



PEARSON COLLEGE LONDON

Covid-19 Incident Management Team Response Plan

PEARSON COLLEGE LONDON – COVID-19 IMT RESPONSE PLAN

INTRODUCTION

This Incident Management Team (IMT) response plan outlines the arrangements and procedures that have been put in place to prepare Pearson College London (PCL) for the return of students and to protect all One90 High Holborn (190HH), London, WC1V 7BH users from the risk posed by the Coronavirus disease (Covid-19). This includes potential exposure from all building users and the actions to take in the event of a suspected/confirmed case in the 190HH. **Note:** PCL does not manage any residential accommodation.

PREVENTION ACTIONS/SUPPORT TO MANAGE COVID-19 IN EDUCATIONAL SETTINGS

PCL is currently managing virtual and blended course delivery to ensure appropriate COVID safe measures, including social distancing can be maintained at all times. It has implemented the following arrangements to limit the spread of Coronavirus within the organisation:

Arrangement	Overview
PCL COVID-19 Risk assessment Ver 1.0 dated 26 Aug 20 (Link)	<ul style="list-style-type: none">Stakeholders have been consulted and this is regularly reviewed. It covers all COVID-19 critical access and infection management controls for PCL activities.It has been integrated with the 190HH site risk assessment and site integrated Facilities Management Plan (including cleaning and security contractor systems).190HH building operations have segregated VUE, Central Office and PCL areas to limit impacts from any incident.COVID-19 building and management system adaptations for return have been completed.
Guidance for students sent to all students via SITS (see link)	<ul style="list-style-type: none">Students have been advised that they should only attend campus if they feel well and are not displaying any COVID-19 symptoms.They must complete a Health Declaration task the day before they are due on campus to confirm they are well. The task is accessed through the Student Portal. (Alternative arrangements are made for vulnerable students on a case-by-case basis by the Student Support Manager within the College.)Students can only complete the declaration if they are due on campus the following day.Building security access systems are linked to Student timetables and completed Health declarations, any student that is not due in for scheduled classes or who have not completed the Health declaration will not gain access to the College.
Staff guidance completed (link)	<ul style="list-style-type: none">Staff have been advised that they should only attend campus if they feel well and are not displaying any COVID-19 symptoms.They must declare via email confirmation the day before they are due on campus to confirm they are well. This is managed by their line manager or nominated contact.

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FAQ's sent to all students (Link)	<ul style="list-style-type: none"> Frequently asked Questions document provided to students to support Covid Secure Building Guidelines.
190 HH Site 4C's Meetings	<p>4Cs meetings cover:</p> <ul style="list-style-type: none"> Coordination of all activities on (or with the potential to impact on) 190HH to ensure relevant impact assessments can be undertaken and appropriate controls established with reporting procedures. Communication of hazards, controls and site/activity H&S arrangements to all stakeholders. Cooperation between relevant stakeholders to ensure controls and arrangements are adopted/integrated and supervised/monitored. Control activities to ensure on-site arrangements remain fit for purpose.
Incident Management Teams	<ul style="list-style-type: none"> Regional site IMT's monitor and act upon the latest official guidance produced by the Government. Ensure all 190HH access systems capture, appropriately store (for 21 days) and handle (in accordance with GDPR) staff, student and visitor details to support any local authority track and trace requirements and comply with the DfE guidance

PCL INCIDENT MANAGEMENT TEAM (IMT)

The following IMT members have been established to support any communicable disease outbreak response at 190HH:

