

COVID-19 Update *as of 05/03/2020*

To ensure the safety of our students, staff and the general public from [COVID-19](#), Askham Bryan College is following [Public Health England guidance](#) and have developed plans to coordinate our response. Contact information and helpful links are embedded throughout and at the end of this document. Information will be updated as necessary.

Students and staff experiencing persistent symptoms (similar to those of a common cold, including fever, dry cough, sore throat, problems breathing, shortness of breath, headache and body aches) should seek medical care by [calling NHS 111](#).

! Please do not leave your home or come onto campus until you have been given advice by a medical professional. Find more information at the [111 online coronavirus service](#).

! Students who experience persistent symptoms as described above or who are diagnosed should let college know as soon as possible in the usual way – either let your Course manager know or call Student Services.

! If staff are made aware of any STUDENT who has recently travelled from any of the [listed areas affected by COVID-19](#) or who present unwell / rings in sick with flu-like symptoms, please refer them to call NHS 111 and report that student specifically via Promonitor under 'Pastoral' Confidential Comments and tag Director of Student Services, Clare Williams, in the comment. **ONLY in the event of any student being diagnosed with the virus, please e-mail Clare Williams immediately, or call 01904 772348.**

! If you are made aware of any member of STAFF who has recently travelled from any of [the listed countries affected by COVID-19](#) or who presents as unwell / rings in sick with flu-like symptoms, please let HR know via e-mail human.resources@askham-bryan.ac.uk. In the event of any staff member being diagnosed with the virus, please report this immediately to HR on 01904 772316.

If you develop symptoms while on campus

Should you develop symptoms while on campus, please let a member of staff know immediately by contacting Student Services and/or HR team, who will provide you with a safe place away from other people. Staff will contact NHS 111 and advise of the appropriate actions. Cover your mouth and nose with a disposable tissue when you cough or sneeze and put the tissue in your bag or pocket, then throw the tissue in the bin. If you don't have any tissues available, cough and sneeze into the crook of your elbow. Please follow the guidance on the posters around campus about stopping the spread of the virus.

Department of Education – Coronavirus Helpline

Staff, parents and young people can contact a helpline to answer questions about COVID-19 related to education (see table). No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.

Future travels abroad

The FCO advises against all but essential travel to specific areas. Please [check the FCO guidance](#) for your destination. We have a number of overseas trips planned over the coming months and will monitor the situation on a daily basis. We will follow [Public Health England guidance](#) and will update staff and students on any changes. Queries about insurance policies about planned College travel abroad can be directed to your Curriculum Leader.

Looking after your health

The WHO's standard recommendations for the general public to reduce exposure to and transmission of a range of illnesses are as follows: **frequently clean hands by using alcohol-based hand rub or soap and water; when coughing and sneezing cover mouth and nose with a tissue – throw tissue away immediately and wash hands; avoid close contact with anyone who has fever and cough.**

If you have fever, cough and difficulty breathing seek professional medical advice, share previous travel history with your health care professional and follow their guidance.

Students Accessing Moodle

If you have students who are likely to be off for a considerable period of time, please ensure that they are able to access course materials etc. via the usual methods (Moodle/email etc). Curriculum areas are working on setting up resources for online access should classes be cancelled.

Contact information and helpful links

General COVID-19 queries for PHE	PHE 111 online coronavirus service
FOR STAFF Askham Bryan College staff reporting illness or confirmed case of COVID-19 or general enquiries by staff ONLY	human.resources@askham-bryan.ac.uk 01904 772316
FOR STUDENTS Askham Bryan College students and parents who have general concerns & queries. (For the purpose of reporting diagnosed cases only, see above).	StudentServices@askham-bryan.ac.uk 01904772201
GOVERNMENT INFORMATION DfE helpline for COVID-19 related to education (for staff, parents & young people to contact)	DfE.coronavirushelpline@education.gov.uk 0800 046 8687 Opening hours: 8am to 6pm (Monday to Friday)
FOR UPCOMING TRIPS IN THE UK AND ABROAD Insurance policy updates about upcoming overseas travel for College trips	Contact your Curriculum Leader
GOVERNMENT INFORMATION updated daily at 2pm	https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public

