



## **BOSWORTH INDEPENDENT COLLEGE C19 PROTOCOLS – SPRING TERM 2022 (17<sup>TH</sup> JANUARY 2022)**

Bosworth Independent College will be operating face to face lessons in the Spring Term, in addition to the provision of hybrid lessons (i.e., live streamed classroom lessons, at times supported by weekly tutorials) for those unable to travel. This protocols document (accompanied by a risk assessment) outlines the procedures and protocols to be followed for those students and staff who are onsite.

In response to FCDO/DfE's guidance as at 31/12/22, students arriving for the start of the Spring Term fall into one of three groups:

- **Group 1** - Fully vaccinated (including those students who are U18 and not vaccinated)
- **Group 2** - O18 and not fully vaccinated
- **Group 3** - Arrivals from Red List Countries

<b>Group 1</b> - Fully vaccinated (including those students who are U18 and not vaccinated):	<b>Group 2</b> - O18 and not fully vaccinated:	<b>Group 3</b> - Arrivals from Red List Countries
<p>Vaccinations <b>MUST</b> be approved by the UK Government and the student must have the appropriate proof:</p> <p><a href="https://www.gov.uk/guidance/countries-with-approved-covid-19-vaccination-programmes-and-proof-of-vaccination#countries-with-an-approved-proof-of-vaccination-and-examples-of-proof-required">https://www.gov.uk/guidance/countries-with-approved-covid-19-vaccination-programmes-and-proof-of-vaccination#countries-with-an-approved-proof-of-vaccination-and-examples-of-proof-required</a></p> <p>Book and pay for a COVID-19 LFDt – to be taken after you arrive in England – this should be sent directly to the College:</p> <p>Bosworth Independent College</p>	<p>Before you travel to England you must: take a COVID-19 test – to be taken in the 2 days before you travel to England</p> <p>Book and pay for day 2 and day 8 COVID-19 PCR tests – to be taken after arrival in England – these should be sent to the College.</p> <p>Complete a passenger locator form – to be completed in the 48 hours before you arrive in England</p> <p>On arrival – the students must quarantine in their rooms until they receive their PCR test results: You must take the first test on or before day 2 and the</p>	<p>At the time writing there were no countries on the RED list.</p> <p>The rules for RED List countries are articulated at:</p> <p><a href="https://www.gov.uk/guidance/red-list-of-countries-and-territories">https://www.gov.uk/guidance/red-list-of-countries-and-territories</a></p> <p>In addition, due consideration must also be given to:</p> <p><a href="https://www.gov.uk/government/publications/boarding-school-students-quarantine-and-testing-arrangements/boarding-school-students-quarantine-and-testing-arrangements--2">https://www.gov.uk/government/publications/boarding-school-students-quarantine-and-testing-arrangements/boarding-school-students-quarantine-and-testing-arrangements--2</a></p>

<b>Group 1</b> - Fully vaccinated (including those students who are U18 and not vaccinated):	<b>Group 2</b> - O18 and not fully vaccinated:	<b>Group 3</b> - Arrivals from Red List Countries
<p>Bosworth Independent College Bosworth Hall St George's Avenue NN2 6JA</p> <p>Complete a passenger locator form – to be completed in the 48 hours before you arrive in England</p> <p>On arrival – the students must quarantine if their LFDT is positive, they must isolate for 10 full days from the date of the test (isolation may be stopped earlier in the absence of a temperature and two negative LFDTs on Day 6 and Day7).</p>	<p>second test on or after day 8. The day you arrive is day 0.</p> <p>If the Day 2 test result is positive you must self-isolate for 10 full days. The day you took the test is day 0. The Day 8 test need not be taken if the Day 2 test is positive. If your day 2 test is positive. If your day 8 test is positive, you must self-isolate for 10 full days. The day you took the day 8 test is day 0.</p> <p>If the test result is negative If your day 2 test is negative, you must continue to quarantine.</p> <p>You must take your day 8 test on or after day 8. If the day 8 test is negative, quarantine ends on whichever is later:</p> <ul style="list-style-type: none"> <li>• day 10 – day 0 is the day you arrived in England</li> <li>• when you receive the day 8 test result</li> </ul>	<p>Of particular note, is that those students who are O18 on 1<sup>st</sup> September 2021 will be required to quarantine in a government approved hotel.</p> <p>U18 students may quarantine at school following the same protocol as that for Group 2 – but they will need:</p> <ul style="list-style-type: none"> <li>• a copy of the letter from the Department for Education to the school confirming that boarding school students are covered by an exception</li> <li>• a letter from their school to the boarding school student meeting the requirements set out in the letter from the Department for Education to the school</li> </ul>

***These protocols are presented in two parts.***

**Part One** – the protocols that must be applied to all arriving students who are required to **quarantine on campus (eligible Group 2 and Group 3 students)**. For these students, the provisions in Part One always take precedence over the provisions in Part Two.

