

Trinity College Bristol

COVID-19 OUTBREAK MANAGEMENT PLAN

This plan summarises how we seek to prevent the spread of coronavirus (COVID-19) and how we respond to the notification of suspected or confirmed cases among staff, students and visitors.

The college context

- The college operates through a 9-acre campus in NW Bristol. We have around 200 registered students, of whom half are regularly present on site in normal circumstances. The ratio of full-time to part-time is approximately 2/3: 1/3.
- The college offers vocational courses which attract students typically in their 20s and 30s. Part-time students, who are present for shorter periods in the week, mainly on Tuesday evenings, cover a broader age range with many in their 40s and 50s.
- We have similar numbers of women and men students.
- The teaching and tutorial staff numbers around 10 full-time. We have a few additional part-time and visiting teachers. The operational and support staff numbers around 20, with a mix of full and part-time.
- The college runs a day nursery on site, separate from the main college buildings, to serve student families as well as families from the surrounding community. There is a maximum of 28 children in the nursery at any one time, served by a staff of seven or eight.
- The college campus is home to around 25 students, resident in on-site accommodation. In addition, the college manages off-site accommodation for the majority of the remaining full-time students.
- The college works in partnership with Bristol Baptist College whose students join in lectures on campus for some of the week. Their numbers total around 30, with no more than 10 present on the Trinity College site at any one time.

Responsibility and decision-making

- Responsibility for decision-making is shared between the Principal and Executive Director, who meet regularly to review the college's response to the emerging situation. Their EA is the normal point of contact for all communications in and out. The Principal is in regular contact with the Student President, who feeds into decision-making.
- An overall COVID-19 risk assessment is regularly revisited and updated and can be found on the college intranet and the external website. Additionally, COVID-19 risk assessments are undertaken for discrete operations, in particular in relation to the day nursery and the catering function.
- Students resident on campus develop their own protocols for a COVID-secure environment with advice from the Principal and Executive Director.
- All staff and students are reminded of their responsibility under the college's health and safety policy for their own health and safety and that of their colleagues.

Prevention

- There is a systematic cleaning regime across the college which has been enhanced in response to the pandemic.
- Staff and students are asked to wear a face covering when moving around college and to keep rooms well ventilated.
- Hand sanitiser is located at entry points to college zones.
- Seating in lecture and other community meeting rooms provides for greater space between those present than pre-pandemic.
- Staff and students are asked to stay at home if feeling unwell.
- Staff and students are asked to take advantage of the double vaccination publicly available and to test twice weekly using lateral flow devices.
- Visitors are asked to give contact details or to scan a QR code at the college reception.

Dealing with cases of coronavirus

- Staff and students are aware that they must report cases to the college leadership EA, who liaises, as needed, with the local Health Protection Team: Public Health England South West, 2 Rivergate, Bristol, BS1 6EH; 0300 303 8162/0/1; swhpt@phe.gov.uk.

Responding to an increase in cases

- In the event of an increase in the number of cases or an outbreak associated with our setting, we are ready to adapt elements of our educational and community provision at very short notice.
- We will act proportionately to reduce transmission in response to:
 - An increased prevalence of infection locally that requires interventions in the whole college community, including staff and students.
 - A large-scale outbreak in the wider community outside college that may impact on the college's activities.
 - A localised outbreak on college campus.
 - A localised outbreak involving particular students or staff members.
- If we consider that restrictions are necessary, our default position will be to remain open for educational activities while non-educational activities will reflect wider restrictions in place locally.
- If it is necessary to impose wide-scale restrictions encompassing the academic provision, the college is ready to move lectures online and the library to a click-and-collect system.
- Before advising limitations on attendance, we will work with our local public health protection team to identify other measures to put in place.
- The higher risk elements of our community life include eating together at lunchtime, worshipping together and socialising in the Common Room. In the event of an outbreak we are ready to move, if necessary, to take-away lunch provision, online worship, and restrictions on socialising until the end of the outbreak.

Defining terms

- *Confirmed case* - where a person has received a laboratory confirmed diagnosis of coronavirus (COVID-19). Self-isolation is required after a positive lateral flow device (LFD) test until a laboratory confirmed diagnosis is received.
- *Outbreak* - a situation in which two or more people within the college community from separate households who meet the criteria for a confirmed case are linked in time (within a 14-day period).
- *End of outbreak* - when there have been no new cases in the college setting for at least 28 days. If new linked cases appear after the 28-day period, this will be reported as a new outbreak.

Preparing this plan

This plan has been prepared in line with official guidance for the Higher Education sector, the Church of England, and workplaces, as well as general government briefings. For a fuller understanding of the college's policy and practice regarding the coronavirus pandemic, reference should be made to the college's latest COVID-19 Risk Assessment and recent briefings sent to students and staff.