

1.0 Introduction

- ✚ Social distancing reduced from two metres to 'two metres-one metre plus'. This means that where two metres is not possible other protections and mitigations should be in place along with the recommended one metre plus social distance.
- ✚ As the progression of COVID-19 is a highly dynamic situation and is changing constantly, everyone, including the management, teachers and students need to monitor the situation and be aware of both their surroundings, and the people they interact with.
- ✚ UK government guidelines state that employers must implement social distancing where possible but take additional measures where social distancing is not possible.
- ✚ It is important that by implementing these measures, we provide reassurance to all the stakeholders that as an English Language teaching provider in the UK we take our responsibilities towards students, staff and local communities extremely seriously.

This document outlines a range of measures to manage the risk of infection to our staff, students and local communities. As business as usual is not an option, these guidelines help us to run a viable programme with social distancing in place for the school.

2.0 Differences between under 18s and adults

- ✚ COVID-19 appears to affect children significantly less than adults, with the chance of younger children contracting the disease at a lower rate than adults.
- ✚ The maximum class size for an ELT classroom is 16. To enforce social distancing, the school has reduced the maximum number of students from 16 per class to 10 per classroom.
- ✚ Although it is mindful to be aware of the general risk level, it is good to remember that it is the individual that counts, for example, a child with underlying health conditions could be at higher risk than an adult with no underlying health conditions. In addition, adults working with juniors could transmit COVID-19 between themselves. Therefore, it is very important to consider each case on an individual basis.

3.0 Occupational Health and Safety: Risk Assessment

3.1 Building

- ✚ Every part of this provision was risk assessed before reopening.
- ✚ The goal of the risk assessment is that risk can be managed, but not eliminated, and to reduce the overall level of risk and the opportunities of transmission.
- ✚ The Staying COVID-19 Secure in 2020 poster has been placed in prominent locations such as:
 - ground level windows
 - notice boards
 - student lounge

These are signed and posted according to the guidelines.

- ✚ Before reopening the school premises, these following systems were verified for proper conditions. The systems verified were:
- Plumbing and water.
 - Gas
 - Electricity/ Electrical systems
 - Alarm Systems
 - Call Points
 - Fire Alarms
 - Fire Extinguishers
 - Ventilation and Air – conditioning system.
 - Waste and recycling systems.
 - IT Systems.
 - Fire Safety Systems.

3.2 PPE

Enhanced PPE (Personal Protective Equipment) is intended to protect the wearer. Face coverings such as: cloth masks scarves, bandanas etc., are meant to protect against the transmission of disease to others if the wearer has it asymptotically.

The school manages the risk of COVID-19 through social distancing, hygiene and fixed teams or partnering, and not through the use of PPE. This is per the government's official guidelines which state that workplaces do not need to use PPE to protect against COVID-19.

PPE is not used in the classrooms as it makes the running of an EFL classroom problematic, especially for lower level learners. This is per the government guidance of the wearing of PPE in schools.

The school has assessed the risks of teachers and students wearing PPE in other areas of the school, e.g. in the students' room, on the stairs, and in the hallways. The very low number of students means that the wearing of PPE is not mandated, but individuals can wear PPE if they wish.

Students and staff are required as per the government guidelines to wear a face covering on public transport, unless otherwise exempt.

Utmost care is taken in enforcing the mandatory face mask guidance wherever necessary during excursions to cultural attractions and tourist spots.

Disposable gloves are used in handling student passports and identity cards.

3.3 – First Aid and Covid-19

As per the guidance from the Department of Education for schools, routine temperature testing is not a reliable method for identifying coronavirus. Thus, taking all these factors into consideration temperature testing is not conducted in the school premises.

In the case of administering first-aid to a person suspected if COVID-19 infection, the recommended advice is not to perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. In the case that a decision is made to perform mouth-to-mouth ventilation in asphyxia arrest, all the necessary protective equipment will be provided.

In all cases of administering first-aid, advice from the Resuscitation Council UK, which are as follows:

- Recognise cardiac arrest by looking for the absence of signs of life and absence of normal breathing. Do not listen or feel for breathing by placing your ear and check close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID-19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not risk infection.
- If the rescuer has access to PPE, this should be worn.
- After performing compression-only CPR, all the rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from NHS 111 coronavirus advice service or medical advisor.