**Part Two** – protocols apply to all students including those who have cleared quarantine requirements (if any).

**PART ONE – APPLICABLE TO STUDENTS WHO ARE REQUIRED TO QUARANTINE ON ARRIVAL**

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
<b>Briefing of key staff involved in managing the return of students</b>	Staff	As requ'd	<p>All members of the SLT and the Boarding Team, are to be provided with the DfE guidance as well as the general travel guidance, which they must read and understand:</p> <p><a href="https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</a></p> <p><a href="https://www.gov.uk/government/publications/boarding-school-students-quarantine-and-testing-arrangements/boarding-school-students-quarantine-and-testing-arrangements--2">https://www.gov.uk/government/publications/boarding-school-students-quarantine-and-testing-arrangements/boarding-school-students-quarantine-and-testing-arrangements--2</a></p>
<b>Identification of students proposing to travel when quarantine is required.</b>	Staff Student Services		<p>Early identification of students proposing to travel that require to quarantine on arrival is essential:</p> <ul style="list-style-type: none"> <li>to the timely briefing the student and their family on the requirements, as is required by the government guidance:</li> </ul> <p>Schools need to have travel plans in place, including arrangements for the collection and transfer of students to the boarding facilities where they will quarantine. These need to be explained to students and their parents before they travel</p> <ul style="list-style-type: none"> <li>to allow student communications and the boarding team prepare for their arrival</li> </ul> <p>A member of SLT or Student Services will proactively contact all students known to be travelling to establish their plans for arrival.</p>
<b>Communication</b>	Staff and students		<p>Where there is an indication of a requirement to quarantine:</p> <ul style="list-style-type: none"> <li>The Principal, Assistant Principal(Academic), Assistant Principal Pastoral, Head of Boarding, Assistant Heads of Boarding and Nurse are to be advised in writing by Student Communications</li> </ul>

