

Target English International Covid-19 Policy and Procedures

Edition V

Working to be COVID-19 secure

The safety and security of each and every member of our Target English International Community is always our first priority but never more so than in these challenging times. We are working closely with our hosts and other suppliers to ensure that we deliver our programmes in the safest way possible. This policy will be adjusted in line with UK Government Guidance and advice from English UK and is subject to change.

If you have any Covid-19 queries regarding your group, please contact your Target English International representative.

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Contents

- 1.1 The booking process and pre-arrival
 - 1.1.1 Travelling to the UK – guidelines and requirements
 - 1.1.2 Scottish and Wales restrictions
- 1.2 Staff and group inductions
- 1.3 Arrival to the UK and airport transfers
- 1.4 Arrival to the campus and check-in
 - 1.4.1 Initial welcome
 - 1.4.2 Measures taken on-site – Canteen
 - 1.4.3 The canteen daily procedures
- 1.5 Measures taken on-site – Accommodation
- 1.6 Academic
 - 1.6.1 Classes
 - 1.6.2 Break times
 - 1.6.3 Learning preparation
 - 1.6.4 Placement testing
- 1.7 The social programme
 - 1.7.1 On-site activities
 - 1.7.2 Excursions and local visits
 - 1.7.2.1 Scheduling and planning excursions
 - 1.7.2.2 Visiting group responsibilities
 - 1.7.2.3 Coach travel
- 1.8 Managing suspected cases
 - 1.8.1 Symptoms in adults
 - 1.8.2 Symptoms in students 18 and under
 - 1.8.3 Isolation periods and accommodation
 - 1.8.4 Testing policy
 - 1.8.5 Isolating beyond departure date
 - 1.8.6 School closure

1.1 The booking process and pre-arrival

Due to the continued uncertainty around international travel to and from the UK, it is essential we carefully monitor the rules and regulations that relate to our groups. We will do the following:

- Maintain close contact with agents holding provisional allocations to keep them up to date with the current entry requirements to come to the UK.
- Direct agents to sites where they can obtain information on official entry requirements to the UK.
- Request, as we usually do, all attendees complete, in full, our revised medical questionnaire. This has added significance in these Covid-19 dominated times as we want to identify ANY attendees (staff, students, leaders) who we consider to be especially vulnerable, due to factors such as age, underlying medical conditions or unvaccinated status.
- Any requests for amendments to the social programme (e.g. changes to excursion destinations or attractions visited) must be made prior to arrival in the UK and formally in writing via the agents point of contact at Target English International. Amendments may not always be possible and are subject to last minute cancellation, COVID regulations permitting.

1.1.1 Travelling to the UK – guidelines and requirements

As of 11th February 2022, the UK government have changed the rules of entry to the UK. The following points cover the relevant changes:

- There is no longer a green and amber list. Countries follow the same set of rules, unless they are on the red list which will require them to follow separate restrictions. We will not be accepting groups from any red list countries designated by the UK government.

Fully vaccinated individuals and under 18s

- There is **no requirement** for fully vaccinated or under 18 individuals to isolate on arrival or take a pre-arrival Covid-19 test.
- There is **no requirement** for fully vaccinated or children aged 5-17 to undertake Covid-19 tests after arrival.
- Fully vaccinated adults should make sure they can prove their vaccination status and complete the Passenger Locator Form within 48 hours before travel.

Unvaccinated individuals

- Show proof of a negative Covid-19 test, to be taken in the 2 days before you travel to England – this can be a PCR or LFD test.

- Book and pay for a Covid-19 PCR test – this test should be taken before the end of your 2nd day in the UK.
- Complete a Passenger Locator Form in the 48 hours before you travel to the UK – you will be asked to input the booking references of your Covid-19 tests.

1.1.2 Scotland and Wales restrictions

Entry requirements to the UK apply to England, Wales, Scotland and Northern Ireland. There may be some slight discrepancies, so if you are flying into Scotland, please make sure you confirm arrangements with your Target English International contact.