3.4 - Fire

In emergency evacuations, social distancing is not possible, however, social distancing can be maintained at the assembly point.

In the case that the fire marshals or the staff trained to use fire extinguishers are working from home then you need to find suitable candidates to assign this role to.

4.0 Cleaning and Hygiene:

- ✚ The transmission of COVID-19 has been proven to occur through the contact with contaminated surfaces such as keyboards, mouse, light switches, door handles, desks, chairs, whiteboards, smartboards, shared teaching resources, handouts etc.
- ✚ To reduce the risk of this form of transmission contact surfaces are cleaned and disinfected more regularly.
- ✚ Adequate cleaning materials are provided according to requirement and the materials are stockpiled if necessary. Some of these cleaning materials are:
 - Hand Sanitiser
 - Soaps
 - Paper Towels
 - Tissues
 - Rubber gloves
 - Toilet rolls
 - Disinfectant Spray.
- ✚ Surfaces which a symptomatic individual has come into contact with will be thoroughly cleaned and disinfected.
- ✚ Steps for cleaning and disinfecting any surface as follows,
 - Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

- In the event of a blood/bodily-fluid spill, keep people away from the area. If an area has been heavily contaminated with bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Clear use and cleaning guidance to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.
- Empty tissue bins throughout the day.
- ✚ Before reopening, the condition of the school's heating, ventilation and air-conditioning units, if any, were assessed. Good ventilation is maintained in classrooms, offices and common areas to reduce the risk of transmission.
- ✚ Without compromising fire safety and safeguarding propping doors open reduces contact with door handles and encourages ventilation. However, care is taken in keeping the fire doors shut.
- ✚ Staff and Students are encouraged to wash their hands for 20 seconds more frequently than normal, including on arrival, before and after eating, and after sneezing or coughing.
- ✚ The 'Catch it, bin it, kill it' approach is promoted around the premises with posters plastered around to keep everyone informed.
- ✚ Antibacterial hand sanitiser is provided throughout the school, in auto-dispensing containers.
- ✚ Workspaces are cleared and removed of any waste at the end of every shift.
- ✚ Assistance is provided for children and young people who have trouble cleaning their hands independently.
- ✚ Advice is noted that the toilets be flushed with the lids down to prevent and reduce faecal-oral transmission.

5.0 Managing Suspected Cases:

- ✚ As a majority of Covid-19 cases will be a mild infection, it is important to be aware and look out for the following symptoms:
 - Influenza like illness (fever $>37.8^{\circ}\text{C}$ and at least one of these respiratory symptoms, which must be of acute onset: persistent cough (with or without sputum), hoarseness, nasal discharge or congestion, shortness of breath, sore throat, wheezing, sneezing;
 - New continuous cough and/or;
 - High temperature and/or;
 - Loss or change to sense of taste or smell.
- ✚ Individuals with a cough or a fever are advised to self-isolate for 14 days.
- ✚ Steps to take when an adult or young person over 16 presents symptoms:
 - They need to get at least 2 metres away from others;
 - Go to a separate well-ventilated room/area behind a closed door;
 - Avoid touching anything;
 - Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and into the crook of their elbow;
 - Use a separate bathroom, where possible;
 - Arrange a test through these numbers 119 for England or Wales, book a test online with <https://www.nhs.uk/conditions/coronavirus-Covid-19/testing-and-tracing> or arrange an ambulance if they're seriously ill, injured or their life is at

risk with 999. The operator should be made aware of their symptoms and which country they've come from in the last 14 days.

