

9 March 2020

NOVEL CORONAVIRUS POLICY

Information

The welfare team will:

Monitor the situation and keep informed on latest developments and review the Policy and advice information weekly.

Sources:

NHS

<https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

WHO

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

UK Government Travel Advice

<https://www.gov.uk/foreign-travel-advice>

EnglishUK

<https://www.englishuk.com/en/about-us/news-press/english-uk-news>

HE HPSC Ireland

www.hpsc.ie

Updated daily at 13.00

UK Government Advice – Educational Settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Irish Government Advice – Educational Settings

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/Guidance%20for%20staff%20in%20childcare%20and%20educational%20settings%20V1.1.pdf>

(includes detailed information about deep cleaning)

Public Health Advice and Enrolment

The school follows public health advice about people arriving in the UK or Ireland.

UK

	Area	Advice
Category 1	Wuhan city and Hubei Province in China, lockdown areas in northern Italy, Iran and Daegu and Cheongdo in South Korea.	Students may not start a course or use Frances King accommodation until 2 weeks have elapsed since they visited the area without showing any symptoms. They must self-isolate immediately and call the health service.
Category 2	Other areas including rest of China, Italy outside of lockdown areas, Japan, Taiwan, Thailand and South Korea outside special care zones.	Students do not need to take special measures but if they develop symptoms they should self-isolate and call 111nhs in the UK.

Lockdown areas in northern Italy: Lombardy region (which includes the cities of Milan, Bergamo, Como) and the provinces of Modena, Parma, Piacenza, Reggio Emilia and Rimini (all in Emilia Romagna); Pesaro e Urbino (in Marche); Alessandria, Asti, Novara, Verbanco-Cusio-Ossola and Vercelli (all in Piemonte); Padova, Treviso and Venice (in Veneto).

Please note, category 2 advice only relates to recent travellers from these countries who are experiencing symptoms, NOT every traveller from these regions to the UK or Ireland.

Ireland

Affected areas where COVID-19 is circulating - China, Hong Kong, Singapore South Korea, Iran, Japan, the following regions in Italy: Lombardy, Veneto, Emilia-Romagna, Piedmont

If within the last 14 days 1) you haven't been in an affected area 2) haven't been in contact with a person diagnosed with COVID-19 3) haven't attended a healthcare facility in another country where patients with COVID-19 are being treated 4) you are feeling well	Carry on with your normal routine and follow advice about how to protect yourself from Corona virus.
If within the last 14 days 1) you have been in an affected area 2) have been in contact with a person diagnosed with COVID-19 3) have attended a healthcare facility	If you are feeling well, call the HSE helpline Callsave 1850 24 1850 or tel 041 6850300 for further advice If you are feeling unwell (fever, cough, shortness of breath)

in another country where patients with COVID-19 are being treated	Self isolate in room with a phone by yourself Phone GP if you have one or emergency department on 999
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All enrolments of students from category 1 areas (UK) or affected areas (Ireland) must be authorised by either the Head of Sales, the Head of Student Services or the General Manager (Dublin).

For walk-in enquiries/enrolments a travel and health questionnaire will be administered. Students who have been in an epicentre can only start their course when 2 weeks have elapsed from that time, provided they show no symptoms.

Cancellation

Normal cancellation terms apply unless travel advisories have been issued by country of departure or the UK or Irish Governments.

Postponements will be accepted subject to the usual notice periods for accommodation bookings, except homestay – see below.

In the case of cancellations caused by airlines cancelling flights at short notice because of Coronavirus (that is to say, shorter than our cancellation terms, for example 3 days) we will not charge the homestay cancellation period. With regards to homestay providers, we will cite “force majeure”. For residential accommodation, we will deal case by case, sympathetically.

Depending on circumstances, students can choose to go to Dublin instead of London and vice versa.

Student Arrival Procedure

All students asked (on personal details form) where they have been in the last 2 weeks in order to apply public health policies.

Responsibilities and good practice

A statement is posted on the website so staff can link to it to answer ETO and student queries.

