



COVID-19 POLICY

Objective

Safeguarding the wellbeing of our students, staff, host families and the local community

This document provides a range of measures LILA* has put in place to manage the risk of infection to staff, students and the local community and ways to provide a degree of reassurance to stakeholders of our school.

Safe school reopening

Below are the steps we've undertaken/ will undertake to ensure the health and safety of LILA*' staff and students.

- Completed a deep cleaning of the school including all classrooms, bathrooms, common areas and offices
- Put in place regular testing procedures in line with the current government advice and support CV-19 testing wherever possible
- Put processes in place so that staff do not work, or have contact with students if they display symptoms of CV-19 or have tested positive or have been in contact, within the last 14 days, with anyone who has tested positive.
- Set up a suitable self-isolation area and programme to care for students who show symptoms and/or test positive
- Ensured that all of the CV-19 health and safety arrangements and processes are fully and clearly comprehensive online induction
- Made staff available for students to discuss any concerns relating to CV-19
- Facilitated appropriate social distancing in all areas of school in accordance with government guidance
- Installed hand sanitizer stations at key points around the school as well as advising regular hand washing
- Requesting students and staff to wear masks or other face coverings where it's advisable to
- Displayed clear notices explaining new procedures
- Maintaining safe occupancy levels of all facilities and areas, including classrooms, common rooms and bathrooms

Managing suspected cases

Typical Symptoms

- Influenza like illness (fever $\geq 37.8^{\circ}\text{C}$ and at least one of the following respiratory symptoms: 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

1. If an adult presents symptoms (over 18)

If someone presents with CV-19 symptoms while on the premises they should:

- Get at least 2 metres away from others
- Go to a separate well-ventilated room
- Avoid touching anything
- Cough or sneeze in a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- Use a separate bathroom, where possible

They should use their own mobile phone to call either:

- For NHS advice: 111
- For an ambulance, if they're seriously ill or injured or their life is at risk: 999

They should tell the operator:

- Their symptoms
- Which country they have come from in the last 14 days

LILA* nominated responsible person should also contact their local Public Health Protection team on 111.

2. If a young person (under 18) presents symptoms

- A LILA* staff member should be asked to volunteer to supervise the child
- The responsible person should contact NHS 111 (or 999 in emergencies) on behalf of the child and also contact parents
- They should use a separate bathroom which should be cleaned after use
- The member of staff who has assisted the student showing symptoms does not need to go home unless they develop symptoms themselves

3. If a student presents symptoms and stays with one of LILA*'s host families

- LILA* will communicate immediately with the host
- Hosts will need to isolate together with students
- Where hosts absolutely refuse to host in such situation, LILA* will arrange an emergency accommodation for the student
- In cases where symptomatic individuals are accommodated in a homeshare, it is likely that everyone in the homeshare will need to self-isolate as a household

4. If a student presents symptoms and stays in one of LILA*'s residential accommodation

- The student will need to isolate in the room
- Meals and extra linens will be delivered to the room
- If the student is in a residential apartment with shared facilities (e.g. kitchen or bathroom) it is possible that all students in the apartment will need to self-isolate. Advice would be sought from our local health protection team and the accommodation provider

Isolation periods

- **Symptomatic individuals** should isolate **for 7 days** (or longer if the symptoms persist)
- **Persons who live with a symptomatic individual** (e.g. hosts, other students in homeshare) should self-isolate **for 14 days** as it can take fourteen days for symptoms to appear

- If symptoms appear during self-isolation, **the symptomatic individual** should isolate **for 7 days** from that point (even if this means self-isolating for longer than 14 days)

Reducing transmission risks

The transmission of CV-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. Social distancing entails maintaining a distance of at least 1 metres (3 feet) from other people to reduce transmission risk.

The bubble approach

LILA*, based on the current government guidance, will be using a bubble approach. This entails keeping groups of students and staff together and reducing contact with other groups. Examples of measures in place with this approach are staggered break times and keeping the same teacher assigned to these groups to reduce out-group contact. Due to the nature of ELT settings, LILA* will also be considering using the so called ‘expanded bubble’ approach whereby a bubble consists of two or three classes. This measure aims at allowing students to move up and down between different academic levels.

As part of the bubble approach LILA* will:

- Stagger break times to reduce congestion in common areas, using outside areas for breaks where possible (*see below the staggered timetable proposed*)
- Keep students in the same groups throughout the day
- Reduce mixing between different groups during the day
- Reduce the number of teachers assigned to a class
- Reduce the number of students moving between classes
- Allocate classes to a specific classroom and keep them assigned to that room

1 st Lesson	2 nd Lesson	Level
9:00-10:30	10:45-12:15	Intermediate
		FCE / CAE
9:15-10:45	11:00-12:30	Upper Intermediate
		Pre-intermediate
9:30-11:00	11:15-12:45	Advanced
		Elementary
13:00-14:30	N/A	Plus Class
		IELTS

In classrooms:

- Assign a specific table to a student
- Have seating positions at least 1 metre apart
- Use floor signage, block desks, keep chairs at least 1m apart or remove chairs to help students maintain social distancing.
- Where classrooms are small, remove unnecessary items (cupboards, spare chairs/tables) to provide extra space.
- Have antibacterial gel ‘Cleaning Stations’ available in class
- Limit use of high-touch items and equipment, for example, whiteboards