- ✚ In the case of a person presenting with Covid-19 symptoms, the above steps would be asked to be adhered to and the school's nominated 'Responsible Person' will contact PHE North West London Health Protection Team (Phone: 020 3326 1658).
- ✚ Steps to be taken when a student under 18 presents symptoms:
 - Staff are asked to volunteer to supervise the child, usually the staff that has spent most time with the child that day. The supervising staff member will be provided with a fluid-resistant surgical mask, and where contact is required, they will be provided with disposable gloves, apron and eye protection according to necessity.
 - The Responsible Person will arrange NHS testing on (or call 999 in emergencies) on behalf of the child and contact their parents.
 - The person presenting with symptoms will use a separate bathroom which will be cleaned after use.
 - The member of staff assisting the student showing symptoms does not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell student or colleague.
 - In the case of a confirmed Covid-19, guidance provided by PHE North West London Health Protection Team will be taken into consideration. After discussing the case, identifying others who have been in contact with the affected person, preparing a risk assessment, and advise on any further actions or precautions that need to be taken.
- ✚ The situation will be reported accordingly to HSE under RIDDOR.
- ✚ Steps to take in the case a student or host(s) showing symptoms or testing positive:
 - If the host is under an agency, then liaise with the relevant agency regarding the situation.
 - Hosts will be required to isolate together with the students they are hosting.
 - If hosts refuse to host at all costs, in that case, 111 will be contacted to arrange government accommodation as a last resort.
 - When symptomatic individuals are accommodated in a home share, all residents in the home share must self-isolate as a household.
 - Symptomatic individuals should stay as far away from other residential accommodation shows symptoms of Covid-19.
- ✚ Steps to take when a student in residential accommodation shows symptoms of Covid-19:
 - The student will need to isolate in the room.
 - Hosts should consult the UK government's [stay at home guidance](#).
 - Meals and extra linens, extra bin bags should be brought to the room.
 - Cleaning should not take place in the room during the self-isolation period.
 - If the student is in a residential apartment with shared facilities, it may be the case that all the students in the apartment will need to self-isolate.
- ✚ Symptomatic individuals need to isolate for seven days.
- ✚ People living with a symptomatic individual (e.g. hosts, other students in home shares) should self-isolate for fourteen days, as it can take fourteen days for symptoms to appear.
- ✚ Where students need to self-isolate after they have been in close contact with a symptomatic individual or a confirmed case but they themselves are not showing

symptoms, as household members hosts may not need to self-isolate. Such cases will be discussed with the local public health protection team.

- ✚ If symptoms appear during self-isolation, the symptomatic individual should isolate for seven days from that point (even if this means self-isolating for longer than 14 days)
- ✚ Where a member of staff has provided assistance to an individual with symptoms, they will not need to return home unless they develop symptoms or have been told by Test and Trace or a public health protection team. The same applies to students who have been in close contact with the individual.
- ✚ The students the symptomatic individual shares the class with would need to return home and self-isolate for 14 days.
- ✚ School closure/lockdown will only occur in the case that the local health protection team advises us to do so, in any other case school closure is unlikely to take place.
- ✚ For a symptomatic individual their household would have to self-isolate together, but people who have come in contact may attend school pending the outcome of the test. In case of a negative test, the symptomatic individual should continue to isolate but household self-isolation may end.
- ✚ In the case of a positive test, the individual and their household will have to self-isolate for 7 days and the people the symptomatic individual has been in close contact with need to isolate for 14 days.
- ✚ After restricting the symptomatic individual's entry to the school premises, a deep clean will be conducted to allow the rest of the classes to continue running per usual.
- ✚ In case of a closure, following people and organisations need to be informed of the said closure,
 - Students
 - Parents (in case of under 18s)
 - Staff
 - Agents/Partners
 - Sales/ admissions teams
 - Accreditation UK
 - English UK
 - The local authority
- ✚ The transport for under 18s will be arranged if necessary, in case of a school closure.
- ✚ If the school closure takes place outside school hours, at least one member of staff will be present at the school entrance at the beginning of the school day, to ensure that any students arriving are informed of the closure and to make sure that they have means to return home safely.

6.0 Reducing Transmission risks: Social Distancing and bubble approaches:

- ✚ According to current government guidance, the school has implemented a bubble approach throughout the provision by reducing the number of students per class, assigning the same class for a single teacher and separating the admin and teaching staff all reduce the chances of out-group contact and therefore reduce the risk of Covid-19 transmission.
- ✚ For students joining a class group in the middle and students progressing up a level, they would be counted as extended bubbles with more than one class counting as one 'extended bubble' instead of each class counting as a single bubble. This allows introducing new students between different levels of classes easier.