ETOs:

Before departure, ensure students and any group leaders understand how to avoid infection, are aware of symptoms and understand what to do if they develop symptoms.

Provide information about travelling safely drawing on WHO guidance, “Stay Healthy while Travelling”,

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Communication:

- In response to ETO queries (information sheet)
- Information sheet with confirmations and a newsletter item has been sent

School staff:

Understand how to avoid infection, are aware of symptoms and understand what to do if they develop symptoms.

On any First Aid contact temperatures will be taken.

Transfer staff have been asked to report concerns about student health.

Communication:

- Head of Student Services (London) and General Manager (Dublin) will instruct staff
- Head of Sales and General Manager (Dublin) will instruct transfer providers
- Head of Student Services (London) will write a staff newsletter item
- Staff newsletter item to inform all staff of health information and school policies.

Homestay hosts and residences:

Ensure all household members understand how to avoid infection, are aware of symptoms and understand what to do if anyone develop symptoms.

Assist students to get medical attention if need be.

Inform the school if household members/students develop symptoms:

Communication:

- Information sheet has been sent and will be followed up.

Students:

Understand how to avoid infection, are aware of symptoms and understand what to do if they develop symptoms.

Where possible students are strongly recommended to register with a doctor.

Communication:

- Information sheet displayed in the schools

Cleaning/sanitary arrangements:

- Sanitising gel to wipe hands provided throughout
- Clinical wipes for staff to clean surfaces provided throughout
- Door handles cleaned as part of daily cleaning
- Extra door handle and hand rail cleaning regularly during the day
- The student services manager (London) and general manager (Dublin) will institute cleaning of door handles, shared keyboards, football machines, and shared surfaces during the day

Isolation Room

An isolation room will be set aside in case students or staff present with symptoms and after checking the persons travel history and checking temperature the health authorities will be contacted for advice. In areas of the building where the person has been door handles and surfaces will be cleaned. The main risk is assessed as infection of others.

Business Travel

No staff travel to Category 1 or affected areas by staff resident in the UK or Ireland is permitted until (provisionally) May 2020

Health Information

(following page)

HEALTH INFORMATION (abbreviated)

Symptoms

- Fever (temperature of 38 or higher)
- Cough
- Shortness of breath

The BBC reports: It seems to start with a fever, followed by a dry cough and then, after a week, leads to shortness of breath and some patients needing hospital treatment. Notably, the infection rarely seems to cause a runny nose or sneezing. Around one-in-five cases are thought to be severe.

What to do if you have symptoms

- In **London**, if you develop symptoms and need advice or help, don't go to a doctor. You should call 111 on your phone and trained professionals will help you. Foreign language help is available.
- Stay indoors and avoid contact with other people as you would with the flu.
- Inform the school but do not come to school. Inform your accommodation provider.

- In **Dublin**, if you develop symptoms and need advice or help, don't go to a doctor. You should call +353 1 8765300 (alternatively the emergency number 999) and trained professionals will help you. Foreign language help is available.
- Stay indoors and avoid contact with other people as you would with the flu.
- Inform the school but do not come to school. Inform your accommodation provider.

Avoiding Infection and Infecting Others

- Wash hands regularly and after toileting, sneezing or coughing
- Cover your mouth and nose when you sneeze or cough
- Avoid touching your face
- Avoid sharing food, drink and utensils
- Don't stand close to people who are coughing or sneezing

Self-isolating

Self-isolate means:

- stay at home
- not go to work, school or public areas,
- not use public transport like buses, trains, tubes or taxis
- avoid visitors to your home
- ask friends, family members or delivery services to carry out errands for you – such as getting groceries, medications or other shopping.

Here is a video:

<https://www.bbc.co.uk/news/health-51652874>

Close Contact

Close contact with a confirmed case means:

- Living in the same house
- Face-to-face contact e.g. talking for more than a few minutes
- Being coughed on
- Being within 2 metres of the person for more than 15 minutes
- Contact with their body fluid