

BSC YL – Covid Contingency Plan 2022

Policy Statement

The spread of Coronavirus has been rapid and unpredictable. This policy has been drawn up to raise awareness of the steps that BSC YL Central and BSC YL Centres take to mitigate the spread of the virus throughout our workplace and the locations where we undertake our lessons, activities and pastoral care. The remit of this policy is to:

- Make everyone aware of the precautions BSC Young Learners (BSC YL) take at our centres
- Define procedures to be followed should staff or students display symptoms or receive positive Covid19 test results
- Define measures the company is taking to prevent Coronavirus from being transmitted via lessons, activities and pastoral care
- Describe how the plan will be managed and monitored during a Coronavirus outbreak
- Detailed contingency plans on the Quarantine Covid Centre implemented at BSC YL Wycliffe 2022.

In order for BSC YL to provide the best possible service and safety, it's vitally important that this plan is updated weekly and that the latest emergency contact number is made readily available. **BSC YL Central Emergency Contact Number – + 44 (0) 7767 100 580**

****Additional Centre Emergency Contact Numbers will be made available 2 months before the opening of the designated centre.***

For more information about who to contact at BSC YL Central during an emergency. Please refer to the [BSC YL Emergency and Escalation Structure Policy](#)

COVID 19 TESTING

BSC YL will provide two types of Covid19 testing at every centre:

Government approved PCR Test – (At a cost to the student/staff member.) To be taken every time symptoms are displayed by the person.

'NHS' Lateral Flow Test – Provided free of charge by BSC YL. These are regular rapid lateral flow tests, even without the displaying of coronavirus symptoms.

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ENGLISH CLASSES – WHAT TO DO?

| What will BSC YL do? | What students need to do? |
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| <ul style="list-style-type: none"> • Students will maintain a distance of 2 metres in classrooms • Give students their own personal chair & desk/table space • Give students extra learning materials in digital format via the class online learning portal, instead of on paper. Students still receive their own paper copy of the course book • Keep windows (and doors, where possible) open to allow for ventilation • Teachers will always wear face masks. | <ul style="list-style-type: none"> • Be careful to enter and exit the class, making sure to keep a distance of 2 metres from everyone else • Wear a face mask at all times • Keep to own personal chair and desk • Report to the teacher immediately if feeling unwell. |

CENTRE TEAM OFFICE – WHAT TO DO?

| What will BSC YL do? | What students need to do? |
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| <ul style="list-style-type: none"> • Create 2 metre distances of desks/tables • Allowing one student at a time in each office, with a socially distanced queuing system outside • Clear signs, emergency numbers and Covid19 safety precaution posters readily available outside • Centre Management will give thorough Covid19 safety advice during inductions. • Keep windows (and doors, where possible) open to allow for ventilation | <ul style="list-style-type: none"> • Never go into the office if there is another student in there • Make sure you queue safely outside, maintaining at least 2 metres between you and everyone else • Avoid touching the doors, noticeboards and door handles • If students are feeling unwell whilst within close proximity to the office then students should report to a Manager in the office immediately. |

IN THE ACCOMMODATION – WHAT TO DO?

| What will BSC YL do? | What students need to do? |
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| <ul style="list-style-type: none"> • Clean and disinfect the house daily in close collaboration with the Host Centre cleaning teams • Maintain a regular schedule of cleaning and disinfecting • Daily inspections carried out by welfare teams and to be managed by the Welfare Manager • Provide hand sanitiser in all common rooms • Laundry rota to be implemented • Never allow visitors into the house • No students from other 'house' bubbles to enter a different 'house' bubble residence • Wear face masks at all times • Host regular evening meetings to monitor student welfare. • Take regular 'Lateral Flow' testing for staff and students | <ul style="list-style-type: none"> • Maintain social distancing from other students in the house. • Wash hands thoroughly upon entering • Do not gather in the kitchen unless maintaining social distancing • Use anyone else's belongings • Wear face masks when there are COVID19 cases (as instructed by the Welfare Team) • Avoid touching common objects like table tops, doors handles and stair cases • Arrive/exit through designated areas • It's advised for students to complete the welfare journey questionnaires to provide additional feedback on their welfare • Students should tell their Welfare Leader if they are feeling unwell anytime they are in the residence. • Attend testing during House evening meetings |

