



STAFF COVID-19 GUIDANCE

DOCUMENT INTENDED FOR:	Staff
CATEGORY:	Covid-19 Information
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INTRODUCTION

This document provides guidance and information relating to the steps that Oxford International College is taking to protect all staff, students and visitors from COVID-19. It should be read in conjunction with the college Health & Safety Policy on COVID-19.

College is taking steps to protect all staff from coronavirus COVID-19. As such, advice has been taken from the Department of Education, Public Health England, and the Boarding School Association.

A system of student 'bubbles' will operate as follows:

- A-level students will be divided into 'bubbles' based on their year groups. Large classes will have 14 to 15 students and smaller classes 5 to 6 students.
- AS and A level students will be taught at 1 London Place.
- The A-level programme will be a combination of face to face teaching and online learning.
- Students in each bubble will have a two-week timetable and in one week will attend college on Monday, Wednesday and Friday, switching to Tuesday and Thursday the other following week.
- The GCSE students form their own bubble through living together at Thame Street. They will be taught at Alfred Street.

HEALTH AND WELFARE

All staff at the college involved in education are key workers.

Testing of staff at the start of term will be organised by College. Those returning from abroad are also asked to provide Marianne Thompson-Hill with their dates of travel, countries and cities they have been to and any additional information that might prove relevant.

College will be taking part in the government mass testing programme rolled out in January 2021. The programme offers rapid testing for asymptomatic staff and students through 'lateral flow tests'.

Comprehensive information on this testing can be found in the following document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf

Sickness Procedure

- If you are unwell, please stay at home and report illness to HR: marianne@oxcoll.com.
- Do not come to college if you have coronavirus symptoms, or have tested positive in the last 10 days.
- If you have symptoms of coronavirus, you can either book a test online at <https://www.gov.uk/get-coronavirus-test> or call 119.
- College has a counsellor for staff who feel anxious and worried. HR can provide details.
 - i. College also has a free holistic transitioning service. This can be found on <https://holistic-transitioning.co.uk/oxford-partnership>
- If you wish to work from home, please ask HR for a copy of the Flexible Working Request Form.

ARRIVAL AT COLLEGE

- Please enter the college through the front doors.
- Social distancing notices are displayed along the front windows as a reminder to all that social distancing must be adhered to within the building.
- Upon entering there is a pedal bin for disposal of used PPE.
- A sanitisation station is available as are new face masks.
- Face visors are also available from reception.
- Your temperature will be taken by a thermal imaging camera (approx. 3 seconds). If you record a high temperature, 37.5 and above, it does not mean you have coronavirus, but you must go home and organise for a test to check whether you carry the virus. Please inform HR as above.
- Please sign into college using your own pen or a pen from the appropriate clean pen pot (there are plans to have an automated system)

TEACHING ROOMS

- Each room will have a table with masks, gloves, cleaning spray and blue roll available.
- A daily enhanced cleaning routine will focus on areas of high activity such as door handles and desk top surfaces.
- Desks will be forward facing and located with social distancing (1 metre plus) kept in mind.

TUTOR COMMON ROOMS

- Desks will have dividers on them to help with social distancing.
- Masks, gloves, cleaning spray and blue roll will be available.

MOVEMENT AROUND THE COLLEGE

- As far as is practical, one-way systems will operate.
- To access the basement, use the old dining room stairs to enter the basement and leave by the back door that leads to Wilson Place.
- To gain access to the first floor use the stairs by the Cave Street door and to leave the first floor use the stairs by the lift.
- To gain access to the second and third floor use the stairs following the direction markers.

EXITING THE COLLEGE

- Please exit the college via the double doors into the car park.
- A peddle bin is available to dispose of used PPE.
- Spray, sanitiser, masks, and gloves are available.

NB: The car park will have very reduced parking as exit areas for staff and students need to be labelled

VISITORS

- Visits by parents and agents are not allowed at the moment. Only pre-booked appointments are allowed.
- Regular and expected contractors will be on site and they will be required to wear PPE and have their temperature taken.
- All visitors must complete an information sheet needed for NHS Test and Trace.

TRANSPORT

- College operates 'dedicated' student transport and as students are not mixing with the general public they may travel in their bubbles.
- House Parents and wardens at the boarding facilities will ensure social distancing when boarding the coaches. Reception and business support staff will help with the evening coach trips.

CLEANING

- An enhanced cleaning routine will operate daily.
- High activity areas such as door handles, stair rails, door plates, toilet flush handles will be meticulously cleaned.
- Cleaners will wear masks and gloves.

Further Information

For further information about Covid-19 Guidance for Staff at OIC please speak with Kim Terrar.

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