			<p>Student Communications should then:</p> <ul style="list-style-type: none"> <li>• Send the family the pertinent content from the government guidance. <ul style="list-style-type: none"> <li>○ It should be made clear that College will only provide quarantine for students where it is allowed to do so.</li> </ul> </li> <li>• Arrange a call with the student, their family, the family's agent (where one is in place) and the relevant Regional Manager, with a member of Student Services and an appropriate member of the management team (Principal, APs). <ul style="list-style-type: none"> <li>○ The purpose of the 'Pre-Arrival' call is to ensure the UK government requirements have been understood and to ensure that family and student understand exactly how transfer from the airport and the quarantine at the College will be arranged.</li> </ul> </li> <li>• Student Communications should then press for written confirmation of the following: <ul style="list-style-type: none"> <li>○ The target flight details – once these are confirmed, SS must then make a provisional booking with Transfer Service – ensuring that the nominated driver is identified in the relevant letter below [and that the driver knows that (s)he will be required to take a passport with them to collect the student at the 'managed quarantine' collection point in the arrivals' hall of the airport.</li> <li>○ That the student has: <ul style="list-style-type: none"> <li>▪ Made arrangements the pre-travel arrangements as applicable to the status of their point of origin (i.e. RED list or NOT) and the student's vaccination status.</li> <li>▪ Book, pay and follow-through on the appropriate test package</li> <li>▪ completed a passenger locator form before arrival, with details of where they will quarantine, when they will arrive and the travel test package booking reference number.</li> </ul> </li> </ul> </li> <li>• Once these confirmations have been received, Communications where appropriate should then issue the student with two letters, the student should be instructed to print both letters and also ensure that they are readily accessible on their phone: <ul style="list-style-type: none"> <li>• a copy of the letter from the Department for Education to the school confirming that boarding school students are covered by an exception</li> <li>• a letter from their school to the boarding school student meeting the requirements set out in the letter from the Department for Education to the school</li> </ul> </li> </ul>
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			As soon as the pre-travel test result is known, a copy of the official notification should be sent to SC, HoB and the School Nurse
<b>Briefing of school representative who will collect and transfer students from airport to College.</b>	Student Communications and Boarding		<p>Once the negative pre-flight test result has been received, S (or boarding, if during the weekend, or dark) must then contact Transfer Service to confirm the booking, the identity and the contact details for the driver. If, for whatever, reason, these vary from the letter issued, SS (or Boarding), must send a revised letter to show to the official at the airport.</p> <p>When on the call with Transfer Service, Student Communications (or boarding) must confirm that the driver has been fully briefed on the transfer requirements as described in the government guidance:</p> <ul style="list-style-type: none"> <li>▪ appropriate social distancing is maintained at all times</li> <li>▪ children should wear face coverings (unless aged under 11 or otherwise exempt)</li> <li>▪ good hand hygiene is maintained by ensuring a plentiful supply of alcohol hand gel</li> <li>▪ if more than one child is travelling, ensure the transport is of a size that will allow social distancing and ensure there is a seating plan with allocated seating</li> <li>▪ good ventilation within the vehicle through open windows or effective air conditioning</li> <li>▪ that transport does not stop at any services (including at request of passenger), unless in an emergency such as fire</li> <li>▪ where a long journey necessitates toilet breaks, these stops should be pre-arranged with facilities that should be exclusively for the use of the travelling boarding school student(s) for the duration of the stop and can be cleaned afterwards before being used again (schools may want to make arrangements with other schools to use facilities if needed on route)</li> <li>▪ The driver is to notify College with an ETA, just before departure from the airport and again around 20 minutes prior to arrival so they can prepare for the arrival.</li> <li>▪ The driver should contact the College again in arrival and await the arrival of a boarding team member before allowing the students to leave the vehicle.</li> <li>▪ children disembark in a socially distanced manner and are transferred to the care of school staff</li> <li>▪ Where multiple arrivals are expected in close proximity to one another – it must be made clear that students should stay in the vehicle until they are collected by the welcoming member of staff see below.</li> </ul>

<b>Receiving students into the boarding</b>	Boarding House	<p>Where quarantine is needed, the route from the drop off point to the arriving student(s)' rooms should be confirmed by the duty House Parent at the beginning of the shift.</p> <p>Given the risks associated of C19, the route to the room should be cleared, cordoned, and supervised. If additional members of staff are required to enable this the duty boarding manager must ensure they have been organised, advised and briefed well in advance of arrival. If there are insufficient resources available at the time of arrival, the duty house parent can seek support from the: SLT, Ops and or the College Office.</p> <p>The duty senior house parent should appoint a member of the boarding team to welcome the student and facilitate the movement of the student and the student's belongings to the student's allocated room.</p> <p><b>That member of staff MUST:</b></p> <ul style="list-style-type: none"> <li>▪ check the allocated room, place a welcome pack in the room prior to the arrival of the student.</li> <li>▪ Walk the route from the drop off point to the room, putting place suitable signage to cordon the route.</li> <li>▪ Confirm with the Head of Boarding which other members of staff will be securing the cordon when the student arrives.</li> <li>▪ Confirm that the route is properly secured before going to the drop off point</li> <li>▪ Ensure that they are wearing appropriate PPE before collecting the student from the drop off point</li> <li>▪ Ensure that the arriving student is wearing appropriate PPE, this MUST include gloves for the transfer from the vehicle to their room.</li> <li>▪ Explain to the student that they must stay on the route shown.</li> <li>▪ Host the student to their room.</li> <li>▪ On arrival at their room – the hosting member of staff MUST complete a full 'boarding briefing', ensure that the student: <ul style="list-style-type: none"> <li>○ can access the Wi-Fi,</li> <li>○ understands how to order their choice from the menu for the next meal</li> <li>○ has the Emergency number programmed into their phone</li> <li>○ understands exactly what to do in the event of a fire.</li> </ul> </li> </ul>
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<b>Laundry</b>			<p>Families must be advised that there will be limited opportunity for laundry during quarantine and that the student should pack accordingly. Materials and instruction for handwashing by the student in their own en-suit.</p> <p>In the event that there is a critical need for laundry during quarantine:</p> <ul style="list-style-type: none"> <li>▪ staff should wear appropriate PPE (masks, aprons, gloves, eye protection etc.) when handling laundry from quarantining boarding school students. Laundry should be treated as infectious and double bagged, should be tagged with the care area and date, and stored in a designated, safe lockable area while awaiting laundering. Hot wash at 60°C.</li> <li>▪ all consumable waste items that have been in contact with quarantining boarding school students, including used tissues, should be put in a plastic rubbish bag, double bagged, and tied. This should be disposed of with normal household rubbish after a wait of 24 hours.</li> </ul>
<b>Supervision of students whilst in quarantine</b>			<p>The C19 rules for travelling to the UK in January 2022 mean that all students arriving from abroad will need to isolate for a period of time, this will vary from awaiting the result of their day 2 PCR test, to a full quarantine period for those O18 and not fully vaccinated and/or those arriving from RED list countries. – see the requirements as outlined above.</p> <p>Students and families must be briefed about the legal restrictions on the College to allowing for the following:</p> <ul style="list-style-type: none"> <li>▪ if there is a legal obligation for the boarding school student to leave (for example, to attend court)</li> </ul>