DURING ACTIVITIES – WHAT TO DO?

| What will BSC YL do? | What students need to do? |
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| <ul style="list-style-type: none"> • Clean and disinfect the equipment daily • Maintain a regular schedule of cleaning and disinfecting • Provide hand sanitiser to all participants • Never allow visitors to participate in any activity • Wear face masks at all times • Temperature check on arrival • Thorough Covid19 Health Safety during excursion briefings • Covid19 Risk Assessments for all excursions and activities • Comply to all suppliers/attractions Covid19 Risk Assessments • Avoid physical contact with students and staff. | <ul style="list-style-type: none"> • Wash hands thoroughly upon arrival • Do not use anyone else's belongings • Arrive/exit through designated areas • Maintain 2 metres distancing while not physically engaged in activity • Avoid celebrating goals/scores/wins with high 'fives' or hugs • Report to the Activity Manager immediately if they are feeling unwell. |

WHEN TO WEAR FACE MASKS?

| Where will BSC YL wear face masks? | Where students MUST wear a face mask? | Where is it recommended for students to wear a face mask? | Where students don't need to wear a face mask? |
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| <ul style="list-style-type: none"> • Classrooms • Dining areas • Leading activities/excursions • Staff rooms • Leading house activities • Traveling from building to building • EVERYWHERE! | <ul style="list-style-type: none"> • On public transport (bus, train, tram) • In a taxi • On a plane • In shops • Anywhere where students are less than 2 metres from other people. • In your classroom • In the restaurant. <p><i>*Students are free to not wear face masks within their house accommodation when there are no cases at the centre.</i></p> | <ul style="list-style-type: none"> • Walking from building to building | <ul style="list-style-type: none"> • When eating • During house time in the accommodation when there are no cases of COVID19 (Centre Management will monitor this. The Welfare Leaders will update Houses Bubbles about this.) • In bedrooms. |

WHAT IF SOMEONE DISPLAYS SYMPTOMS OR TESTS POSITIVE FOR CORONAVIRUS?

BSC YL STAFFING ACRONYMS

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| Centre Manager | CM |
| Activity Manager | ActM |
| Welfare Manager | WM |
| Academic Manager | AM |
| Assistant Academic Manager | AAM |
| Teacher | TS |
| Activity Leader | AL |
| Welfare Leader | WL |

****Below is a table outlining in detail the required health and safety protocols to take when facing different Covid 19 scenarios at every centre.***

*****This scenario table is followed by the protocols required to take at the BSC YL Wycliffe 2022 Quarantine Centre***

| <u>Scenario</u> | <u>What/who</u> | <u>Covid 19 - Safety Procedures</u> |
|------------------------|---|--|
| <u>a)</u> | If one student displays coronavirus symptoms | <ul style="list-style-type: none"> • The student is tested and self-isolates until the PCR test results comes back • The student is supervised/monitored (hourly), delivered meals by WL (wearing PPE) • Everyone in the house bubble has to wear face masks until the result comes back • Staggered start/end times for Activity sessions and English lessons • All outside afternoon excursions/activities require face masks • All evening house activities continue with students wearing face masks • The Centre is thoroughly cleaned and disinfected • BSC YL Central informed. |
| <u>b)</u> | An individual student tests positive for COVID19 | <ul style="list-style-type: none"> • The entire house (including the resident WLs/ALs) has to isolate for 10 days • The house is supervised/monitored (hourly) with meals delivered by the WM (wearing PPE) • Students continue English lessons via hybrid classrooms • Outside 'house bubble' afternoon excursions/activities are cancelled and some online events created • Evening activities from the student's house are cancelled • All students from the same English class have to be tested (lateral flow) and isolate until the result is returned, monitored by their respective House-WL and ALs |

