

1. Introduction

This policy describes how ISSEE will operate its business activities, UK and International training services during the immediate and near term after the coronavirus (Covid-19) lockdown period. It is to be read alongside ISSEE's existing Health and Safety policies and relevant SOPs for safe working at The Copse, Heythrop Park training areas, Brickhouse Farm training areas, DEMS Ranges and other ranges and training areas that may be used from time to time.

The Policy does not replace any legal, UK or other national official guidelines as may be enforced or advised.

2. Policy Aims

The Policy is designed to ensure a safe working environment for all staff and students and prevent any cross contamination of Covid-19 whilst working on ISSEE business activities.

3. Policy Statement

3.1 Any member of staff, any student and or any visitor to ISSEE who is suffering from Covid-19, is experiencing the published symptoms of Covid-19, is in contact with or suspects they have been in contact with someone who suffering from or displaying the symptoms of Covid-19 is to stay away from The Copse, and all ISSEE training areas and avoid all contact with ISSEE staff and students. Any member of staff or any student who is affected should inform HR and their line manager or their instructor in accordance with the relevant company policies and then self-isolate at home or student accommodation. Students in hotel or apartment accommodation must remain in their rooms and inform the hotel manager as well as the senior instructor.

3.2 The core safety measure is to ensure that staff and students maintain "Social Distancing". Social distancing measures may include:

3.2.1 Maintaining a personal distance between staff and students. The recommended minimum distance is 2 meters. Personal contact can be further minimized by avoiding shaking hands and by scheduling meetings via the phone or internet.

3.2.2 Maintaining significant personal distance from students and co-workers via the use of sick time when experiencing symptoms of illness.

3.2.3 Limiting public events, including student graduations, shows, exhibitions, staff social events.

3.2.4 Cancelling public events to avoid meeting personnel unfamiliar with the ISSEE policy.

3.3 In the event of any health service or national Government changes to the advice provided during this Covid-19 pandemic or other health emergency, the CEO, in consultation with the Board as required, will determine the appropriate level of social distancing measures, business interruption or business continuation measures to employ. UK Government, and local governing authorities may provide guidance in making the determination, and those authorities are likely to follow NHS and World Health Organization (WHO) guidelines.

3.4 In the event of an outbreak of Covid -19 amongst staff and or students who are working at The Copse, all business operations at The Copse or other training locations, will be suspended until a full deep clean has been undertaken. Staff will be directed to work from home and arrangements made for students to work remotely.

4. Protection Measures

4.1 The Copse

4.1.1 When working at The Copse, staff are to practise hand-washing/using hand sanitizer on entry to the building and at each occasion they come into contact with an area outside of their own working space, eg visiting the Hatcher Room, reception, printers, bathrooms or when changing or using different classrooms. Areas which are common use are designated AMBER AREAS.

4.1.2 AMBER AREAS are clearly marked and although cleaned regularly, there is an increased risk of cross contamination due to common use. Details of AMBER AREA precautions are at ANNEX A.

4.1.3 Students are expected to carry out hand washing on arrival at the Copse for training, after each class period, prayers, before and after scheduled breaks.

4.1.4 Visitors to The Copse are to be briefed at reception to follow these hand washing and AMBER AREA rules.

4.1.5 To ease congestion and to maintain social distancing around the bathroom areas during busy periods, sanitizing hand gel is to be used. Hand sanitizing gel distributors are to be placed in the lobby, reception, canteen and each classroom in use. Appropriate notices are to be placed alongside these distribution points.

4.1.6 In addition to hand sanitizing gel, the company will provide sufficient face masks and gloves for all staff and students who wish to wear this PPE in addition to the mandatory requirement set out in the policy.