		<ul style="list-style-type: none"> <li>▪ to seek medical assistance where this is required urgently or on the advice of a registered medical practitioner</li> <li>▪ to avoid injury, illness or escape a risk of harm (for example situations such as fire or flooding or where there is a risk of abuse)</li> <li>▪ to access critical public services including social services or services provided to victims (for example critical access such as for a child to see their social worker)</li> </ul> <p><b>It is recognised that the opportunity to access the outdoor areas and exercise will mitigate against illness. Arrangements should be made to enable quarantining students to access the outdoor areas daily for at least half an hour during daylight hours. Staff must ensure that the students quarantining having returned from red-list countries do not come into contact with others when in the outdoor areas (courtyard outside Coach Houses).</b></p>
<b>Testing and ending the quarantine period</b>	Returning students	<p>The Head of Boarding will ensure that quarantine periods are appropriately monitored and communicated with each student according to their circumstance.</p> <p>For those who are required to self-isolate and complete Day 2 and Day 8 tests: The self-isolation period is 10 days; Day 0 is the arrival date in the UK</p> <p>If either of the day 2 or day 8 tests return a positive result self-isolation continues for 10 days with day 0 reset as the day the test was taken – quarantine may end on day 8 on the day a negative result for the day 8 test is received/</p>



## Part Two – Protocols to be applied in general

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
<b>Asymptomatic Testing</b>	Staff and Students	Twice weekly	<p>Staff and students will complete LFDTs twice weekly (Sunday and Wednesday).</p> <p>All students are to be provided with guidance on how to properly complete a LFDT Boarding Students are expected to show the result on their LFD – this should be recorded on Shackleton</p> <p>Students who are U16 should be supervised and supported whenever completing a test.</p> <p>Reporting of negative results:</p> <ul style="list-style-type: none"> <li>• Students – results should be published on Shackleton</li> <li>• Staff – staff are encouraged to report their result via the Government App and the <a href="mailto:covidresults@bosworthcollege.com">covidresults@bosworthcollege.com</a> email address</li> </ul>
<b>Positive result from an asymptomatic test.</b>	Students	As required	<p>In the event of a positive result (STUDENTS):</p> <ul style="list-style-type: none"> <li>• The student MUST advise an adult member of staff immediately.</li> <li>• The adult member of staff must ensure that the student is placed in self-isolation and that the student understands the quarantine period: <ul style="list-style-type: none"> <li>○ Might be as long as 10 days</li> <li>○ It will be a minimum of 5 full days of quarantine where day 0 is the day the test of was taken – release on day 6 is contingent on negative results for day 5 and day 6 tests taken 24 hours apart i.e. the quarantine ends if the LFDT returns a negative result on day 6 as soon as the result is received, as long as the result in day 5 was negative and taken 24 hours</li> </ul> </li> <li>• The adult should then complete the MS Form for Covid Reporting (on internal Sharepoint)</li> </ul>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<ul style="list-style-type: none"> <li>• The senior member of boarding on duty and/or the AP(A) and (P) will then determine the list closed contacts. This should include the student's friendship group and all students and staff with whom the student has been in class for the 48 hours in the period up to when the test was taken.</li> <li>• All close contacts (including staff) must move onto daily LFDTs for 7 days unless their vaccination status means that they must self-isolate, i.e.: <ul style="list-style-type: none"> <li>➤ All O18 and FULLY Vaccinated - No Isolation require; Daily LFDT for 7 days</li> <li>➤ All O18 and NOT Fully Vaccinated – Isolate for 10 full days</li> <li>➤ All O18 and Vaccination status unknown or have had non-UK approved Vaccine: Isolate for 10 full days</li> </ul> </li> </ul> <p><b><u>Where isolation is needed, day 0 is the last point of contact with the positive case</u></b> At the time of writing Day 8 release rules do NOT apply for those self-isolating as close contacts – see: <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a></p> <p><b>A PCR test should be booked for those who are required to self-isolate (para 6.2 of <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a>)</b></p> <p>If the result of the PCR test is positive a new day 0 is established as the day the test was taken, a further 10 full days of isolation is required, with a minimum of 5 full days – day 6 release is possible with negative LFDT results on Day 5 and Day 6.</p> <p>Where isolation is not needed, students should move onto daily LFDTs for 7 days, with day 0 being the day on which the student starts the 7 days.</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<p>In the event of a positive result for a member of staff:</p> <ul style="list-style-type: none"> <li>The staff member should advise their line manager and the College nurse of the result immediately. They must advise their line manager of any close contacts they have had at College beyond their classroom teaching (close contacts in this category will be identified by attendance).