Travel between the 4 countries is not classed as international travel, therefore there is no requirement to test, isolate or provide any documentation if moving around the UK. Despite this there may be different rules depending on which country you are in. Target English International are keeping informed on the different rules and how they apply to our groups. The below covers the main differences of domestic rules:

Scotland:

- Face coverings are mandatory in shops, restaurants and cafes, transport, churches and crowded places.
- Social distancing is no longer a legal requirement, but we advise Target students, group leaders and staff to continue practicing social distancing.
- Children under 12 and those who have a medical exemption do not have to wear face masks.

Wales:

- Face coverings are mandatory in all indoor public space, apart from restaurants and cafes.
- Social distancing is no longer a legal requirement, but we advise Target students, group leaders and staff to continue practicing social distancing.
- Children under 11 and those who have a medical exemption do not have to wear face masks.

1.2 Staff and group inductions

Staff inductions and training will pay close attention to operating in a Covid-19 secure way. Staff manuals are being amended in order to sign-post employees towards this document which will focus on the Covid-19 specific issues. We will do the following:

- On-site staff inductions will highlight measures introduced to keep all members of the Target English International community as safe as we possibly can. Staff

will be inducted on policies and procedures regarding social distancing, hand-washing and hygiene, sanitisation of communal areas and what to do in the event of a positive Covid-19 test.

- Inductions will note that PPE is not required or encouraged for our normal activities, however the use of face coverings and protective gloves will be reviewed according to the advice at the time of opening.
- Inductions will focus on the importance of individual risk assessments for each type of activity e.g. classroom learning, sporting activities, group excursions, cultural visits etc. Each risk assessment will reference the risks posed by potential exposure to the virus, the measures which we have taken and will observe to mitigate that risk and suggest the best way to conduct each type of activity.
- Continue to deliver a thorough first-aid training session to Senior and Activity staff. External experts will deliver instructions on how to handle first-aid appropriately in the circumstances.
- On-site inductions will emphasise the importance of maintaining correct hygiene standards and will enforce the measures required at the time of the programme, according to government guidance. Groups will find that inductions on-site will highlight measures established to help ensure their safety. More details of group inductions can be found under 1.4.

1.3 Arrival to the UK and airport transfers

It is important that the arrival into the UK goes as smoothly as possible. Groups and staff should expect that additional time will be required to clear passport control and board the coach to transfer to the centre. Agents will need to ensure that all members of the group have completed the [required checks](#) prior to departure.

Currently, social distancing is not mandatory, however wearing face masks is required in certain settings such as transport and shops. We advise our guests and staff to adhere to social distancing and to wear face masks in any busy areas, especially in airports and during travel.

- Groups should be responsible for handling their own luggage up to the point of storing them on the coach.
- Drivers will observe certain safety measures e.g., PPE for handling luggage and social distancing.
- Groups will transfer only with the group they travelled with. There will be no sharing of transfers from groups on different flights.
- Groups will observe Department of Education guidelines on group travel and will be able to sit together, however will leave a distance of the first three rows between the passenger and the driver. This will remain in place until guidelines are revised.

1.4 Arrival to the campus & check-in

On arrival all persons will be met and welcomed to the campus by Target English International senior staff and the following guidelines observed:

1.4.1 Initial welcome

- Initial welcome will be conducted outdoors weather permitting. Should this not be possible groups will be welcomed in a large space indoors. This applies to ALL Target English International arrivals including students, group leaders, staff and anyone else related to the centre. Please note that initial welcome will be conducted indoors for any off-season, winter groups.
- Electronic temperature tests will be taken and anyone showing a high temperature, or any other symptoms will be tested with a lateral flow test provided by Target English International.
- The induction will focus on the personal steps everyone can take to maintain their safety and the safety of others. The [‘Hands, Face, Space, Fresh Air’](#) policy will be encouraged at all times.
- Students will be advised which areas on campus they should wear face masks and observe social distancing.
- The importance of maintaining tidiness in personal spaces will be stressed in order that cleaning services can be done regularly and effectively.
- Arrivals will be reassured that hosts have thoroughly checked their ‘critical systems’ to a high standard e.g. utility supplies, air conditioning, fire alarms etc.
- Staff will be instructed to use protective gloves to handle personal items from the groups such as ID cards/passports and pocket money.
- The welcome will also stress the importance of wearing lanyards at all times when around campus or on excursions so that everyone can easily identify members of the Target English International community.
- The welcome will identify key buildings via the campus map and a short tour of the areas that the Target English International community will be using on campus. Entrances in and exits out of these facilities will be highlighted.