LILA* will adopt the following measures to reduce the transmission risks:

1. Entrances, exits and foot traffic

- Staggered arrival/departure times to reduce crowding in and out
- Staggered break times to reduce contact between students within the school
- One-way flow routes through the school floors
- Hand sanitisers provided at entry/exit points
- Regular cleaning of touchpoints
- Limiting occupancy for lift

2. Office arrangements

- Reduce the number of staff on site to a minimum
- Encourage office staff to work from home where possible
- Use online meeting tools to avoid face-to-face meetings
- Reduce use of hot-desking
- Limit the use of shared office equipment

3. Reception arrangements

- Implement a virtual reception for specific services during office hours to reduce in-person contact (and crowding) at reception. Students will be able to make accommodation change requests, level change requests etc. via online meeting or chat tools.
- Arrange meetings with students at staggered times in a ventilated room respecting the social distancing rules
- Accept card payments only
- Reduce printed materials to a minimum and allow students to access those materials through posters with QR codes on them

Common Areas

LILA*'s common areas and classrooms have been laid out in accordance with government guidelines on social distancing and are cleaned regularly. Students are permitted to use the common areas but must follow the measures in place as displayed around the school. Students who do not feel comfortable being in a shared space need not enter. LILA* staff are on hand in person or virtually to assist with any queries.

Kitchen utensils are no longer available for communal use. Students are advised to bring their own utensils for and to use the sanitizing stations set up.

First day inductions

Students will be asked to wait in a socially distanced setting in LILA*'s common room on their first morning. Induction will take place there before students will be sent to their respective classroom.

All safety measures put in place within the building to reduce the transmission of the virus will be explained in a video induction which will be sent to students along with the pre-arrival documents. Students can therefore access the induction virtually if they prefer.

Accommodation

Our aim is to safeguard hosts and students in high risk groups, conduct inspections safely and have emergency accommodation available. LILA* will commit to communicate regularly and clearly with its hosts and residence providers.

Homestays

LILA* will:

- Review accommodation arrangements
- Identify hosts in high-risk groups and mark this on our homestay database and consider not using those hosts in the short term
- Identify students who may be in higher risk groups as part of the student allocation process – including high-risk locations and groups
- Require flexibility beyond what is normally expected
- Require a more specific medical check from students and pass this information on to its accommodation provider
- Provide single room options only in the short term
- Review cleaning arrangements

Host families are required to:

- Clean their homes regularly with particular attention paid to communal areas such as bathrooms and kitchens
- Provide clean linen and towels at least weekly
- Carry out a deep cleaning of the room between students
- Inform LILA* of any other students they are hosting from other organisations
- Communicate regularly with LILA* should they have any concerns regarding their students, themselves or others occupying the house.

Quarantine arrangements

Students entering the UK will need to provide details of their accommodation arrangements at border control. Spot checks may be in place and fines issued if arrivals are found not to be complying with quarantining rules.

The current government guidance says this:

Students self-isolation: *on your arrival in the UK, you must remain self-isolated for 14 days and could be contacted regularly during this period to ensure you are complying with the measure. If you are visiting the UK for less than that period of time, you must remain in self-isolation throughout your stay. You may then leave, without using public transport, to reach the airport.*

If the place where you are self-isolating, for example hotels or accommodation with family or friends, does not meet the necessary requirements, you will be required to self-isolate in facilities arranged by the British Government. People should use personal transport, such as a car, to travel to their accommodation where possible.

During the 14-day period of self-isolation, you must not:

- *go to work*
- *go to school*
- *use public transport or taxis*
- *have visitors, including friends and family, unless they are providing essential support*

- *go out to buy food or other essentials where you can rely on others*

This means that host families must be prepared for quarantining students to be reliant upon them for essential shopping and meals. LILA* will provide access to classes online during the 14-day period and will provide for welfare support for both students and hosts. Hosts will not be able to welcome visitors to their home during this period.



UPDATE

The government is satisfied that it is now safe to ease these measures in England and has introduced travel corridor exemptions for some countries and territories.

You may not have to self-isolate when you arrive in England, if you are travelling from one of the countries or territories listed at the link below*. That is because those countries or territories are:

- Covered by the travel corridor exemption
- Within the common travel area (Ireland, the Channel Islands, the Isle of Man)
- British overseas territories

You will need to self-isolate if you visited or made a transit stop in a country that is not on the list in the 14 days before you arrive in England.

This applies to all travel to England, by train, ferry, coach, air or any other route.

*<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-on-arrival-in-england>

Residential accommodation

Where residential accommodation settings are managed by external providers, LILA* will coordinate its measure with the provider. Single en-suite rooms or studios present the most suitable option for social distancing. However, students will need to be equipped to manage the risks themselves. The biggest risk areas are likely to be common spaces such as kitchens, living rooms and common areas within the residence. LILA* will:

- Check with the accommodation providers that measures are in place
- Provide guidelines for students

Airport transfers

LILA* will work closely with airport transfer providers to ensure students' safety on arrival and departure. Partner companies will ensure that standard safeguarding protocols are followed. Longer waiting time at immigration may be expected due to social distancing.