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| | | <ul style="list-style-type: none"> • The Centre is thoroughly cleaned and disinfected • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures • Parents and agent/s are informed. |
| <u>c)</u> | A number of individuals from the same house have positive tests | <ul style="list-style-type: none"> • The entire house (including all of the Houses-WL/AL) has to isolate for 10 days • The house is supervised/monitored hourly with meals delivered by WM and ActM (wearing PPE) • Every English level class with respective students are tested (lateral flow) and they isolate until results are received. They are monitored by their House-WL/AL (wearing PPE) • Students continue English lessons via hybrid classrooms • Outside 'house bubble' afternoon excursions/activities are cancelled and some online events created • Evening house activities from the same house cancelled • Other afternoon/evening activities in other house (bubbles) can continue with staff and students wearing face masks • The Centre is thoroughly cleaned and disinfected • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures • Parents and agent/s are informed. |
| <u>d)</u> | A number of students from at least 2 classes and different houses have tested positive | <ul style="list-style-type: none"> • All concerning houses and students (including all the resident ALs and WLs) have to self-isolate for 10 days • The houses are supervised and monitored hourly with meals delivered by the WM/ActM and CM (wearing PPE) • Additional support staff sent from head office to support the centre • Students from the 2 classes continue English lessons via hybrid classrooms • All House evening activities in the affected house 'bubbles' are cancelled • All Outside afternoon excursions/activities are cancelled and some online events created • The Centre is thoroughly cleaned and disinfected • Parents and agent/s are informed • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures. |
| <u>e)</u> | An Activity Leader or a Welfare Leader display symptoms | <ul style="list-style-type: none"> • The AL or WL is tested (PCR) and self isolates until the test is returned, monitored by the WM (given meals, wearing PPE) • The ActM or WM covers the duties until the test result comes back • To introduce staggered start/end times to activity sessions • Everyone from the same accommodation block has to wear face masks inside the house until the result is confirmed |

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| | | <ul style="list-style-type: none"> • The centre is thoroughly cleaned and disinfected • English lessons continue as per normal in class • House – Evening activities can continue in the centre as per normal, the affected house has to wear face masks • Outside afternoon excursions/activities to carry on with everyone wearing face masks • BSC YL Central informed for guidance and the possibility of providing additional support/staffing. |
| f) | An Activity Leader or a Welfare Leader tests positive | <ul style="list-style-type: none"> • The entire house bubble has to isolate for 10 days and take Lateral flow tests • The ActM or WM monitors hourly (wearing PPE) and deliver meals • Additional staff support sent from head office to cover duties • Evening activities are cancelled for that 'house bubble' • Outside 'house bubble' afternoon excursions/activities cancelled, some online events created • The centre is thoroughly cleaned and disinfected • Parents and Agent/s are informed • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures. |
| g) | A Teacher displays symptoms | <ul style="list-style-type: none"> • The Ts has to isolate, take a PCR test and is monitored by the WM (and given meals wearing PPE) • Every student from the same class has to wear a face mask into the accommodation until Ts test has returned • To introduce staggered start/end times to lessons • Everyone who stays in the same accommodation block has to wear face masks in the house until the test is returned • The AAM/or AM teaches the class until the result returns • The centre is thoroughly cleaned and disinfected • Evening House activities continue with everyone wearing face masks • Outside afternoon excursions/activities continue with everyone wearing face masks • BSC YL Central informed for guidance and the possibility of providing additional support/staffing. |
| h) | A Teacher tests positive | <ul style="list-style-type: none"> • The Ts has to isolate and is monitored by the WM (and given meals wearing PPE) • Everyone in the same house block has to isolate for ten days and take lateral flow tests • All students from the same class have to isolate for ten days and they are monitored/delivered meals by WL/ALs • The students receive English hybrid classes • The AAM/or AM teaches hybrid class until isolation is over • The centre is thoroughly cleaned and disinfected • House evening (the respective teachers house) activities cancelled • Other house bubble evening activities can continue with staff/students wearing face masks |

