

13th March 2020

Corona Virus (Covid 19) Update for Employers

Dear Employer

As the global situation surrounding the Coronavirus (COVID-19) continues to develop, we would like to take this opportunity to reassure all partners of the extended Richmond upon Thames community that we are taking a number of steps to minimise the impact on College operations.

At present we have no confirmed cases among our students and staff and staff and managers are closely monitoring the situation daily. We are taking every precaution and have briefed our staff to sustain a high level of vigilance at all times. We have a set of protocols in place, based on Public Health England's guidance.

We intend to remain open and to continue to operate as normal. To help us manage this risk, it is essential that students and their families keep up to date with Government advice, accessible via the website:

<https://www.gov.uk/coronavirus>

We have hand sanitizer dispensers placed throughout the College which are checked regularly and expect our students and staff to follow the official advice on practical hygiene measures:

- Wash your hands with soap and water and/or use hand sanitiser if available regularly particularly on arriving at college and before eating;
- Avoid coughing or sneezing into your hands; use a tissue and dispose of it carefully or catch the cough or sneeze on your sleeve
- Avoid touching your eyes, nose or mouth, especially if you have not washed your hands • Avoid sharing items such as drinks

It is essential that everyone understands the Government's expectations and that you do not come to College if you feel unwell.

The symptoms associated with Covid-19/ corona virus are:

- Persistent Cough
- Fever
- In severe cases difficulty in breathing.

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-%2019-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-%20arriving-in-the-uk>

Students should self-isolate at home and call NHS 111 to find out what to do next.

If students believe they have had contact with a confirmed case of Covid-19/corona virus, they should self-isolate at home and call NHS 111 to find out what to do next.

If students have travelled to any of the affected areas/countries in Category 2 and are unwell:

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-%2019-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-%20arriving-in-the-uk>
they should self-isolate and contact NHS 111 to find out what to do next.

If students have travelled to any of the affected areas/countries in Category 2 and are not unwell:

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-%2019-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-%20arriving-in-the-uk>,
they should continue as normal. They should self-isolate and call NHS 111 only if they develop symptoms.

Please be assured that we continue to operate the highest level of vigilance and we are closely in touch with the health authorities on a regular basis to help manage our response to this situation.

We will comply with all of the Government's guidance at all times and put the safety of our students and staff first. We will continue to update you as the situation progresses.

The College has activated its Contingency Management Team and is following the College Pandemic Illness Contingency Plan which supports the wider College contingency plan. The Contingency Management Team are monitoring the situation on a daily basis and making plans to act quickly if the situation changes. The team is acting on advice from official sources including Public Health England (PHE), the National Health Service (NHS), the World Health Organisation (WHO) and the Foreign and Commonwealth Office (FCO).

Students and staff are being kept informed of the latest advice, which is being published on the College Moodle site and Staff Intranet, and the College has systems in place to support students and staff in the event they are asked to self-isolate.

The College has published FAQs and continues to keep staff and students informed, where this will be reviewed and updated as new information becomes available. In the first instance The College advises that the latest advice on the COVID-19 Corona viruses can be found from the below sources –

- <https://www.gov.uk/coronavirus>
- <https://www.nhs.uk/conditions>
- <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Currently Richmond upon Thames College and all campus buildings remain **open**. There is **no** disruption to teaching and College operations continue business as usual.

The College's Contingency Management Team is liaising with bodies such as Public Health England (PHE), the National Health Service (NHS) and the Foreign and Commonwealth Office (FCO) and is responding to the latest advice accordingly. If the Government instructs the College to close as part of a sector wide closure, the College will comply accordingly.

The team is working to ensure in a situation such as this, there is as minimal impact as possible on the student experience and where possible learning can continue remotely. In a situation where the College is required to close or partially close for a period of time in response to Coronavirus (COVID-19), the Contingency Management Team is working on solutions to allow students to continue their studies remotely where possible and students & staff will be updated through the website and the advicehub@rutc.ac.uk, Teams, Moodle and Staff intranet and email accordingly.

Richmond upon Thames College Leadership Team