

### CESC Covid re-opening protocols

#### Admissions/Bookings

- All upcoming group and individual bookings are screened to see whether they are coming from a high -risk area.
- All students and groups of students must sign an undertaking to follow all CESC's Covid protocols and agree to their reporting responsibilities outlined beneath.

#### Classroom

- All students and teachers wash hands at wash station on entering and leaving the class.
- Students and teachers are spaced 1.5 metres apart and cannot move closer to each other.
- A maximum of 6 students in any class.
- The students are allocated one classroom and all lessons are taught there.
- The teacher is allocated one classroom and only teaches in that room.
- The teacher does their preparation in this room and does not share a staffroom with other teachers.
- The teacher has cleaning equipment and cleans all desks and door handles after each lesson.
- The teacher may deny entry to any student who appears to be exhibiting any symptom of Covid 19 and should report this immediately.

#### The building

- All people entering the building clean their hands at the wash-station in the vestibule.
- A 2- metre distance is maintained between people in the building outside of class.
- There is a one-way system using the two flights of stairs, the main stairs for going up, the backstairs for going down. This will be clearly signed.
- There are perspex barriers on the counters between student services/ reception and the area where customers arrive. Only one student at a time can talk to reception or student services. Other students must wait at an appropriate distance.
- Thorough bleach-based cleaning of all common areas, toilets and surfaces takes place every day.
- The library can only be accessed by one student at a time.

#### Break-times

- All students must leave the classroom to allow cleaning.
- Break times are staggered to reduce the number of people using the toilets and social spaces.
- Students may go in the garden, conservatory or canteen area. However, they must maintain social distancing.
- If queuing to buy snacks, social distancing must be adhered to.
- A member of staff will be on duty to reassure people and monitor social distancing.



### Responsibility and Reporting.

- All Homestay providers have agreed to report if they, or any of their household (including students), are diagnosed with Covid-19 or have been in contact with anyone who has been infected or developed any symptoms.
- All CESC employees (teaching and non-teaching staff) must report if they, or any of their household, are diagnosed with Covid-19 or have been in contact with anyone who has been infected or developed any symptoms.
- All students and representatives of students have agreed to report if any student exhibits any symptoms of Covid 19.
- All students, and the agents of groups of students, are requested to report to us if they, or any of their group members, are sick with Covid-19 within 14 days of returning home.
- If any CESC Homestay, employee or student becomes sick, CESC will follow NHS guidance and protocols on managing the situation.

### Home-stay.

- All school protocols are given to homestay providers
- Homestay providers are allowed to develop their own 'protocols'. Should they choose to do this, the protocols should be shared with the school.
- Homestay providers have a duty to report in their revised 'Terms and conditions'. See above.
- Any student unhappy about a Homestay Provider's approach to providing safety within the home, may report this to the Accommodation officer.
- If the matter cannot be resolved to the satisfaction of the student, they may request a transfer to another host family.
- Any Homestay provider unhappy about a student's adherence to either their own protocols, school protocols or acting in accordance with social-distancing norms, may report this to the school.
- If the matter cannot be satisfactorily resolved, the school may move the student to alternative accommodation.

### General

- All students and members of staff may choose to wear masks while on CESC premises.