</li> <li>The line manager should advise the relevant member of the SLT of the result and the close contact list. The SLT member will then: <ul style="list-style-type: none"> <li>communicate with the close contacts to advise them of the additional testing or self-isolation requirement: <ul style="list-style-type: none"> <li>All close contacts (including staff) must move onto daily LFDTs for 7 days unless their vaccination status means that they must self-isolate, i.e.: <ul style="list-style-type: none"> <li><b>All O18 and FULLY Vaccinated - No Isolation require; Daily LFDT for 7 days</b></li> <li><b>All O18 and NOT Fully Vaccinated – Isolate for 10 full days</b></li> <li><b>All O18 and Vaccination status unknown or have had non-UK approved Vaccine: Isolate for 10 full days</b></li> </ul> </li> </ul> </li> <li>When self-isolation is needed: <ul style="list-style-type: none"> <li>the isolation period is 10 full days, taking day 0 as the last day of contact with the positive case. When self-isolating as a close contact early release does not apply.</li> <li>a PCR test should be booked– if the result is positive a new day 0 is established as the day the test was taken, a further 10 full days of isolation is required, with a minimum of 5 full days – day 6 release is possible with negative LFDT results on Day 5 and Day6.</li> </ul> </li> <li>will advise the Principal of the result.</li> <li>Complete the MS Form for reporting positive cases: form on internal Sharepoint</li> </ul> </li> </ul>
<b>Symptomatic Positive Test</b>	Staff and Students	As Req'd	<p>The main symptoms of COVID-19 are recent onset of any of the following:</p> <ul style="list-style-type: none"> <li>a new continuous cough</li> <li>a high temperature</li> </ul>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<ul style="list-style-type: none"> <li>a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>If a student or member of staff has symptoms of C19 they should: Immediately self-isolate:</p> <ul style="list-style-type: none"> <li>Students – advise HC or a member of the boarding team</li> <li>Staff – advise their line manager</li> <li>Take a LFDT: <ul style="list-style-type: none"> <li>Students – share result with HC, even if negative remain in self-isolation pending the PCR result</li> <li>Staff – share result with line manager even if negative remain in self-isolation pending the PCR result</li> </ul> </li> <li>When the LFDT is negative, book a PCR test – share result as above – negative PCR result means that you and your close contacts are released from the protocol being followed.</li> </ul> <p>The self-isolation period is 10 days, but may be a minimum of 5 full days, day 0 being the date of your symptoms began, where you return negative LFDT results on day 5 and day 6.</p>
<b>Reporting to Local Authorities and Public Health England</b>	Staff	As req'd	Public Health England/Local Health Authorities do not need to be contacted unless the College feels it needs additional support and/or a number of close contacts subsequently become positive. Advice from the authorities if and when offered will then be followed.
<b>Taxi use by students</b>	Students	As req'd	<p>Students asked to minimise their use of taxis as far as possible.</p> <p>Students must wear a mask in taxi.</p> <p>The students must use AmberTaxis that have appropriate PPE and safeguarding protocols in place.</p> <p>Students must sanitise their hands as soon as possible after leaving taxi.</p>
<b>Staff Holidays</b>	Staff	Termly	<p>It is an individual staff member's responsibility to ensure that they are fit to meet their contractual obligations.</p> <p>Staff travelling abroad during holiday periods must observe quarantine as per government guidelines upon return to the UK before returning to work.</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			Staff must socially distance from members of their household with whom they have travelled abroad as per government guidelines, unless double vaccinated (or per guidance) Questionnaire to be completed by staff on return to college after each holiday period.
<b>Student Holidays</b>	Students	Termly	Students travelling abroad during holiday periods must observe quarantine as per government guidelines upon return to the UK before returning to College. Students must socially distance from members of their household who have travelled abroad as per government guidelines.
<b>Large gatherings</b>	Students/Staff	Weekly	Limited to general capacity of appropriate spaces.
<b>Field Trips</b>	Students	As req'd	Subjects with field trips should take guidance from the relevant exam board. Field trips are encouraged, as long as these protocols continue to apply during them.
<b>Working in offices and staff work rooms</b>	Staff	Daily	<p>Wearing of face covering is mandatory, unless:</p> <ul style="list-style-type: none"> <li>You are working on your own</li> <li>You can guarantee a social distance of 2m and or there is a direct barrier in place.</li> <li>Social distancing is encouraged.</li> <li>Staff continue twice-weekly asymptomatic testing (Lateral Flow Tests).</li> </ul> <p>All staff are encouraged to ensure that they keep their workspaces clean and hygienic, where it is a shared workspace departing staff should ensure that the space is left in the condition in which they would wish to find it.</p> <p>From the beginning of the autumn term asymptomatic testing for staff will be based on home testing. All staff are expected to complete a report 2 tests a week.</p> <p>Where the result is positive the staff member must advise the College (via the School Nurse and their line manager), so that guidance can be provided.</p>
<b>Using staff kitchens</b>	Staff	Daily	Kitchen staff are not required to wear facemasks in the kitchen area; however, facemasks must be worn when not in the kitchen area.

