

Covid-19 secure - Reopening Plan

1. Introduction

This document provides a description of the new measures in place to manage the risk of infection to staff, students and local community.

PPE vs Face Coverings

A distinction is made between Personal Protective Equipment (PPE) and face coverings. PPE would include respirators, fluid resistant surgical masks and disposable masks. Face coverings would generally cover cloth masks, scarves, bandanas etc. Enhanced PPE is intended to protect the wearer. Face coverings are not intended to protect the wearer, but to protect against transmission of the disease to others if the wearer has it asymptotically.

2. Use of Face Coverings

Students will be required to wear a face covering at all times inside the building

That includes:

1. In the classroom
2. during a speaking test
3. at reception

Students must bring their own face covering

Teachers will also be required to wear a face covering in the classroom

As masks are not a medical product, face coverings do not conform to any official standards. When choosing which face covering to buy there are a few things to look out for/consider:

- Comfortable material that is easy to breathe through
- Washable, you should wash your face covering after every use
- Reusable, which is best for the environment
- More than one layer of fabric
- A tightly woven fabric to catch the miniscule particles of the virus
- Enough material to cover from the bridge of your nose to the bottom of your chin
- Easy to remove. You need to be able to remove it using the straps and not touching your face or the front of the covering.
- A comfortable but snug fit. To keep it properly in place and to prevent you having to adjust it. Coverings to fit children are also available. Non-academic staff will not be required to wear face coverings unless social distancing is not possible.

3. Cleaning and Hygiene

The transmission of Covid-19 can occur through contact with contaminated surfaces. It can spread through contact with a surface or object that has the virus on it. Fortunately, normal cleaning methods (e.g. normal household disinfectant) do kill this virus.

Measures in place:

- Deep cleaning before reopening
- Frequent cleaning of surfaces, stationary, workstations, door handles, etc. carried out by staff
- Premises professionally cleaned daily.
- Bins emptied regularly
- Stockpiling of antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls.
- Toilets to be flushed with lids down to prevent faecal-oral transmission.

Staff and students must wash their hands for 20 seconds more frequently than normal, including on arrival, before leaving, and after sneezing or coughing.

Antibacterial hand sanitiser will be provided throughout the school, including classrooms, the reception area and staff room.

**Posters on how to wash hands and how to flush the toilet will be in all three toilets in the building*

Cleaning - in cases of symptomatic individuals on site

- Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected.
- Areas where symptomatic individuals have passed through and surfaces which symptomatic individuals have been in contact with will be professionally cleaned.
- In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area.
- If an area has been heavily contaminated with bodily fluids, cleaning staff will use protection for the eyes, mouth, and nose, as well as wearing gloves and an apron.

4. School Access

Entrance/Exit

Students arrivals and departures will be staggered to reduce crowding in and out.

Break times will also be staggered to reduce contact between students within the school.

Hand cleaning facilities will be provided on the ground floor by the main entrance.

Lift

The use of the lift is restricted to going up only. The lift must be used to go up and the stairs to go down to minimise contact between students and staff.

No more than two people should be in the lift.

5. Reception and Student Lounge

The Student Lounge is to remain closed until further notice. It will only be used to assess the level of walk ins.

The reception counter will no longer be in use due to its current position. Reception will still be open, but a new counter will be set across the reception area.

Students should only come to reception when strictly necessary. Students can speak with their teacher, email, or call reception.

When a student requires to speak to someone at reception:

- No more than 2 students at reception
- Clear guidance will be provided to students prior to arrival

For new students*:

- Inductions will be conducted online prior to arrival
- They will be asked to upload passports and any other documents deemed necessary prior to arrival

**Students who may be in higher risk groups will be identified at booking stage and will be allocated accommodation accordingly.*

Testing

All grammar tests will be now done online prior to arrival and speaking tests will be done over the phone.

For Walk Ins:

- They will be asked to take the grammar test on their phone. If this is not possible, they will be provided with a hard copy and taken to the student lounge to take the test.
- Speaking tests will be done in student lounge,
- 2m distance will always be maintained between teacher and student
- Staff and students to sit at 90-degree angles rather than face to face during speaking tests.
- Teacher will wear a face covering during speaking tests

Deliveries:

In case of items such as books or cleaning products being delivered to reception, these deliveries will be dealt with without interacting with driver, and contact will be minimised during exchange of documentation.

Gloves and face coverings will be supplied to anyone working at reception. These must be worn when dealing with deliveries and when social distancing measures aren't possible.

Anyone at reception will wear a face covering at all times.

6. Staffing, Offices and Common Areas

Only the minimum level of non-academic staff needed to deliver provision will be onsite at any one time. Except for the first week back and exceptionally busy weeks such as those with closed groups, no more than three members of staff will be required to work onsite – see Appendix 1 for rota

In order to allow staff to avoid rush hour, staff will be given the option to start and finish earlier or later than usual.

Online meeting tools will be used to avoid face-to-face meetings.

Employees will be assigned rooms on the first floor to reduce rotation, and will work side-by-side or facing away from each other.

Shared office equipment (staplers, pens, tape, calculators, etc.) use will be limited, with additional equipment provided for staff. Hand sanitiser will be provided in offices.

Where a First Aider, Fire Marshal or Designated Safeguarding Lead is working from home or self-isolating, a suitable staff member will be identified to fill the role- see appendix 2 for rota.

Staff who are showing symptoms of coronavirus must not come to work.

Teachers are encouraged to prepare lessons at home, and TD sessions or meetings will be held online only.

Staff Room/Teachers Room:

- 2m distance will be maintained between desks/tables/chairs.
- Hand Sanitiser and face coverings provided in staff room as well.
- No dirty cutlery or plates to be left in sink at all.
- No shared books can be taken home.
- Shared materials and surfaces (e.g. printer, scanner, tables, guillotine handles) will be frequently cleaned and disinfected) by teaching and cleaning staff.

7. Classrooms arrangements and Timetabling

The class size has been reduced from 14 students per class to 7 in small classrooms only. Everyone in the classroom must wear a face covering, and therefore the minimum class size will vary depending on the size of the classroom.

Classes will be allocated in different floors and break times will be staggered to minimise transmission.

When possible, students will be assigned a specific table and all sitting positions will be 2m apart. Students will also be asked not to share any pens with other students and to bring their own stationery.

We still be conducting some lessons online, numbers permitting, for those students not willing to have face-to-face classes.

Attendance is especially important nowadays and teachers are responsible for keeping attendance records up to date.

No loan books will be lent to students. New students will be provided with handouts for the first week and will be required to buy a book from the second week of their course.

8. First Aid and Fire Evacuation

Fire Drills will take place as usual, and social distancing will be maintained at assembly points.

There will always be a Fire Marshal on duty and at least two first aiders on site.

9. Social Programme

Any social activities such as workshops will be done online. No excursions or other events will take place until further notice.

10. HVAC and Critical Systems

Heating, ventilation, and air conditioning units will be assessed before reopening to ensure adequate ventilation. Where necessary, filters will be replaced.

It is important to maintain good ventilation in classrooms, therefore doors in classrooms and offices must be kept open when possible.

11. Accommodation and Transfers

Student can book accommodation as usual.

Any Risk Assessments and Covid-19 plans on Accommodation can be requested by students prior to arrival

Students are to remember to wear face coverings in taxis, mini cabs and public transport. All this information is included in Covid-19 Student Guide.