf from reception. Below is a helpful guide to the steps we must take in a First Aid call.

Steps we can take, whilst maintaining the level of First Aid required.



When treating any injury, you must wear PPE

(Personal Protective Equipment) – If a person becomes unwell and is showing symptoms of COVID-19 you must wear a surgical mask. PPE will be kept at Reception. Keep two metres from them and take them to an empty room. If contact is necessary, then surgical gloves and aprons must be worn. In an

emergency call 999



When performing CPR – You must not place your face near theirs when performing your primary survey. You must place a piece of clothing or towel across the persons mouth and nose. Ask any person near you to call 999 and to find a



Keep your distance defibrillator, you must not leave the person.

Always ask all – If a person becomes unwell and is showing symptoms of COVID-19, you must keep two metres around to stay two metres away from the person.

apart. If the it is not possible to maintain this e.g. person becomes unresponsive, a young child or a person with complex issues, then you must wear PPE whilst with the



can notify the parents / guardians, reporting them of the illness. You should also make relevant members of staff aware that you have been in contact with someone who is unwell and follow advice and guidance

Do your part! – When we attend a First Aid incident, remember not to touch your face and anyone around you. Remove any PPE and dispose of safely and immediately wash your hands or use an anti-bacterial sanitiser. You should proactively wash your hands, clean and disinfect your workspace.

Advice and guidance are available – from numerous sources. gov.uk have published a detailed publication on safe working in education which can be found here

<https://www.gov.uk/government/publications/safeworking-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-and-childrensocial-care-settings-including-the-use-of-personal-protectiveequipment-ppe>”

Staff are also on hand to offer any information where possible i i h t di

Let people know – When attending any person who is unwell and showing symptoms you must notify admin staff who