

At MPCT we have continued to monitor the development of the Coronavirus outbreak and associated risk carefully, following guidance from the Foreign and Commonwealth Office (FCO) and UK Chief Medical Officers and Public Health England and Wales, and continued guidance from UK Government and Welsh Government. We request your support in completing the below and following the appropriate guidance:

We are mindful of the way the spread of Covid 19 can be spread and are taking precautions and highlighting the need for excellent hygiene and in particular hand washing regularly.

In order to reduce the risk and possible continued spread of Coronavirus coming into MPCT Locations it is important that we review contact we have with external parties.

We require all learners, parents, staff and visitors to confirm that:

- If confirmed Covid-19 diagnosis previously they are 14+ plus from the date of symptoms and feeling well before any visit cleared by MPCT.
- If unwell with symptoms of Covid-19 not to attend and seek testing through NHS 111 and self-isolate until cleared as negative not having Covid-19. If positive then self-isolate and support the NHS Track and Trace for anyone into contact with as per the current guidance.
- They have not had contact with anyone who has been confirmed as Positive Covid-19 recently and if so have self-isolated for 14 days and shown no symptoms. If symptoms follow as above contact NHS 111.

We require all learners, parents, staff and visitors to confirm that:

- If they have been in contact with anyone who has had Covid-19 within the past 14 days they must notify MPCT who will carry out a risk assessment before they may come into MPCT colleges/locations.
- They have not had contact with anyone who has been confirmed as having Covid-19 in the past 14 days.

If they have travelled from abroad they have followed the current UK Government guidance if required to self-isolate on return and shown no symptoms.

### ALL VISITORS ARE REQUESTED TO CONFIRM THE FOLLOWING:

As above request you have no symptoms of Covid-19 or had any contact with anyone who has been declared positive within the past 14 days? YES  NO

You have completed any self-isolation of 14 days if required to do so as above and cleared to stop the self-isolation having no symptoms? YES  NO

**If YES: please make arrangements to leave the site immediately and follow the UK Government guidelines.**

Have you recently travelled abroad and been informed to social distance on return and within the 14 day self-isolation period? YES  NO

**If YES: please make arrangements to leave the site immediately and follow the UK Government guidelines.**

Visitor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Person you are visiting: \_\_\_\_\_

## **The most effective way of reducing infection is to ensure good hygiene control, i.e.**

- Regular washing of hands with soap and hot/warm water for a minimum of 20 seconds. For clear advice on how to wash your hands effectively, please refer to the helpful BBC Video on this on our website if required and advice on the Covid 19 Virus.
- Carrying a tissue to blow your nose or cough into and then carefully disposing of the tissue, and then washing your hands.

We also need to limit the risk of infection by doing our best to reduce the risk of exposure to carriers:

1. Should a learner or member of staff or visitor exhibit flu-like symptoms;

2. The member of staff should ask:

- If they have symptoms that fit Covid-19, if so to leave and follow UK Government guidance contact NHS 111 and request for a test and follow any guidance to self-isolate until test comes back. If negative can return to normal if well enough to do so.
- If Positive to self-isolate and follow any Track and Trace request through NHS Tracking system.
- If any close contact with anyone with confirmed Covid-19 within 14 days asked to start the self-isolation even if asymptomatic as per current guidance.
- Have they travelled abroad in the last 14 days, if so to where and have they had to self-isolate on return??

If the answer to any question is **yes** then they should phone NHS 111 and follow the guidance.

Anyone who has flu like symptoms as a precautionary measure, should be isolated and follow the guidance from NHS 111 or online: <https://111.nhs.uk>

All persons in contact should leave the room and wash their hands thoroughly, ensuring they have not touched their face. MPCT will then act on the advice given by NHS and Public Health Teams with regard to all its staff and learners if any positive cases of Covid-19.

If the answer is **no**, then the learner/visitor should be treated as we would do for a normal cold/flu. As a precaution we would ask that the pupil or staff member should self-isolate away from MPCT and seek advice from their Doctor or phone 111.

**Any queries or advice required or if any visitor answers 'Yes' to any of the above seek further guidance from Director Risk Management (DRM) Steve Williams or, if DRM away Head of Safeguarding and Operational Compliance Richard Erskine can be contacted.**

**External – Confidential when completed and as per the Data Protection Retention notice: Information will be held in confidence and will be disposed of after 2 months of the date signed unless requested to be retained by a statutory authority.**