

COVID-19 - Control measures

Last reviewed: 13/10/2021

This guide outlines the control measures we're taking to manage the risk of COVID-19 at Spirit Studios.

Risk Assessments

We regularly assess the risks of COVID-19 at Spirit Studios and identify measures that we can take to manage those risks. Such measures are based on government guidance and best practice.

Our risk assessment is continually checked, revised and updated, particularly when there is new advice and government guidance.

Our risk assessment can be viewed [here](#).

Guidance and communication to staff, students and visitors

Separate COVID-19 guidance documents have been developed for staff, students and visitors. These are regularly reviewed and communicate:

- The most common COVID-19 symptoms, encourage the uptake of both COVID-19 vaccine doses and encourage registration with a local GP.
- Guidance on the steps that you can take to minimise the transmission of COVID-19, covering travelling and transport, the use of face coverings, hand washing and regular testing.
- Guidance on when to self-isolate, what to do when self-isolating, what to do in the case of a positive COVID-19 test result, how to self-isolate and what we do when we're informed of a person self-isolating or a positive COVID-19 test result.
- Outline the support available to you if you are self-isolating

Various posters and signage has been positioned throughout Spirit Studios to aid in reducing the transmission of COVID-19

We regularly communicate new information (i.e. changes to guidance, pop-up vaccination centre availability etc.)

COVID-19 outbreak management plan

We have a COVID-19 outbreak management plan in place to respond in the event that there is an increase in the number of cases, or an outbreak at Spirit Studios. In such

circumstances, we may have to adapt elements of our learning provision at very short notice.

Contact tracing

The NHS COVID-19 app allows staff, students and visitors to check-in to Spirit Studios by scanning a QR code, which enables NHS Test and Trace to send notifications. A QR code is located in reception.

To minimise transmission of COVID-19, it is vital that as many contacts as possible are identified and advised to take action in accordance with government guidelines.

We may be contacted by NHS Test and Trace to help with identifying close contacts.

Cleaning

Cleaning is a key measure in reducing the risk of transmission of COVID-19 at Spirit Studios. We regularly clean all areas with a particular focus on frequently touched surfaces, such as door handles and push plates, light switches, handrails and kitchen & bathroom facilities.

Cleaning materials for your own use are available in rooms and from reception should you wish to clean surfaces, such as computer keyboards and mice, console armrests and chair armrests.

If someone with symptoms of, or confirmed COVID-19, has just left Spirit Studios, cleaners will follow [this](#) guidance on PPE, cleaning and disinfection.

Ventilation

We have a mechanical ventilation system and so have increased the speed at which fresh air is introduced in all rooms. This has been balanced against the need to maintain a comfortable temperature.

Our ventilation systems have been recently serviced and air grilles and air conditioning filters are also cleaned more frequently.

Tutors have been given guidance on opening any external windows and leaving internal doors open, where and when applicable, to assist with creating a throughput of air.

Hand washing facilities

We've installed 11 hand sanitising stations around the building (in reception, corridors and lobbies).

We've implemented signage next to all hand washing facilities, outlining how to wash hands effectively.

We've installed hands-free soap dispensers in all toilets.

Information on washing hands is found in the staff, student and visitor COVID-19 guidance documents.

Other control measures

- Students and staff can only sign into the building using the ID card barcode scanners or by asking reception (i.e. if they don't currently have an ID card). The touchscreen can now only be used by visitors, and is regularly cleaned.
- A transparent screen has been fitted to the reception desk.
- Corridors have been split in two, encouraging all to walk on the left hand-side