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
<b>Student indiscipline</b>	Students	As req'd	Where stage 4 (potential for temporary exclusion), or Stage 5 (permanent exclusion) need to be applied due consideration of the C19 situation will be taken – this may mean the use of on-campus suspension for temporary exclusions and for exclusions pending a decision on permanent exclusion.
<b>Accommodation (quarantine) plan</b>	Students	Termly	At BIC:  Symptomatic boarders in isolation may not leave their room to eat in the reatuarant. Arrangements will be put in place to deliver food to students in isolation: <ul style="list-style-type: none"> <li>• All meals will include hot food.</li> <li>• Arrangements will be in place to ensure efficient disposal of rubbish both by students and then by staff.</li> </ul>
<b>Arrivals (new and returning students)</b>	Students	Termly	Students to complete health and travel questionnaire immediately prior to leaving home; this should be sent to Student services. U16 Students will be met at the airport and must travel by approved taxi (Amber Taxis). O16 students should book Amber Taxis through our Student Communications Officer. All students arriving from overseas locations will follow the extant quarantining guidance and regulations as provided by the UK Government. See, for example:  <a href="https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</a>  and the additional protocols in Part One for those students who are returning from countries that require quarantine).  PPE starter pack 'WeCare Kit' to be issued (hand sanitiser, 2 weeks of masks). Parents not allowed access to boarding areas. Boarding House staff to explain Covid19 routines in detail to all arrivals.

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
<b>Departure</b> (collection by parents/guardian)	Students	Termly	Direct from Boarding Houses. Parents not allowed access beyond the front door.
<b>Exeats</b>	Students	Weekly	Stricter controls for exeats (e.g. IELTS/university visits only, not visiting family)
<b>Boarding House routines:</b> <b>Wake up/ departure</b>	Students	Daily	No student to leave without being seen by House Parent. Students must wear masks and be encouraged to use hand sanitizer.
<b>Free time off campus</b>	Students	Daily	After quarantine, all students to observe: <ul style="list-style-type: none"> <li>The wearing of face masks outside of their rooms, except where eating in the restaurant. Masks must be worn in classrooms.</li> <li>Exeat requests beyond Northampton Town must be reviewed in light of the prevailing C19 conditions.</li> </ul>
<b>Cleaning: Boarding Houses: Daytime</b>	Both	Daily	Brief all cleaners on “Safe working in education settings”. More focus on daily disinfecting surfaces, handles, etc. Staff to be made aware of “Cleaning in non-healthcare settings following suspected Covid19” and act accordingly.
<b>Evening/weekends boarding</b>			Supervisors to be briefed on expectations to provide supplementary disinfecting duty to maintain the infection prevention measures.
<b>Cleaning: Daytime offices/teaching buildings</b>	Both	Daily	Cleaning regime must comply with the advice offered in:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>
<b>Contractors</b>	Staff	As req'd	All maintenance and housekeeping visit schedules to be reviewed, to ensure work is carried out in quieter periods/areas, during holidays or when buildings are unoccupied.

