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25 September 2020

Dear Parent or Guardian,

You will all be aware of the local restrictions which were introduced on Tuesday 22 September 2020.

Details can be found at:

<https://liverpool.gov.uk/communities-and-safety/emergency-planning/coronavirus/advice-and-guidance/local-restrictions-in-liverpool/>

Greenbank has put in place many measures to help protect students and staff and would ask you to go through these with the student.

## Face Masks

We are actively encouraging students, staff and visitors to wear face coverings in indoor communal areas where it is hard to socially distance. This means in reception, in corridors and as they wait for food service in the canteen.

There are some exemptions:

- If you have a physical disability, mental health concern or other disability/health condition and it may be difficult to wear a covering safely.
- Those who are speaking to or providing assistance to someone who relies on lip reading or clear facial expression to communicate are also exempt.
- Those with special education needs who could become extremely distressed

We will work sensitively with students to help everyone get used to this.

Please ensure that the student has a sealed bag to store their face mask in when they remove it for class sessions or to eat.

For useful advice on how to use a face mask safely please have a look at this [infographic](#).

## COVID-19 Symptoms

Just to remind you all Public Health England (PHE) have advised us that the symptoms are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



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## Booking a Test

Tests can be booked online at:

<https://self-referral.test-for-coronavirus.service.gov.uk>

If you are getting a test, you must self-isolate until you get the results. If the result is negative the student can return to college. If you refuse or cannot book a test, the student (with symptoms) must isolate for 10 days and other household members for 14 days.

## NHS COVID-19 App

The NHS COVID-19 app now available for anyone over the age of 16 to download.



Parents will need to decide if they wish to use the app or allow their children to. We will not be recommending students keep checking their mobile phones during sessions but do this during break times. Please also discuss with your child intentional misuse of the app, for example, logging symptoms when they do not have any as this will be treated as misbehaviour in line with our Home College agreement.

Information about the app can be found here: <https://covid19.nhs.uk/pdf/introducing-the-app.pdf>

## Student Absence

Greenbank still expects absence notification and outcome of tests to be given direct to college by phone or email so that if there is a positive result, we can take the necessary action straight away. We may need to re-contact you to ask for more information outside of normal college hours.

As lots of students have now returned to college, we are asking for more information about student absences. Tutors or a dedicated absence receptionist will ask about the reason for absence, if the student has any COVID symptoms, date those symptoms started, date of test if one has been booked and you must tell us the result of any tests as soon as it is known.

As new information comes out, we may need to change the guidance at short notice. We will publish any updates on our website [www.greenbankcollege.org.uk/](http://www.greenbankcollege.org.uk/) and on [Facebook](#) and [Twitter](#).

Thank you for your continued support. Stay safe

Mary Beaumont  
CEO