Name	Position	IMT Role
Roxanne Stockwell	Principal Pearson College	Lead
Sarah Macdonald	VP Academic Quality & Enhancement	Deputy Lead
Ian Palmer	Dean/Director Escape Studios	Team Member
Elizabeth Miller	Deputy Dean, Business School	Team Member
Amy Antonioni	Head of Student Services	Response Records/Log management
Gosia Bilska-Mugambwa	Operations Manager	PCL FM Focal Point
Tracy Coetsee	HR Operations Policy, Audit & Compliance	HRBP
Patrick Carpenter	PCL Head of Communications	PCL Communications
Charlotte Smitheram	CBRE (Site H&S Coordinator)	Engagement with all site CBRE assets and Churchill Cleaners
Victoria Romagnoli	Facilities Support 190HH	Emergency Response Co-ordinator
Philip Agdebo	Principal Security Guard on duty (SecuriGroup)	Emergency Response Co-ordinator
Chris Mason	Pearson VUE	Test Centre management

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Peter Schupfer	UKFM	FM Systems Support
Jason Melia	Global Organisational Risk and Resilience Manager (ORR)	<ul style="list-style-type: none"> • IMT Engagement and Incident Escalation • Everbridge Support
John Maxwell	H&S Director EMEIA (ORR)	H&S Technical and Compliance Guidance

REPORTING

Stakeholder	Issue	Report to
Students	If they suspect they have COVID-19, or if they or a member of their household tests positive for COVID-19.	<ul style="list-style-type: none"> • Inform Student Services as soon as possible (ASAP) • Student Services to inform ORR and site FM lead ASAP.
Staff	If they suspect they have COVID-19, or if they or a member of their household tests positive for COVID-19.	<ul style="list-style-type: none"> • To inform line manager ASAP • Line managers to inform ORR and site FM lead ASAP.
Contractors (Cleaning/ Security)	If they have a member of staff who operates on site who suspect they have COVID-19, or if they or a member of their household tests positive for COVID-19.	<ul style="list-style-type: none"> • Report to contractor, CBRE and UKFM site focal points ASAP. • ORR to be informed ASAP
Site FM	If they have a member of staff who operates on site who suspect they have COVID-19, or if they or a member of their household tests positive for COVID-19.	Report to CBRE management team and UKFM regional leads ASAP
Student Services	If there is a confirmed case of COVID-19 in Pearson College London, the following stakeholders will need to be informed or involved in discussions.	<ul style="list-style-type: none"> • Pearson Organisational Risk and Resilience Team: ORR@pearson.com • Incident Team members (Health and Safety, Building Management, College Operational staff) • Pearson College London Executive Team and Principal
IMT	Outbreak notification external notification	<ul style="list-style-type: none"> • Camden and Islington Public Health Team: PHASS@islington.gov.uk and 020 7974 4444 (Press 9 for COVID response team) • Implement and manage move to full online teaching.

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COMMUNICABLE DISEASE IMMEDIATE RESPONSES

First Aid	<ul style="list-style-type: none"> • Site first aiders (see link) have COVID-19 procedures (see link) and are controlled/monitored by the Emergency Response Coordinators and Site FM lead. • All first aid incidents are to be recorded in the Pearson Risk Improvement & Safety Management (PRISM) System.
Immediately	<ul style="list-style-type: none"> • Notify site IMT, ORR, HSE Committee Chair, HR, FM and CBRE Management. • Pearson ORR and Regional/PCL IMT leads will coordinate notification to Camden and Islington Public Health Team. • Inform the affected person's Line Manager • Move the affected person to the designated welfare room/ or an isolated area. • Complete an initial impact assessment and decide if arrangements for transportation to hospital or home are applicable.
Management	<ul style="list-style-type: none"> • Try to establish a contact trail and gather information regarding areas that may be affected and require isolation and or cleaning. • If you do need to provide assistance to an individual who is symptomatic and identified as a possible case, follow First Responders procedures. • Ensure all incidents are logged on PRISM under the appropriate category. This will trigger automatic notifications to the CBRE QHSE manager and Global H&S Team for follow up action. • Maintain contact with Pearson ORR, IMT (Regional/PCL IMT Leads will ensure appropriate engagement the Camden and Islington Public Health Team) and key persons as required. Await guidance from Public Health via IMT/ORR. • Once cleared for travel (by Public Health, IMT, ORR, HR) to either a test centre or home, travel arrangements will need to be risk assessed: <ul style="list-style-type: none"> ○ Pearson employees and students will be assessed to establish if they are fit to drive/use public transport. ○ Facilities/HR team will assist with staff/student's engagement with Next of Kin (NoK)/Guardian or support bubble. Onsite waiting area will be provided until NoK/Guardian or support transport arrives. • If notified by employee (or Public Health) that an employee has tested positive (or is suspected positive) for Covid-19: <ul style="list-style-type: none"> ○ Pearson C-19 confirmed suspected case procedure Doc#05388 to followed (link). ○ If building is instructed for closure invoke CBRE Extraordinary Emergency Planning to ensure service consistency. Maintain daily contact with CBRE management, IMT and ORR. ○ Arrange for the deep clean and disinfection of all affected areas to be carried out as required – see Site Cleaning Management Procedure (link) and Churchill QHSES Cleaning and Sanitising Guidance (link).

