# BPP Covid-19 Secure Return to Study Policy (v9 – 10/01/2022)

## Scope

This policy sets out our Covid-19 Secure approach to returning to any of the BPP buildings or centres. This policy will be in effect for as long as Covid-19 stands as a prevalent presence in the UK. This is a live document and will be adjusted accordingly as Government advice and Health and Safety regulations are revised.

## Background and Purpose

As coronavirus (Covid-19) continues to be an international concern, we recognise BPP needs to establish new frameworks for our continued operations and to adapt our practices where lessons have been learned. This policy explains the changes to our study environment and new ways of learning.

These adaptations have been informed by our Covid-19 risk assessment.

Given our multiple site locations and varied nature of activities, local risk assessments and outbreak management plans will play an important role in ensuring all arrangements are appropriate to the space and the activity.

We encourage you to let us know if you have any concerns or have any suggestions for further adaptations that we can make.

## References

* + Health and Safety at Work Act (1974)
  + Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)
  + Equality Act (2010)
  + Working safely during coronavirus (Covid-19): Offices and contact centres – Government Guidance (Last accessed 07/07/2021)
  + Coronavirus (Covid-19); safer travel guidance for passengers – Government Guidance (Last accessed 07/07/2021)
  + Higher education COVID-19 operational guidance (applies from Step 4) (Last accessed 07/07/2021)

## Self-isolation

It is essential that if you develop a:

* fever, particularly a high temperature (i.e. a temperature of 37.8 degrees or over); and/or
* new, continuous cough; and/or
* loss or change to your sense of smell or taste

you do not attend centre and you self-isolate in accordance with the Government's guidance at <https://www.gov.uk/coronavirus>.

You should also self-isolate if:

* someone in your household has Covid-19 (unless you are fully vaccinated with an MHRA approved COVID-19 vaccine, and at least 14 days have passed since you received the recommended doses of that vaccine, or otherwise exempt)
* you have been instructed to do so by a medical practitioner, or through the Test and Trace scheme
* you have recently entered the UK (unless travelling from an exempt country)

If you are instructed to self-isolate, please complete an [Incident Form](https://forms.office.com/r/8LscR3DYzv) [See: Reporting].

## Testing

**Symptomatic Testing**

Anyone with symptoms should arrange to have a PCR test to see if they have Covid-19 and self-isolate until they receive their result.

See <http://www.nhs.uk/conditions/coronavirus-Covid-19/testing-for-coronavirus/> for more information on how to get tested.

**Asymptomatic testing**

For our control measures to make the biggest impact, we need to work together – taking accountability for our own potential to transmit the virus, in a way that best protects our colleagues, students and contractors.

We encourage all students to test twice weekly.

If you are identified as a close contact of a confirmed case and are fully-vaccinated, you should test daily for 7 days. Stay at home and follow NHS guidance if you are an unvaccinated close contact, or if you develop symptoms of Covid or test positive on a lateral flow test.

Tests are available for free from the [government website](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests). If you have difficulty obtaining a test or have any questions about asymptomatic testing, please speak to the reception team at the BPP centre or email [healthandsafety@bpp.com](mailto:healthandsafety@bpp.com).

## Reporting

We require students to report known or suspected cases of Covid-19 within our community, so that we can identify trends and adapt our control measures accordingly.

Please complete an [Incident Report](https://forms.office.com/r/8LscR3DYzv) if you experience symptoms of Covid-19, receive a positive test or are instructed to self-isolate, regardless of whether or not you have recently visited a centre.

## Inclusion and accessibility

If you were advised to take extra precautions during the peak of the pandemic in the UK, you should continue to follow Government advice.

Please contact [inclusion@bpp.com](mailto:inclusion@bpp.com) before making any plans to visit the centre if:

* you are pregnant
* you were previously considered clinically vulnerable or clinically extremely vulnerable and would like to discuss individual control measures
* you are blind or have a visual impairment and would like instructions in an alternative form, before visiting a specific centre

Please contact [learningsupport@bpp.com](mailto:learningsupport@bpp.com) for information, advice, guidance and support relating to balancing a disability or learning difficulty with your studies.