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| | | <ul style="list-style-type: none"> • (Other house bubble) Outside afternoon excursions/activities can continue with everyone wearing face masks • Parents/agent's informed • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures. |
| i) | A Manager displays symptoms | <ul style="list-style-type: none"> • The Manager is tested and isolates until the PCR test result is received • The Manager is monitored by the Welfare Team (hourly check-ups and meals delivered) • Everyone staying in the same house has to wear face masks in the accommodation until test result is returned • All Members of Management are tested (lateral flow) and wear masks everywhere until the test is returned • Management cover each other's duties (as instructed by the CM) • All evening activities can continue with staff/students wearing face masks • All outside excursions/activities can continue with everyone wearing face masks • The centre is thoroughly cleaned and disinfected • BSC YL Central informed for guidance and the possibility of providing additional support/staffing. |
| i) | A Manager tests positive | <ul style="list-style-type: none"> • The Manager isolates for 10 days • All other Managers isolate for 10 days depending on the test results • An entire Management and Support team is sent by Head Office to manage the centre • Everyone (including all staff/students) staying in the same house has to isolate for 10-day period • Hybrid English lessons occur • The House Bubble (the same house as the Manager) afternoon/evening activities are cancelled, some online events created • Other 'house bubbles' afternoon excursions/activities and evening activities can continue with everyone wearing face masks • Parents/agents are informed • The centre is thoroughly cleaned and disinfected • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures • Final Review to be made by Head Office to discuss closing the centre. |
| i) | A National Outbreak occurs | <u>Follow all government advice</u> |

BSC YL WYCLIFFE QUARANTINE CENTRE

BSC Young Learners has introduced a Covid19 quarantine facility at the prep school of BSC YL Wycliffe College in Gloucestershire to cater for student groups that will need to quarantine upon arrival (in accordance to the latest UK governments travel guidance).

The Centre will have at least 1 Teacher and 1 Welfare Leader (who have both been doubled vaccinated) residing with them at the centre. (Possibly an additional Activity Leader is the numbers are above 1:15) The students will attend English lessons at the Main Centre (depending on Covid19 scenarios) during the afternoons whilst the Main Centre – students are experienced activities/or excursions

Below are the health and safety measures to be taken at the Quarantine Centre:

| <u>Scenario</u> | <u>What/who</u> | <u>Covid 19 - Safety Procedures</u> |
|------------------------|--|---|
| <u>a)</u> | If one student displays coronavirus symptoms in the Quarantine Centre | <ul style="list-style-type: none"> • The student is tested (PCR) and self-isolates until the test results comes back • The student is supervised/monitored (hourly), delivered meals by WL (wearing PPE) • All students can continue English lessons at the campus but must wear masks • Carefully timetabled and socially distanced walks to the Main Centre (to avoid the main centre groups) • Everyone in the Quarantine Centre has to wear face masks until the result comes back (including the WL/AL/Ts) • The Main Centre Classroom is thoroughly cleaned and disinfected • The Quarantine Centre is thoroughly cleaned and disinfected • The WM/CM closely monitor the situation • BSC YL Central informed. |
| <u>b)</u> | An individual student tests positive for COVID19 in the Quarantine Centre | <ul style="list-style-type: none"> • The entire Quarantine Centre (including the resident WLs/ALs/Ts) has to isolate for 10 days on top of the remaining quarantine days • The Quarantine Centre is supervised/monitored (hourly) with meals delivered by the WM (wearing PPE) • Students continue English lessons via online hybrid classrooms • Evening activities from the Quarantine House are cancelled and some online events created • The Quarantine Centre is thoroughly cleaned and disinfected |