1.4.2 Measures taken on-site – Canteen

It is likely hosts will have some protective measures in place. Examples of these could be:

- Screens in the servery areas of the canteen.
- Additional spaces between tables.
- Reduction in the capacities in various rooms.
- Addition of outdoor seating.
- Increased availability of sanitisation facilities.
- Students will be encouraged to clear their own crockery and cutlery.

1.4.3 The canteen daily procedures

- Groups will be allocated a timeslot for their meals to reduce congestion in the canteen e.g. 07.30 – 07.45 a.m. for breakfast. Please note this does not mean they have to collect and consume the food in 15 mins but that they should arrive to the servery area within this time.
- Groups will enter and exit via the designated routes.
- Use of posters in the canteen will clearly show the guidelines to be followed.
- University catering staff are likely to be behind screens in the servery area for the protection of themselves and others. However, students should still be encouraged to engage with them, as this is part of their immersive experience.
- Packed meals are acceptable only for excursion lunches or very early departures and are not considered an alternative to the safe and responsible use of the canteen.
- The individual responsibility of clearing away will be stressed. Individuals must do this in order to keep staff, students, and group leaders safe.

1.5 Measures taken on-site – Accommodation

- Most rooms are single en-suite. It will be stressed that only the resident(s) of each room should spend time in that room – one of the benefits of single en-suite accommodation.
- Groups should be accommodated in flats together as they have travelled.
- Hand sanitiser will be available in communal areas and flats.
- The individual flat kitchens are only to be used by the residents of that flat. We appreciate that students may want to socialise with their peers in free time, but in the current circumstances it would be prudent to avoid this outside of organised activities.

1.6 Academic

Target English International are only opening when it is safe for face-to-face tuition to go ahead. We want the face-to-face experience to be as normal as possible and lessons to be conducted without fear or trepidation. To be able to conduct collaborative tasks, such as pair and group work, we have introduced the following guidelines:

1.6.1 Classes

- Maximum of 15 students per class. Please note, classes could naturally be smaller due to a reduced number of students.
- Provide appropriate classrooms for the number of students present. Classrooms will be well ventilated and spacious.
- Provide additional cleaning resources which will be available within the classroom.

1.6.2 Break times

- Each class will be allocated a specific break time slot in order to prevent students gathering.
- Students will either take a break in their classroom or be allocated a space outdoors.
- Toilet breaks will be staggered to avoid gathering.

1.6.3 Learning preparation

- Shared resources will be cleaned regularly to best support the safety of staff members.
- Disposable resources like board pens should not be shared. Replacements will be provided, and we will ensure that a sufficient number of resources are available.
- Sufficient number of teaching materials will be provided to ensure teachers can avoid sharing.

1.6.4 Placement testing

- In the current circumstances students should be tested in their groups and for the oral part of the test, a reasonable measure of social distancing should be observed until guidelines are relaxed.
- The person conducting the oral interview should sit at a 90-degree angle to the student to reduce any risk of transmission.
- The same guidelines should be observed when doing any individual diagnostic work with students to assess their Trinity GESE level prior to the exam.

1.7 The social programme

1.7.1 On-site activities

We would like activities to go-ahead as they normally do. However, we have to recognise that some activities might not be possible in the current climate. Where it is not safe to host discos and large-scale indoor events, we will introduce alternative activities that are more appropriate. We will exercise the following procedures during all activities:

- Each individual activity will have its own risk assessment which will highlight the potential risks and measures in place to mitigate those risks.
- Encourage sports and activities to be held outdoors, weather permitting. Our activity programme is extremely versatile and most of our activity sessions can be conducted outdoors.

