

27 October 2020

Amended COVID reporting

I hope that you feel the college has been communicating openly with you this term regarding COVID-19, the impact it is having on the college's operations and notifications to you when positive tests have been reported to us.

I can't deny it has been a challenge keeping everyone up-to-date, it has required a combination of text messages, emails, phone calls and website messages. Learning from our experiences to date the college will streamline the reporting process and implement the following changes going forward:

In the event of a student or staff member reporting to the college they have had a positive COVID-19 test result:

- We will establish their movements in college at times when they may have been infectious and identify all people who will have been in close contact with them during this time.
- We will immediately telephone everyone who is identified as having been in close contact to advise them of the need to self-isolate. This will be followed-up by a letter sent to both students and parents (where applicable) using the email addresses that we hold for them. The letter confirms dates for self-isolation and provides links to information about self-isolation requirements.
- We will contact all other students in the class of the person testing positive (and their parents where applicable) to advise them of the positive test, to be aware and to check for symptoms, and also advising them that they do not need to self-isolate at that time unless symptoms develop.
- For the rest of the college community we will provide updates via the college website. This will be updated daily when there is something to report. The link is here: <https://www.bcot.ac.uk/covid>

Public Health England has advised us that it is content with the way the college has dealt with reported positive test cases and that the cases are not connected with each other. Should we find at a point in the future that there is evidence of infection occurring within the college then this will immediately be reported to PHE and their advice and guidance will be followed.

General information regarding our COVID-19 risk mitigation measures and our risk assessments will continue to be updated and published on our website.

I am confident these changes will enable us to ensure the right information is made available to everyone who needs it in a timely manner.

Thank you for your help, understanding and cooperation in helping the college remain open and safe through this difficult time for us all.

With best wishes

Anthony Bravo
Principal