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	<ul style="list-style-type: none"> Establish routine engagement with Pearson ORR, IMT and Public Health England to that they are satisfied with the actions carried out.
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INCIDENT MANAGEMENT ACTIONS

The following actions are for various COVID-19 scenarios in the College:

- Suspected case of COVID-19** (e.g. awaiting test or test results or unable to access testing)

Should a suspected case of COVID-19 occur within the College, we will closely monitor the situation, and liaise with the case as to whether they test positive or not. At this stage, we will continue to operate our blended delivery of online and face-to-face teaching.

Table 1: Actions for a suspected case of COVID-19 in College

Action	Lead	Key aspects
Impact Assess	IMT/ORR	Impact assess (with IMT and ORR) to confirm that no other cases, or any complex case scenarios requiring referral to PHE
Infection control and isolation advice	Student Services	Reinforce advice around infection control measures to be taken: <ul style="list-style-type: none"> Suspected case (Showing signs symptoms should go home and isolate until test result confirms negative Follow guidance on cleaning in non-clinical settings once the student/staff member has left the College Reinforce importance of social distancing and infection prevention and control measures. Send suspected case email (link) and request they complete form (link)
Testing	IMT/ORR	Reinforce DFE guidance to suspected case that close contacts should access testing if they develop symptoms themselves.
Communications	Comms Team	<ul style="list-style-type: none"> Email notification to Executive Team and Principal (cc ORR, HRBP and GCAM) Prepare for possible communication to cohort.
Monitoring	Student Services	<ul style="list-style-type: none"> Student Services will inform IMT (for Public Health team engagement) of the suspected case and actions taken. Student Services will create a log of suspected case and follow up if the case subsequently tests positive.

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		<ul style="list-style-type: none"> Gathering of information from buildings management of student and staff access to cross reference with suspected case.
Teaching Logistics	IT and Tutors	Prepare to potentially move to fully online teaching.

2. Single confirmed case (including complex case) of COVID-19

Should a confirmed case of COVID-19 occur within the College, we will closely monitor the situation and review the confirmed case's recent campus access. At this stage, we will continue to operate our blended delivery of online and face-to-face teaching, whilst possibly moving affected cohorts to online only delivery.

Table 2: Actions to be taken if there is a single confirmed case of COVID-19 in College

Action	Lead	Key aspects
Impact Assess	IMT/ORR	<ul style="list-style-type: none"> Impact assess (with IMT and ORR) to understand the situation, including confirming test results, symptoms and onset dates, details of the setting and whether student or staff members attended while symptomatic. Potential contacts meeting definition of direct close or proximity contacts.
Incident Team Meeting	IMT/ORR	Discussion of risk assessment and preparation of possible next steps.
Infection control and isolation advice	Student Services	Reinforce advice around infection control measures to be taken. <ul style="list-style-type: none"> Confirmed case following a positive test should remain at home and isolate following government guidance Follow guidance on cleaning in non-clinical settings once the child/staff member has left the College. Reinforce importance of social distancing and infection prevention and control measures. Send suspected case email (link) and request they complete form (link)
Testing	IMT/ORR	Reinforce DFE guidance to suspected case that close contacts should access testing if they develop symptoms themselves.
Communications	Comms Team	Email notification to Executive Team and Principal Consider communication to cohort.
Monitoring	Student Services	<ul style="list-style-type: none"> Student Services will inform IMT (for Public Health team engagement) of the case and actions taken. Student Services will create a log of case.