- Operate any indoor activities in small groups.
- Observe social distancing, if still relevant.
- Reiterate the importance of 'Hands, Face, Space, Fresh Air'.
- Supply an appropriate amount of sanitisation supplies.

1.7.2 Excursions and local visits

Excursions and attraction visits are a vital and important part of the Target English International study holiday experience. These types of trips are able to go ahead, but groups and staff need to be conscious of several things in order to execute these as safely as possible.

1.7.2.1 Scheduling and planning excursions

- We will work in collaboration with venues and transport suppliers to ensure excursions are planned to the highest standard. This will include allowing for extra time, booking groups into venues in advance and keeping groups informed of any information they may need to share with the venue. If groups have any requests to tailor their activity programmes, we will only be able to action these requests during the booking process.
- Each excursion will have an individual risk assessment with a Covid-19 scope. This will be reviewed and updated by the on-site team, when necessary, in line with government guidance.

1.7.2.2 Group responsibilities

- We advise groups to wear face masks, observe social distance and practice good hygiene whilst on trips.
- All groups should respect and follow measures put in place by venues and suppliers.

1.7.2.3 Coach travel

- On entering the coach ensure mitigating measures are taken e.g., sanitisation and face coverings.
- 3 rows of space should be created between the driver and the passengers.
- Students and group leaders that travelled together should remain in the same group when travelling during excursions, if possible.
- Dependent on guidance at the time, consider limiting conversation on the coach as this is the most confined space groups will find themselves.
- Arrange pick-up points in advance and, where possible, away from other large crowds or groups.
- Groups will not be required to use public transport under any circumstances.

1.8 Managing suspected cases

Target English International take suspected cases of Covid-19 extremely seriously. We have a comprehensive, clear plan and work closely alongside our hosts to ensure suspected cases are dealt with quickly, efficiently and safely.

Symptoms of Covid-19:

- A high temperature – this means you feel hot to touch on your chest or back.
- A new, continuous cough – this means coughing a lot more for an hour, or 3 or more coughing episodes in 24 hours.
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

1.8.1 Symptoms in adults

Adults who present with symptoms of Covid-19 should follow the below guidelines:

- Stay at least 2 metres away from others.
- Try to avoid touching anything.
- Cough or sneeze into a tissue and put it in the bin, or cough and sneeze into the crook of the elbow.
- If possible, put a face mask on.
- Tell a Target English International member of staff that you have symptoms and go straight to your allocated room. Most rooms allocated are single en-suite rooms to reduce transmission of virus.

Target English International will:

- Immediately arrange a PCR test for the symptomatic individual to confirm if Covid-19 is present.
- Clean and sanitise any area the symptomatic individual has been prior to isolation.
- Contact the local health protection team in the event of a positive case.

1.8.2 Symptoms in students 18 and under

Students aged 18 or under who present symptoms of Covid-19 should follow the following guidelines:

- Stay at least 2 metres away from others.
- Try to avoid touching anything.

- Cough or sneeze into a tissue and put it in the bin, or cough and sneeze into the crook of the elbow.
- If possible, put a face mask on.
- Tell a Target English International member of staff that you have symptoms.

Target English International will:

- Escort the student to their room. Staff member will be provided with fluid-resistant surgical mask, and where contact is required, disposable gloves, apron, and possibly eye protection.
- Immediately arrange a PCR test for the symptomatic individual to confirm if Covid-19 is present.
- Clean and sanitise any area the symptomatic individual has been prior to isolation.
- Contact the local health protection team in the event of a positive case.

1.8.3 Isolation periods and accommodation

Target English International are committed to infection prevention control, which may require individuals to self-isolate if appropriate. Self-isolation is when a person does not leave their accommodation because they do, or might, have Covid-19. We ask centres to follow the below:

- Individuals who test positive must isolate for 10 days. Individuals may be able to cease isolating if they present negative LFD results on Day 5 and Day 6. Target English International staff will assist and coordinate in these circumstances.
- Individuals who present symptoms must isolate and undergo a PCR test.
- Under 18's and fully vaccinated adults who have been in close contact with a positive case will not be required to self-isolate. However, they should do daily rapid tests (1 a day for 7 days).
- Adults who are not fully vaccinated and have had contact with a positive individual must self-isolate for ten days, including the day they were last in contact with a person who has tested positive. If symptoms appear during the isolation, they must isolate for ten days from that point.
- To make use of an isolation block or apartment if the host venue is providing one.