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| | | <ul style="list-style-type: none"> • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures • Parents and agent/s are informed. |
| c) | A number of individuals from the Quarantine Centre have positive tests | <ul style="list-style-type: none"> • The entire Quarantine Centre (including the resident WLs/ALs/Ts) has to isolate for 10 days on top of the remaining quarantine days • The Quarantine Centre is supervised/monitored (hourly) with meals delivered by the WM (wearing PPE) • Students continue English lessons via online hybrid classrooms • Evening activities from the Quarantine House are cancelled and some online events created • The Quarantine Centre is thoroughly cleaned and disinfected • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures • Parents and agent/s are informed. |
| e) | The Quarantine (House) Activity Leader or a Welfare Leader display symptoms | <ul style="list-style-type: none"> • The AL or WL is tested (PCR) and self isolates until the test is returned, monitored by the WM (given meals, wearing PPE) • The ActM or WM covers the duties until the test result comes back (wearing masks and socially distancing) • Everyone from the Quarantined House has to wear face masks at all times until the result is confirmed • English lessons continue as per normal in class (wearing masks) with additional supervision support provided (escorting to the main centre etc) • Carefully timetabled and socially distanced walks to the Main Centre (to avoid the main centre groups) • Evening activities from the Quarantine House are cancelled and some online events created • The Quarantine Centre is thoroughly cleaned and disinfected • The Main Centre Classroom is thoroughly cleaned and disinfected • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures • Parents and agent/s are informed. |

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| <p>f)</p> | <p>The Quarantine (House) Activity Leader or a Welfare Leader tests positive</p> | <ul style="list-style-type: none"> • The entire Quarantine Centre (Including the Ts) has to isolate for 10 days on top of the remaining quarantine days • The ActM or WM monitors hourly (wearing PPE, social distancing) and deliver meals • Every student from Quarantine House will attend online lessons until the test is returned • The AAM/or AM teaches the class until the result returns • Evening activities from the Quarantine House are cancelled and some online events created • The Quarantine Centre is thoroughly cleaned and disinfected • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures • Parents and agent/s are informed. |
| <p>g)</p> | <p>The Quarantine Group Teacher displays symptoms</p> | <ul style="list-style-type: none"> • The Ts has to isolate (and is PCR tested) and is monitored by Centre Management (and given meals wearing PPE) • Every student from Quarantine House will attend online lessons until the test is returned • The AAM/or AM teaches the class until the result returns • The Classroom is thoroughly cleaned • Evening activities from the Quarantine House are cancelled and some online events created • The Quarantine Centre is thoroughly cleaned and disinfected • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures • Parents and agent/s are informed. |
| <p>h)</p> | <p>The Quarantine Group Teacher tests positive</p> | <ul style="list-style-type: none"> • The Ts has to isolate and is monitored by the WM (and given meals wearing PPE) • Everyone in Quarantine Centre (including AL/WL) has to isolate for 10 days on top of the remaining quarantine days. To be monitored/delivered meals by the Welfare Team • The students receive English online hybrid classes • The AAM/or AM teaches hybrid class until isolation is over • Evening activities from the Quarantine House are cancelled and some online events created • The Quarantine Centre is thoroughly cleaned and disinfected • BSC YL Central informed for guidance and the possibility of providing additional support/staffing • Centre Management liaise with the Host Centre Liaison Officer about COVID19 procedures |

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| | | <ul style="list-style-type: none"> Parents and agent/s are informed. |
| <u>1)</u> | A National Outbreak occurs | <u>The Quarantine House group will remain in quarantine. The Centre Manager will follow all government advice as instructed by BSC YL Central</u> |

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| Last review | November 25th, 2021 |
| Reviewed by | Lee Hall, YL Operations Manager |