

Target English International Covid-19 Policy

Edition VIII

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.

Prepared by James Hordon, Kay Donnelly, and Amy Maden

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1. The booking process and pre-arrival

Target English International will continue to carefully monitor the rules and regulations regarding entry to the UK. We will do the following:

- Maintain close contact with agents, keep them up to date with the current entry requirements to come to the UK and offer guidance and support where required.
- Direct agents to sites where they can obtain information on official entry requirements to the UK.
- Require all students to complete our medical form. Anyone in a high-risk category will be highlighted and any relevant information passed on our centre teams.
- Require any amendments to a social programme to be made prior to arrival, in writing, to your Target English International contact.

1.1 Travelling to the UK – guidelines and requirements

There are no longer any Covid-19 requirements upon entry to the UK. You **do not** need to:

- Complete a UK passenger locator form before you travel to the UK from abroad
- Take any Covid-19 tests before you travel or after you arrive
- Quarantine when you arrive

This applies to vaccinated and unvaccinated travellers.

You should follow any rules your travel provider tells you to follow. Make sure you check with your airline provider as to what their rules are. Be aware of any documents you need on departure; this will depend on the country you are travelling to.

1.2 Scotland and Wales restrictions

Travel between England, Scotland, Wales & Northern Ireland 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 the current domestic rules:

England

- There is no legal requirement to wear a face covering, however the government advises that you wear a face covering in crowded and enclosed spaces where you may come into contact with people you don't normally meet.
- There is no legal requirement to social distance from others, however we advise students, group leaders and staff to continue practicing social distancing where appropriate.

Scotland

- There are no Covid rules in Scotland, however the Scottish Government advise that you do the following:
 - get your vaccine when offered to ensure you are fully protected
 - open windows when socialising indoors
 - wear a face covering in indoor public places and on public transport
 - wash your hands to protect yourself
- There is no legal requirement to socially distance from others, however we advise students, group leaders and staff to continue practicing social distancing where appropriate.

Wales

- By law, you must wear a face covering only in health and care settings. You do not have to wear face coverings in other indoor public places; however, it is strongly advised that face coverings are worn in busy indoor settings.
- There is no legal requirement to socially distance from others, however we advise students, group leaders and staff to continue practicing social distancing where appropriate.

2. Staff inductions

Staff inductions

Staff training and induction will focus on how to run centres in a Covid-19 secure way. We will address the following:

- **Importance of risk assessments.** There shall be an individual assessment of every type of activity which will highlight risks posed by virus and steps taken to mitigate such risk.
- **Health and safety procedures.** Staff are to ensure that effective Covid-19 prevention measures are followed, such as ensuring proper ventilation in indoor spaces and ensuring there are sufficient sanitation and cleaning supplies.
- **Hygiene guidelines.** All members of the Target English International community should practice a good standard of personal hygiene. Hands should be washed regularly with soap and water. Cleaning procedures will be discussed and any areas where face coverings should be worn, will be communicated.
- **First aid training.** Senior staff and Activity Leaders will be invited to undertake first aid training. Training will address how to deliver first aid in a Covid-19 secure way.
- **How to handle positive cases.** Staff will be guided on how to handle positive cases in a safe way, and what steps should be followed in order to reduce risk of infection spreading.

3. Safer behaviours – the Target approach

From February 2022, the UK government will be introducing the 'living with Covid-19' plan. This will see the UK moving away from routine testing and other protective measures. Despite this, Target English International will continue to follow a cautious yet flexible approach.

- **Medical information**

Target English International does not require any group leaders or students to be vaccinated for Covid-19. However, we do require any medical information which helps us identify who may be vulnerable in our locations. This way, we can take steps in safeguarding these individuals and in an emergency, we can pass on any relevant information to a medical provider.

- **Ventilation**

There is increasing evidence that circulating fresh air is important in reducing the risk of Covid-19. Therefore, we will encourage activities to take place outdoors where possible. Any activities or lessons indoors must have increased ventilation by opening windows and doors. Hosts will be asked to provide evidence that their ventilation systems have been checked and are working accordingly.

- **Isolation periods and testing**

There is no longer a legal requirement to self-isolate following a positive Covid-19 test. For further details on isolation periods, please see [8. Managing Suspected Cases](#).