If an individual is required to self-isolate, Target English International will ensure a safe and comfortable isolation period. We will do the following:

- Bring meals and extra linen to the room.
- Provide extra bin bags.
- Cleaning will not take place in the room during the self-isolation period to prevent transmission.

- Ensure the individual is supported physically and emotionally. Students under 16 will be checked on regularly. Staff will be provided with PPE in these circumstances.
- In the event of a leader self-isolating, we will designate a member of staff to care for the students during this period. This member of staff will be sufficiently trained.

1.8.4 Testing policy

There are two types of Covid-19 tests that you may be required to take:

- i. PCR test
This test is mainly for people with symptoms, they are sent to a laboratory to be checked. You may be required to undertake an NHS PCR test if you present symptoms of Covid-19. Overseas visitors are eligible for free NHS PCR testing.
- ii. Rapid lateral flow test (LFD)
This test is for people who do not have symptoms. They give a quick result using a device similar to a pregnancy test. You may be tested on site with a rapid lateral flow test.

Target English International are working closely with hosts regarding regular Covid-19 testing on site and will follow the current government guidelines in place at the time of operation.

1.8.5 Isolation beyond departure date

In some circumstances, group leaders or students who have contracted Covid-19 in the latter part of their stay, may be required to isolate when the group is scheduled to depart the UK. We understand that this is a main concern of students, leaders and parents and will do our utmost to ensure any individual who is required to remain in the UK, is comfortable and cared for. Arrangements will be dealt with on a case-by-case basis and Target English International staff will be in full contact with, and offer full assistance to, the agent when reorganising the group departure.

Group Leaders isolating beyond the departure date

- If a group leader is required to isolate beyond the group's scheduled departure date, they will be able to remain on campus, on a full board basis, for the duration of their isolation period and until alternative departure flights can be organised.
- New flight tickets are to be organised and paid for by the agent and/or parents.

- If the isolating group leader is a single leader, the students will either fly home unaccompanied, if the airline permits this, or will be accompanied by an alternative leader organised by the agent.
- Please note that some airlines will not allow under 14s to travel unaccompanied and some airlines may require under 14s to be registered as an Unaccompanied Minor at an additional cost.
- In cases where students are departing unaccompanied, Target English International staff will accompany the group to the airport and assist with the airport check-in procedure.
- Any additional nights on campus will be invoiced to the agent at £60 per night.
- Airport transfers will be rescheduled for the isolating leader and student(s) invoiced to the agent at cost price.

Students isolating beyond the departure date

- If a student is required to isolate beyond the group's scheduled departure date, they will be able to remain on campus, on a full board basis, for the duration of their isolation period and until alternative departure flights can be organised.
- New flight tickets are to be organised and paid for by the agent and/or parents.
- In these circumstances, the group leader will remain on campus with the student, and they will depart together once the student's isolation ends.
- If the group has two leaders, the remaining students will depart with the second leader. If the group has one leader, the remaining students will depart unaccompanied or with a second leader arranged by the agency.
- Any additional nights on campus will be invoiced to the agent at £60 per night.
- Airport transfers will be rescheduled for the isolating leader and student(s) and invoiced to the agent at cost price.

1.8.6 School closure

In the event of a positive case, Target English International will contact and liaise with the local public health protection team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken. Usually, this will not require closure of the whole setting but guidance on infection prevention and control to mitigate risk of transmission.

Where there is a Target English International resident who has tested positive, we will continue to deliver the programme as normal, but with additional cleaning and social distancing measures in place.

Appendix

Resources used:

Covid-19 secure guidance: for member centres; English UK; Edition VIII;
Published 23rd July 2021

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance>

<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

<https://www.gov.uk/coronavirus>

<https://www.gov.scot/coronavirus-covid-19/>

<https://gov.wales/coronavirus>

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>