Scope
This policy sets out our Coronavirus (Covid-19) Secure approach to returning to any of the BPP buildings or centres after lockdown. This policy will be in effect for as long as the UK alert level stands at Level 2 or above. This is a live document and will be adjusted accordingly as Government advice and Health and Safety regulations are revised.

Background and Purpose
As the Covid-19 lockdown is eased, 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 environments and new ways of using them.

Given our multiple site locations and varied nature of activities, local risk assessments 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
• 2.5 Coronavirus (Covid-19); safer travel guidance for passengers – Government Guidance (Accessed 24/06/20)

Self-isolation
It is essential that if you or someone in your household or support bubble develops 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 should also self-isolate if:
• 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)

Testing
Anyone with symptoms should arrange to have a test to see if they have Covid-19. See www.nhs.uk/conditions/coronavirus-Covid-19/testing-for-coronavirus/ for more information on how to get tested.

**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 contact preventthespread@bpp.com if you experience symptoms of Covid-19 or receive a positive test, if you have visited the centre recently.

**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, particularly if a local lockdown is enforced in your region.

Please contact 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
- You require reasonable adjustments to the booked workstation

Please contact 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.

**Control measures**

To assist with social distancing, and in response to a Covid-19 risk assessment, we have introduced the following measures:

- reduced capacities in contained spaces, at working areas and surrounding facilities, including offices, classrooms, washrooms and lifts
- greater spaces between workstations
- floor markings to help building users maintain social distancing
- screens or barriers to separate workers from each other in areas where social distancing is less practical (e.g. receptions)
- back to back or side to side working (rather than face to face)
- 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 whilst moving within a centre (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
While we are taking these stringent additional measures, we would like to remind you to play your part by:

• washing your hands often and thoroughly
• wearing a face covering, when asked to do so (Government exemptions apply)
• introducing additional social distancing measures, if you are exempt from wearing a face covering
• respecting those who are exempt from wearing a face covering, and assisting them in maintaining appropriate social distancing
• 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
• regularly consulting and following guidance published on your study platform
• refraining from physical contact
• following all signage on site (for example, that promote social distancing or 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. stationery and tech equipment) are cleaned thoroughly before and after use – wipes will be provided for this purpose

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 precedence over signage issued for the purposes of making our workplace 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 order to assist the NHS Test and Trace service. The aim of this NHS 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. 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.