Please contact [healthandsafety@bpp.com](mailto:healthandsafety@bpp.com) before making any plans to visit the centre if:

* you have difficulty using stairs, and plan to access a room that is not on the ground floor
* you would require assistance to leave the building in an emergency

**Travelling to centre**

Familiarise yourself with [government guidance for travel](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) before travelling into centre.

**Control measures**

In response to a Covid-19 risk assessment, we have introduced the following measures where possible:

* a Covid Test Secure response to a phased return
* a documented Outbreak Management Plan for each site, developed in partnership with local authorities
* rigorous sign-in systems, so we know exactly who has been on site
* control of foot traffic (e.g. one-way systems, queuing and signage)
* additional handwashing facilities/hand sanitisers at all centres, including at entrances, exits and regular touchpoints
* additional cleaning and waste management, developed alongside the requirements of Covid-19 risk mitigation
* signage and posters, specifying expected hygiene standards
* wearing of face visors or face coverings when moving around busier areas across the centre and when otherwise instructed to do so by Facilities or Library staff (exemptions apply as per Government advice)
* increased ventilation – e.g. through HVAC systems and windows – to ensure a continual supply of fresh air
* Personal Protective Equipment (PPE), where necessary
* Plexiglass screens at receptions and enquiry desks

While we are taking these stringent additional measures, we would like to remind you to play your part by:

* acting in a kind and considerate manner, to all on site in accordance with BPP student policies
* washing your hands often and thoroughly
* wearing a face covering when moving around busier areas of the centre, or when instructed to by staff - e.g. in response to localised outbreaks (Government exemptions apply).
* staying within your assigned study space, so as to maintain a controlled population on site (you must not move furniture or otherwise modify our layouts)
* avoiding touching your face, particularly your eyes, nose and mouth
* coughing or sneezing into a tissue, and disposing of it safely, or coughing or sneezing into the crook of your arm if a tissue is not available
* bringing your own headset, where necessary
* not bringing food or eating while in the library (though you are welcome bring a cold drink in a sealable bottle. Cold food is allowed in other study areas, providing that you are mindful of others in the room, use hand sanitiser before and after eating, wipe your desk thoroughly and dispose of all waste before you leave)
* regularly consulting and following guidance published on your study platform
* following all signage on site (for example, that promote one-way systems) and ensuring that you keep within your booked time
* avoiding congregating in reception areas and corridors, unless part of a marked queuing system
* ensuring shared items (e.g. stationary and tech equipment) are cleaned thoroughly before and after use – wipes will be provided for this purpose
* downloading the NHS Test and Trace app, where possible, ahead of travelling into centre

## Emergencies

It is essential that these new control measures co-exist with existing safety protocol.

While there is a need to increase ventilation levels, no fire or security door can be propped open, and measures designed to encourage hygiene practices – e.g. sanitizer stations – must not block fire doors, or otherwise obstruct escape routes.

First aiders will be on site and can be summoned from reception.

First aid kits will be expanded to include visors, gloves, hand sanitizers and antiviral wipes.

All accidents, incidents or hazards (including spillages and other trip hazards) should be reported to the Customer Service Advisors on reception

During an emergency, all pre-existing health and safety signage will take precedent over signage issued for the purposes of making our centres Covid-secure. Building users should leave the building as you would typically during an evacuation, and report to the regular assembly point.  Depending on the size of the assembled group, students and staff may be instructed to disperse for a set period. Fire marshals will provide further instruction, where necessary.

## Collecting Data for Test and Trace

In accordance with Government requirements, we will collect details of staff, students, learners and visitors on our premises. This temporary record will be kept for 21 days. In accordance with our Outbreak Management Plan, the aim of this system is to help identify people who may have been in contact with the virus and help to minimise the onward spread of Covid-19.

The data will be stored on the Cloud inside the European Economic Area (EEA), and will automatically be deleted after 21 days.

## Enforcing Protocols

Everybody on site is expected to adhere to the control measures articulated in this policy, and all students much adhere to the polices as set out in the General Academic regulations and MoPPS. Failure to do so will result in a reminder, and then if still no compliance, disciplinary action will be taken as described in the Staff and Student Disciplinary Codes. Any contractors not abiding by the rules will be removed from site.