4.2 Working on training areas

- 4.2.1 The senior staff member present is to conduct a risk assessment of likely 'choke points' where social distancing measures may be difficult to apply during training sessions. Solutions to be considered may include:
- 4.2.1.1 Dividing training into smaller groups using either more instructors or additional training periods.
 - 4.2.1.2 Wearing additional PPE such as face masks and gloves in addition to training PPE. Any PPE selected to provide protection when social distancing rules cannot be enforced must not be compromised by the training task. eg loss of protection if in contact with oils or fuels.
 - 4.2.1.3 Travelling to and from the site in smaller groups
 - 4.2.1.4 Cleaning all equipment used with bleach or other appropriate solution at start and on completion of task.
- 4.2.2 Staff must ensure that when speaking behind face masks there is clarity of instruction especially where safety is involved.
- 4.3 Travel
- 4.3.1 Staff, visitors and students are to reduce any unnecessary travel on buses, trains and other forms of public transport. If public transport is unavoidable, then staff should wear facemasks and gloves. Avoid where possible busy travel periods and crowded public places. Care is to be taken to avoid cross contamination of PPE when removing and storing if these are to be reused for the return journey.
 - 4.3.2 Ideally staff, students and visitors should travel in their own vehicle, where practically possible and avoid lift sharing.
 - 4.3.3 If travelling in ISSEE vehicles, students and staff should maintain social distance where possible and practice thorough handwashing on arrival at each location. Staff and students are to wear face masks when travelling with others in ISSEE transport. If it's not possible to wash hands, hand sanitisers should be used. Hand sanitizing gel will be provided in all ISSEE vehicles.
 - 4.3.4 ISSEE vehicles are to have a segregated area between the driver and the passengers. This is to be achieved by fitting an additional physical barrier between driver and the front and back passenger areas.
 - 4.3.5 Vehicle controls, steering wheels, and handles are to be cleaned with a bleach solution by the driver after each journey.

5. Social Customs

- 5.1 Greetings should be restricted to verbal exchanges only, without any physical contact. Employees and students are to avoid handshakes and hugs while greeting and interacting with each other.
- 5.2 All should be aware of 2 meters rule. It is vital to maintain two meters (two-to-three arm's length) distance from other people whenever possible.
- 5.3 All staff and students should make their own hot or cold drinks and food. All should use a freshly washed cup on every occasion.
- 5.4 Access to the canteen area will be monitored based on student numbers.
- 5.5 Staff should sit at their own table in the staff area.
- 6. Operating hours/working patterns**
 - 6.1 Flexible hours or rotational shifts will be implemented where necessary for staff and students.
 - 6.2 Working from home may be implemented for staff who are not required to work on site.
 - 6.3 On occasions, the CEO may impose a 'no visitors' policy for certain period of time. Only authorised employees and students will be allowed into the office during this time. This period may be used to carry out deep cleaning of all or specified areas by cleaning contractors.
- 7. Workplace Design**
 - 7.1 The Copse building has separated toilets in order to keep maximum privacy and for H&S reasons. In addition to normal personal hygiene, the toilet areas are designated AMBER AREAS.
 - 7.2 Seating arrangements. Students will be sat in the classroom ensuring published separation rules apply for the duration of the lessons as well as their breaks.
 - 7.3 Students, employees and visitors will be offered PPE (gloves, masks) these may be worn by any student or staff member who prefers. Unless under training, when a risk assessment has considered closer working is necessary for safety or specific teaching points and practice, the wearing of PPE does not prevent the 2 metre rule being applied.
 - 7.4 ISSEE staff are to maintain 2 meters rule. The large, open space office at The Copse enables staff to spread out to maximise social distancing. Staff may be requested to use alternate desks. Implementation of rotational or remote work may apply.
 - 7.5 Staff should restrict the number of items on their desks at any time and ensure a clear desk is employed when absent from their desks. This will allow easier and more thorough daily

cleaning of the office area. Sanitizing wipes and other cleaning material will be provided for staff to clean their working areas at regular intervals, in addition to contracted cleaning.

8. Collaboration

8.1 Pooling tasks. If multiple roles perform similar tasks that must be performed on-site, CEO and Heads of Department may consider pooling and rotating those tasks so some employees can work remotely while one person takes on-site responsibility. ISSEE may combine pooling with flexible hours to further increase social distancing and reduce the risk.

8.2 Virtual meetings. ISSEE staff may be requested to shift in-person meetings to virtual meetings or emails whenever possible. ISSEE provides their staff with laptops and use of Office 365 solutions for online communication and meetings.

9. Working Overseas

9.1 Staff who are selected for overseas training work are to be provided with sufficient PPE to cover a daily supply of face masks and gloves. In countries where additional measures are required, these will be provided by either the company before travel, procured in country by the company or provided by the customer. A solid supply chain must be in place and acknowledged before any staff member travels. Staff should also be provided with hand sanitizing gel, compliant with air travel security restrictions.

9.2 Any and all unique requirements in country are to be complied with unless they are deemed inferior to UK standards. If a country is deemed to be free of Covid -19 by the national authority, confirmation must be made by the FCO before travel.