- ✚ For the students taking breaks between lessons, the area needs to be shared by the people from a single extended bubble and the shared area needs to be cleaned between groups to prevent transmission between bubbles.
- ✚ Clusters of students from the same agency maybe in mixed classes yet may reform as a group for activities and excursions. Individuals students may wish to change classes because they prefer a different timetable or according to any of their other needs.
- ✚ For safety when interacting with the reception staff including, first day processing, ID collection, collection of contact details, giving out coursebooks, accommodation enquiries or course/class change requests, the following measures are put in place to reduce the transmission risk:
 - Protective screening for staff is in place for all staff interacting with the clients.
 - Wherever possible, refunds are made cashless, to reduce contact between staff and students.
 - Customers within the reception area are limited and the available seating is altered according to the social distancing guidelines.
- ✚ Office staff are assigned to a specific desk and areas between reception and the office, to reduce rotation as part of the bubble approach for the staff.
- ✚ Staff are discouraged from sharing any office supplies such as pens, staplers, tape, calculators, and the use of personal hand sanitizers is encouraged.
- ✚ Communal hand sanitizer dispensers are available on every floor of the school.
- ✚ Meetings are conducted in a well-ventilated room with the seating set according to social distancing guidelines.
- ✚ Staff are encouraged to have staggered lunch breaks with advice on hand washing for 20 seconds before and after the lunch break provided.
- ✚ An online test is provided for all students, prior to arrival, and where in-person testing needs to be done, the testing room seating is arranged according to social distancing guidelines.
- ✚ With speaking tests, the candidate and the teacher involved are seated at 90° angles and/or at least two metres apart.
- ✚ Within the classroom, sitting positions are set according to government mandated social distancing guidelines, with hand sanitising stations provided on every floor.

7.0 Accommodation

- ✚ For Homestay providers,
 - Accommodation arrangements are reviewed including the provision of backup accommodation in the event of a shortage of provision.
 - Medical forms are collected to identify medical conditions of students and the accommodation providers are informed accordingly, in order to meet the student's needs.
 - Only single room options are provided in the short term, unless the students are related or from the same household. However, this means that the students will have to pay a single rate.
 - Emergency homestays, backup residences, local hotels and B&B's according to AUK scheme criteria are identified to act as back up accommodation options.
 - All the necessary risk assessments are conducted at the house shares to ensure the safety of the student.

- ✚ Inspection guidance for existing homestay hosts,
 - Checks can be conducted online as Accreditation UK has made allowance for this provision.
 - This is done through a video conferencing platform, ensuring that all members of the household are present and that all areas of the house are seen.
 - All the requirements of relevant inspection criteria are checked thoroughly.
- ✚ Inspection guidance for new homestay hosts,
 - Face-to-face visits are conducted with necessary social distancing and hygiene protocols put in place.
 - During the visit, busy areas across the household are identified and the inspection time is limited to no longer than 15 minutes to not go into the threshold of sustained contact.
 - Hosts are encouraged to reduce direct contact between the household members to reduce the risk of transmission.
 - Guidance from the UK government on working in other people's homes are adhered to.
- ✚ Shared dormitory accommodation is typically available as an option for under-18s, are risk assessed for ventilation, space, distance between beds and other requirements to ensure safety of the student(s).

8.0 Staffing

- ✚ Staff in the 'shielding' category will not be able to work on site.
- ✚ Expectant mothers are in the clinically vulnerable category and will be provided with all the tools to be working from home as far as it is practicable.
- ✚ Where Fire Marshals and Designated safeguarding lead are unable to work on site, staff with adequate qualification are also identified.
- ✚ Staff who are showing symptoms of Covid-19 must not come to work, and if the staff are working from home it is ensured that all the tools required to work from home are available to them.

9.0 Activities and Excursions:

- ✚ All the students participating in activities/excursions from a class are considered as a single bubble which includes the teaching staff pertaining to that class.
- ✚ All activities and excursions are risk assessed on an individual basis prior to the activity taking place to ensure the safety of the participating students.
- ✚ All activity groups will adhere to the guidelines of social distancing in the public and the use of face coverings accordingly.

10.0 Transport

- ✚ Usual safeguarding protocols for collecting unaccompanied minors and juniors will still apply. Staff are not allowed to shake hands or embrace students on arrival, preferably not helping with the student's luggage. Hands should be cleaned before and after close contact with the student.
- ✚ All arrivals to the UK are expected to isolate for 14 days before joining the school or their course as per UK guidelines, unless they are from a country listed on the exempt list.

- ✚ Physical screening ensuring, good ventilation, regular and thorough cleaning of vehicles, limiting exposure to large crowds and rush hours etc., are implemented for every transport vehicle employed.
- ✚ In the case that public transport is utilised all the guidelines put forth by TfL and the UK government will be adhered to accordingly.

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