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		<ul style="list-style-type: none"> Gathering of information from buildings management of student and staff access to cross reference with confirmed case.
Teaching Logistics	IT and Tutors	Prepare to move to fully online teaching; possible online teaching for specific cohorts.

3. Cluster of cases or outbreak of COVID-19 (two or more confirmed cases in the College)

Should a cluster or outbreak of COVID-19 cases occur within the College, we will move directly to online only delivery. Students will be informed of this within 24 hours of the cluster/outbreak confirmation. The move to online only delivery will include the following actions:

- Email and SMS notification to students (contact details are held in the College student record system)
- For Escape, online access is already in place for each class as half the class are in for face to face delivery whilst the other half access remotely – so students will move to remote access only for all classes.
- For PBS teaching, face to face seminars will move online and be delivered via Blackboard Collaborate.

Table 3: Actions to be taken if there is a cluster or outbreak of COVID-19 in College

Action	Lead	Key aspects
Impact Assess	IMT/ORR	<ul style="list-style-type: none"> Impact assess (with IMT and ORR) to understand the situation, including the set-up of setting; layout, details of confirmed and possible cases; total number of students and staff, details on cohorts or “bubble” groups; staff roles and type. Potential contacts meeting definition of direct close or proximity contacts. Operational impact on College, including need to temporarily close. Assessment made of severity of impact, based on factors such as severity of disease (e.g. hospitalised cases), spread, control measures taken/in place, context.
Incident Team Meeting	IMT/ORR	Discussion of risk assessment and agreement of next steps.
Infection control and isolation advice	Student Services	Advice from PHE to be followed.
Testing	IMT/ORR	Reinforce DFE guidance to suspected case that close contacts should access testing if they develop symptoms themselves.
Communications	Comms Team	Email notification to Executive Team and Principal

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		Prepare communication to cohort and wider student body.
Monitoring	Student Services	Student Services will inform IMT (for Public Health team engagement) of the cases and actions taken. Student Services will create a log of cases.
Teaching Logistics	IT and Tutors	Implement online teaching.

POST-OUTBREAK

The outbreak will be declared over when 28 days have passed since the onset of symptoms in the last confirmed case in the College and the results of any possible cases in students or staff in that time have been negative.

Pearson College Executive team together with previously mentioned stakeholders will discuss and agree the return to campus date, logistics and communications.

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INCIDENT DEFINITIONS

Single suspected/possible case	a student or staff member with coronavirus symptoms (fever, persistent new cough, and/or loss of taste/smell) onsite or offsite or both?
Single confirmed case	a student or staff member who has tested positive for coronavirus
Single complex case	a suspected or confirmed case of coronavirus where there are complicating factors for the student or staff member (e.g. special educational needs)
Cluster	two or more confirmed cases of COVID-19 among students or staff in a College within 14 days; OR an increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases)
Outbreak	two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort* in the College within 14 days *a cohort might be in a class, year group or other defined group within the College
College Direct close contacts	direct face to face contact with a case for any length of time, including being coughed on or talked to. This will also include exposure within 1 metre for 1 minute or longer (<i>there should be no direct close contact occurring on campus</i>)
College Proximity contacts	Extended close contact (within 1-2m for more than 15 minutes) with a confirmed case

REFERENCES

DFE Guidance Further Education (FE) Autumn Term Guidance (10 Sep 20)	Link
Incident Definition – cluster/outbreak	Link

DOCUMENT CONTROL

Revision	Date	Description of Changes	Author
1	21 Aug 20	Update of IMT and COVID Controls	Amy Antonioni