10. Variations

10.1 Variations to this policy may be applied nationally for travel on public transport or locally within The Copse or ISSEE training area if sufficient health support is applied such that vaccination certificates, antibody or other test results are provided. An ideal will be for ISSEE to acquire sufficient self-test kits for students and staff to allow a lifting of some or all restrictions or early identification of symptoms which can lead to early quarantine or medical support.

11. Compliance with the Policy

11.1 Employees, staff and Visitors must ensure that they read, understand and comply with this policy.

ANNEX A

AMBER AREAS

Throughout The Copse there are a number of areas where staff and or students share common facilities. These areas are cleaned daily by contract staff and common touch points (door handles, door finger plates etc) are also cleaned throughout the day with anti-bacterial cleansers. To further protect staff, students and visitors from potential cross contamination, these common areas are designated AMBER AREAS.

AMBER AREAS are clearly marked and hand sanitizing gel is positioned at entrance and exit of these areas. All personnel are to cleanse their hands using gel on entering the AMBER AREA and again on exiting.

Facilities inside the AMBER AREA are as clean as possible, but there are items which may have common use. Examples are:

- Drawer and cupboard handles
- Water boiler tap
- Water taps
- Door handles and door finger plates

When inside an AMBER AREA, all personnel should be aware of published COVID-19 precautions to prevent cross contamination, such as washing hands thoroughly, avoid touching their faces, use a tissue for all coughs and sneezes and discard the used tissue safely. Masks may be used by any person who feels more comfortable.

Canteen Area

The Canteen area is a designated AMBER AREA and the following specific precautions are to be observed:

- Staff should use their own cup / use same ISSEE branded cup throughout the day.
- Any cup, plate or cutlery should be washed before use, and washed after use.
- Staff should not collect drinks for other members of staff.

Additional Precautions

- Access doors to the classrooms are to wedged open when the classrooms are in use

- Access doors to reception and the Glades social room are to be wedged open when occupied.
- Sanitizing cleaning wipes are to be used to clean the printer controls, room air conditioning controls, security panels before use
- Personal keyboards, monitors and telephones are to be cleaned with sanitizing cleansing wipes at least twice daily. Common use equipment, eg Hatcher Room computers and AV controls are to be cleaned before use

The Following Notice is to be placed at every entry to AMBER AREA:

AMBER AREA

**ALL PERSONNEL ENTERING THIS AREA ARE REQUESTED
TO USE THE HAND SANTIZING GEL
PROVIDED BEFORE ENTERING**

Avoid Touching Your Face In This Area

Keep Your Distance From Other People Using This Area

**Use Hand Sanitizing Gel Provide To Clean Your Hands When Leaving The
Amber Area**

ANNEX B

Temperature checks

One of the primary symptoms consistent with COVID-19 is an elevated body temperature of above 37.8°C.

All staff, visitors and students must take responsibility for their own health. If a visitor or member of staff feels unwell, especially if they suffer from any of the COVID-19 symptoms, they must not enter ISSEE premises.

Every student, visitor and staff member to ISSEE will have their temperature taken daily, before entering the building. If their temperature is recorded at COVID-19 symptom levels, they will be refused entry and retested 30 mins later. If this second test also indicates a high temperature, you will be refused entry and it is recommended you seek a COVID-19 test as per NHS guidelines. For reference we will be using the following temperature ranges:

- Normal: between 37 - 37.2 °C
- COVID Trigger: above 37.8 °C

ISSEE will ensure that the staff member responsible for performing temperature screening is trained to use the touchless temperature scanner.

The ISSEE staff member responsible for performing temperature screenings is required to wear personal protective equipment, which includes gloves and face mask. Alcohol-based hand sanitizer must be accessible in areas where testing is conducted.

The tester must ask visitors/employees whether they consent to having their temperatures tested. If a visitor/employee refuses to be tested, they will not be admitted to the building on the basis that their attendance could jeopardize the health and safety of others.

In addition to conducting temperature screening, the tester should ask each visitor/employee who enters the workplace:

- whether they are exhibiting any flu-like symptoms (coughing, shortness of breath, fever) or otherwise feeling unwell.

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- If they have had close contact with someone in the past 14 days who has been diagnosed with, or is presumed to have, COVID-19.

Test results will not be collected, recorded, stored, used or disclosed for any purpose aside from determining whether the visitor/employee should be permitted to enter the workplace.

Employees, visitors or students with temperatures at or above 37.8°C or who answer “yes” to any of the screening questions, will be advised to return home, self-isolate, and call their regular doctor or local public health authority to discuss their symptoms, treatment options, quarantine requirements, and for an assessment regarding the next steps.