



## **Guidance on Isolation of Symptomatic team members and Adult Learners**

Adult learners or Staff members displaying symptoms or becoming unwell whilst on college premises must in the first instance be sent home. Only if they are unable to go home due to being seriously unwell or in need of transport from a family member should they then be sent to the isolation room. They must not be walked through the college premises and should be taken out by the nearest exit point to minimise the risk of cross contamination. The isolation rooms throughout our premises have been chosen due to:

- a) The close proximity to an exit point which will allow quick and easy access and egress for emergency responders if they are to attend
- b) Reduce potential contamination to the rest of the premises
- c) The close proximity of a toilet should the person in isolation need it

In line with Government guidance the isolation room should be set up as follows:

- a) The room's HVAC System should be kept off
- b) Remove any non-essential furniture
- c) PPE and First Aid supplies should be stored outside of the room
- d) Signage should be available notifying that the room is in use
- e) There should be a bin in the isolation room with a supply of bags for any waste
- f) Ensure that any items necessary for the person's care is within easy reach, for example tissues and water.

Once a person is placed in isolation:

- a) They must not be allowed to leave the room other than to go to the toilet or to leave the premises
- b) No one is to enter the room other than a first aider or the emergency services
- c) A sign must be placed on the door notifying that the room is in use
- d) A sign must be placed on the toilet door restricting access to only the person in isolation
- e) Arrangements must be made to either send the person home or for first aid and medical assistance to be given following the updated guidance

Once the person has left:

- a) All waste must be double bagged and stored separately and securely for 72 hours, only then can it be placed in the outside general waste bins
- b) The room and toilet need to be wiped down with disinfectant and sanitising wipes
- c) A sign must then be placed on the isolation room door indicating the need of a deep clean
- d) A sign must then be placed on the toilet door indicating the need of a deep clean
- e) Both of these areas should be deep cleaned following recent guidance from H&S and Facilities
- f) An incident form must be completed on KC Share

- g) Members of the SLT, Health and Safety and Estates and Facilities team must also be notified.
- h) All first aiders and those who have come into contact with someone who appears to be symptomatic, must monitor themselves for 14 days, if they appear to display symptoms they must self-isolate for 10 days following recent Government and NHS guidelines.