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			Contractors visiting must apply current Covid-19 infection control measures as discussed on signing in to the college by our reception staff
<b>Staff on-call taking students to hospital</b>	Staff	As req'd	Provide PPE with emergency on call pack (including for use in taxi).
<b>Boarders' breakfast</b>	Students	Daily	<p>All hot food will be served on a plate to the students.</p> <ul style="list-style-type: none"> <li>• Students to sanitise hands prior to entering the servery area</li> <li>• Tables and chairs will be sanitised between sittings which will require 10 minutes for staff to undertake</li> <li>• Students to sanitise hands on leaving the canteen area</li> <li>• Students in quarantine will have their meal delivered to order to their room</li> </ul>
<b>Lunch</b>	Students	Daily	<p>Lunch is in two separate sittings:</p> <p>Sitting 1 – Key Stage 3 and Key Stage 4</p> <p>Sitting 2 – Key Stage 5</p> <p>Sanitisation of surfaces happens continuously.</p> <p>Servery protocols:</p> <p>All hot food are served to the students.</p> <ul style="list-style-type: none"> <li>• Students to sanitise hands prior to entering the servery area</li> <li>• Tables and chairs will be sanitised continuously</li> </ul>
<b>Student social time during the College day</b>	Students	Daily	<p>Students may use socialising areas but must wear face masks.</p> <p>Use hand sanitiser prior to collecting equipment.</p> <p>Students may use the equipment provided in Games Room at Bosworth Hall</p> <p>When finished use hand sanitiser again and hand-in equipment.</p>



Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
<b>Visitors</b>	Staff and Students	Daily	<p>Visits are by appointment only and should be booked a minimum of 24 hours in advance by email or telephone.</p> <p>On arrival all visitors must have proof that they have a negative PCR or LFDT result from a test taken within the preceding 24hours.</p> <p>All visitors must report to Reception at Bosworth Hall</p> <p>Must be briefed on the extent C19 protocols, fire and safeguarding.</p> <p>Visitors must sign in and wear, at all times, the Visitors Badge and lanyard they are given.</p> <p>Visitors must sign out at the end of their stay at BIC returning the badge and lanyard.</p>
<b>Arrival at College Teaching Buildings: Staff</b>	Staff	Daily	<p>Staff must wear a face covering.</p> <p>Staff should sign in and out through reception.</p> <ul style="list-style-type: none"> <li>• Academic and Administrative Staff – 08:30 – 5:00pm</li> <li>• Boarding – as per shift</li> <li>• Ops – as per shift</li> </ul>
<b>Day student daily arrivals</b>	Students	Daily	The usual procedures should take place.
<b>Staff with Covid-related concerns</b>	Staff	As req'd	<p>Staff are welcome to approach senior staff with concerns about anti-infection control or student and staff adherence to the procedures.</p> <p>Personal concerns can be raised with a senior member of staff of that staff member's choice, with professional counselling services from their unions or with the confidential counselling service advertised by the CGS Group:</p> <ul style="list-style-type: none"> <li>• EAP Services which are accessible via iTrent system.</li> <li>• The EAP offers a suite of wellbeing services, so you'll receive the best support in your time of need. Here are some of the resources you'll have access to: <ul style="list-style-type: none"> <li>○ 24/7 confidential helpline</li> <li>○ Critical incident and trauma support</li> <li>○ Online health portal – a comprehensive library of wellbeing information</li> <li>○ Monthly newsletters and webinars filled with helpful advice and guidance</li> <li>○ Tel: 0800 0305182</li> </ul> </li> </ul>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
<b>General procedures</b>	Staff and students	Daily	<p>Lifts are not to be used except with the explicit permission in writing from the Principal</p> <p>Keep to the left in corridors and on staircases.</p> <p>Wear facemasks everywhere in College buildings. These will be provided to staff and an initial supply provided to students. Training on how to put a mask on, safe disposal, appropriate use of gloves and handwashing is to be provided during INSETT (Staff) and INDUCTION (on arrival, for students)</p> <p>Keep your hands clean. Use hand sanitiser regularly and wash your hands several times a day.</p> <p>Where possible keep rooms and offices ventilated, for example by opening doors and windows.</p> <p>Sneeze and cough into a tissue or handkerchief. In an emergency use your arm. When in doubt cover your mouth.</p> <p>Dispose of materials in appropriate covered bins.</p>
<b>Lesson routine</b>	Students	Daily	<p>Students should wear facemasks</p> <p>Students must carry their own hand-sanitiser</p> <p>Mobile phones are to be off or on silent and out of sight.</p> <p>Bring your own equipment to lessons. If equipment must be borrowed, e.g., calculator, pencil, ruler, then the equipment should be wiped on receipt and before returning it.</p> <p>Subjects with specialist shared equipment need to ensure gloves and/or sanitisation is in place for collection and return of items, e.g.:</p> <ul style="list-style-type: none"> <li>• Science: Goggles and lab coats to be purchased by students.</li> <li>• Art: A level students should have individual equipment where possible.</li> </ul>
<b>Lesson routine</b>	Staff	Daily	<p>Classrooms can be used to capacity</p> <p>Students and teachers must wear facemasks. Teachers may also wear visors.</p> <p>Teachers should ensure that rooms are as ventilated as fully as is possible, e.g. doors should be open, windows open if the weather permits</p> <p>Cleaning equipment in classroom:</p> <ul style="list-style-type: none"> <li>• Tissues, Wipes, Facemasks (back-up supply). Supplies will be replenished every evening ready for the next day. Wipes will be available from receptions and teachers may send students to collect them.</li> </ul>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<p>Shared equipment arrangements:</p> <ul style="list-style-type: none"> <li>• Science: Technicians wear gloves when setting out equipment. Used equipment should initially be placed in soapy water; lab technicians use gloves for the final clean. Large equipment or equipment that cannot be immersed in water should be cleaned with wipes.</li> <li>• Art: Shared resources should be cleaned before and after use.</li> </ul> <p>On completion of each lesson, teachers to wipe down keyboards and their desk.</p>
<b>Movement around College</b>	Students and staff	Daily	Lifts are not to be used (unless the individual has explicit permission from the Principal) – Bosworth Hall / Queens
<b>Use of Toilets</b>	Students and staff	Daily	<p>Toilets will be cleaned on a regular basis throughout the day.</p> <p>Use hand sanitiser at the earliest opportunity when leaving the toilets</p>
<b>Fire Drills</b>	Students and staff	As req'd	<p><b>In the event of a planned fire exercise or real fire incident, evacuation is via the nearest fire exit where social distancing and keeping to the left do not apply.</b></p> <p>A specific area is to be designated for those students (and resident staff) who are in quarantine (Lane to the back of Limetrees and Coach Houses).</p>
<b>Student Displaying Covid Symptoms</b>	Students	As req'd	<p>Boarders should be sent to an isolation room (Coach house)</p> <p>School Nurse and Senior House Parent to be advised immediately.</p> <p>School nurse to decide on next steps with BOBRA team</p>
<b>Student Displaying Non Covid Symptoms Needing to See Nurse</b>	Students and staff	Daily	<p>House parents will notify the Nurse prior to 0830 if there is a student who is clearly needing to see the Nurse promptly. These students to report to the medical centre and wait until called in by Nurse.</p> <p>All non-urgent cases to book an appointment. Students will be offered phone/video consultations as well as face-to-face appointments.</p> <p>Importance of not ignoring symptoms to be covered during induction.</p>

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<b>Evening Sports / Activities</b>	Students	Daily	No evening sport during quarantine period. Staff to take hand sanitisers to venue. All students/staff to use hand sanitiser on arrival at venue. Staff to remind students when playing not to touch their faces. When session has finished all participants to sanitise their hands again before walking back.
<b>Induction of new students</b>	Staff	Termly	As usual, with added Online option in case this is required. Activities will be included to encourage students to begin making friends.
<b>Prospective student interviews</b>	Staff	As req'd	Face to face interviews and tours must follow visitor procedures with the addition that the travel history of the visitor must be ascertained. Face-to-face tours of Boarding Houses to be done during the school day where boarding students are not present in the accommodation.