



Document: **Oxford ILS - Actions to Protect against Covid-19**

Date Reviewed: **12 August 2020**

The health and wellbeing of our students and staff is our top priority. We want to be sure that your visit to Oxford ILS is positive and enjoyable. That means there will be some changes to ensure that you feel comfortable. As a result we have taken steps in line with official advice from the UK Government and English UK. We have been certified by www.visitbritain.org that we are “Good to go”.

Actions by Oxford ILS to reduce the risk of transmission of Covid-19.

Before re-opening the School building, Oxford ILS will:

- Conduct a thorough clean of the office and the classrooms.
- Liaise and agree with the building management on social distancing, safer policies, and cleaning arrangements for the classrooms, meeting rooms, common areas, kitchen and toilets.
- Work with our staff members on risk assessment plans that we can implement in case of emergency.
- Require all students, staff and Homestay Providers to complete a Covid-19 Self-declaration form to make sure they do not have symptoms or tested positive for Covid-19, or have been in contact (in the previous 14 days) with anyone who has.
- Implement Covid-19 guidelines for our Homestay Providers.
- Work with the Homestay Providers on what to do in case a student shows symptoms, tests positive and needs to isolate.
- Identify those Homestay Providers who are at higher risk of catching Covid-19 and who work in a high-risk environment and not place students with them.
- Require all students to provide medical information on their health and condition at registration.
- Provide guidance to our students before arrival. The guidance will include: arrangements the School and the Homestay Providers have made for our students, safer transport, hygiene, welfare and well-being, what to bring, updates on changes in UK government policies on Covid-19, e.g. social distancing, face coverings, travel, etc.
- Publish information about the virus and action taken on the School website and put them up in the classrooms.
- Adapt the layout of the classrooms, provide sanitising wipes, gels, tissues and bins in every classroom and throughout the building.
- Have cleaning points throughout the building with wipes, sanitisers, tissues and bins.
- Mark the floor in the building to ensure social distancing.
- Have ‘waiting points’ which should be used when allowing anyone to pass by in the corridors, stairwells or any open spaces or as designated spots to assist in keeping 2 metres apart.
- Reduce the multi-occupied toilets to 1 person use only.
- Have a ‘Wipe as You Go’ toilet box which contains gloves, surface cleaners, paper towels and hand sanitiser.

During your stay, Oxford ILS will:

- Reduce the class sizes to a maximum of 6 students and ensure they stay in their allocated “bubbles” for classes and activities.
- Allocate students to one classroom and one seat.
- Have seating positions at least 1 metre apart.
- Go through the School’s health & safety guidelines, social distancing and policies during the students’ induction on the first day.
- Keep the classrooms, meeting rooms, and office ventilated with regular opening of windows.
- Wipe down surfaces at the end of morning, afternoon and evening classes.
- Clean door handles regularly throughout the day.
- Provide students and staff with own stationery.
- Clean printers, keyboards, shared equipment and teaching resources regularly throughout the day.
- Ensure that the staff wear disposable gloves when handling cash, distributing course books, making copies.
- Store returned books/DVDs/Blu-Ray disks securely for 72 hours before putting them back on the library bookshelves.
- Increase the use of digital resources instead of paper ones.
- Conduct meetings online whenever possible.
- Restrict kitchen access to a minimum number of people.
- Reduce communal seating areas to a minimum number of people.
- Take any concerns seriously and act promptly if any student or staff member displays symptoms.



Source: bbc.co.uk

We look forward to welcoming you to Oxford ILS!