- **Best hygiene practices**

We will encourage all members of the Target English International community to follow hygiene best practices. Staff, students and group leaders will be encouraged to:

- (a) Wash their hands for at least 20 seconds with warm water and soap, especially before eating, after using the bathroom, before touching your face, after coughing or sneezing and when leaving a public place.
- (b) Use hand sanitiser where soap and water are not available.
- (c) Sneeze or cough into a tissue or into the crook of your elbow. Tissues must be put into the bin immediately.

Hand sanitiser will be available in busy areas on campus, but will also be provided in communal areas such as flat kitchens and common rooms.

- **Face coverings**

Encourage staff, students and group leaders to wear face masks in busy crowded areas such as attractions, coach travel and during excursions. Face coverings are generally not required around the campus, however there may be certain locations where you are required to wear a face covering. Details of these areas will be briefed in the group induction and may differ in each location depending on the facilities.

- **Physical barriers**

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

- (a) Screens in the servery areas of the canteen
- (b) Canteen use will be staggered, if appropriate
- (c) Availability of sanitisation facilities
- (d) Students will be encouraged to clear their own crockery and cutlery

- **Risk assessments**

Target English International will continue to include a Covid scope in every risk assessment. Each risk assessment will highlight steps that should be taken to mitigate risk of contracting or spreading the virus.

4. 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 may 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 followed any relevant pre-departure requirements.

We advise our guests and staff to wear face coverings in any busy areas and make use of any hand sanitation available, especially in airports and during travel.

5. Arrival to the campus – group 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:

Group initial welcome

- Initial welcome will be outdoors, weather permitting.
- Groups will be briefed on campus rules, specifically, where face coverings should be worn, canteen procedures, wearing lanyards etc.
- Staff will be instructed to use protective gloves when handling personal items from the groups such as passport and money.

Student induction

- The induction will focus on the personal steps that students should take to keep themselves and others safe, specifically focusing on the 'Hands, Face, Space and Fresh Air' policy.
- The importance of maintaining tidiness in personal spaces will be stressed in order for cleaning services to be conducted safely and efficiently.
- It will be stressed to groups that they **MUST** inform a Target English International staff member if they start to feel unwell.

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. To be able to conduct collaborative tasks, such as pair and group work, we have introduced the following guidelines:

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 should be well ventilated.
- Provide additional cleaning resources which will be available within the classroom.

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.

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.

6.4 Placement testing

- Location of the testing should be appropriate and well ventilated.

- 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.

7. The social programme

7.1 On-site activities

We would like activities to go-ahead as they normally do. However, we have to recognise that some activities may 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:

- 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.
- Reiterate the importance of 'Hands, Face, Space, Fresh Air'.
- Supply an appropriate amount of sanitisation supplies.

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.

7.2.1 Scheduling and planning excursions

- We will work in collaboration with venues and transport suppliers to ensure excursions are well planned. 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.

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.

7.2.3 Coach travel

- Encourage protective measures e.g., sanitisation and face coverings.
- Students and group leaders that have travelled together should remain in the same group when travelling during excursions, if possible.
- Arrange pick-up points in advance and, where possible, away from other large crowds or groups.

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.

8.1 Individuals presenting symptoms

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.

What you must do if you present symptoms or receive a positive Covid-19 test

- Inform a Target English International staff member that they are feeling unwell or have produced a positive test.
- Stay at least 2 metres from others, wear a face covering where possible, avoid touching anything and cough or sneeze into a tissue or the crook of the elbow.
- Go straight to their allocated room and not leave without further instruction.

Isolation periods

Target English International staff members will handle suspected or positive cases on a case-by-case basis. There is no longer a legal requirement to self-isolate, however we will ask individuals to do the following:

- Adults who produce a positive test should self-isolate for at least 5 days.
- Under 18s who produce a positive test should self-isolate for at least 3 days.

- Anyone who has been in close contact with a positive case will not be asked to self-isolate, but must inform a staff member if they start to feel unwell.

Measures we will take

Target English International will ensure that anyone who must self-isolate will be safe and comfortable. 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.
- 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.
- Clean and sanitise any area the symptomatic individual has been prior to isolation.

8.2 Testing policy

Target English International are working closely with hosts regarding Covid-19 testing will follow the current government guidelines in place at the time of operation. Routine testing will not take place. If anyone requires a Covid-19 test, this can be arranged with the Centre Manager.

8.3 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.

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>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf