

The global COVID-19 pandemic has caused a real period of uncertainty within the community and that uncertainty looks set to continue for a number of months as the country emerges from lockdown. At CATS we are proud of the response from staff and students as we rapidly changed our delivery of learning to ensure that students could continue with their studies and progress, albeit wait for the delivery of their exams.

In November 2020 we will be offering all of our students an excellent learning experience alongside our ongoing student support. We will continue to offer a quality online learning experience, subject to UK CAA approval. **With the recent Government announcement of a further lockdown we have taken the decision to suspend our blended classroom teaching and activities until the 2nd December 2020. Through our continual enhancement of our online teaching we will provide all our students with a high-quality personal learning experience via this method. This will not affect our distance learners however our in-house course is now going to be delivered online until further notice.**

We will continue to follow government and UK CAA advice / guidelines in easing ourselves carefully from the current lockdown. Work is already underway across the school to put in place enhanced cleaning alongside social-distancing measures to ensure the safety of our staff and students as and when we return.

For our in-house, ground school and 1-2-1 students that continue to join us we are working hard on our plans to welcome them all and make sure their concerns are addressed as they begin their studies with us. **They will have a chance to meet their fellow students online and take part in their induction which will help them to understand and really engage with all the online learning opportunities that will be available to them.**

The way students have previously learnt with us might be slightly different but what will not have changed is our commitment to ensure that each and every student can succeed in their studies and feel part of the community at CATS.

We are determined that our students should not lose out on the opportunity to progress their education because of the challenges posed by the pandemic.

Procedures for the return of students to the classroom**Policy 04**

As of the 5th November 2020 all teaching will revert to online. There will be no in person classroom teaching available until the lockdown restrictions have been lifted.

1. If a candidate is deemed to be displaying COVID-19 symptoms they will either immediately be asked to leave the building, if well enough to do so. If, however a candidate is not well enough to leave the building, they will need to go into an isolation area. If medical intervention is needed, consider calling the first aider for advice. Consider how the candidate will get home. Will they need assistance with transportation? Do the next of kin need to be notified? Consider calling 111 or for a true medical emergency consider calling 999. If the candidate needs a second temperature reading, they will need to be put into an isolation area. This area could change daily, depending on business needs. The isolation area will be discussed daily in the morning meeting. All students will need to sanitizer their hands prior to entering the classroom.
2. All Students will receive joining instructions which will include the need to adhere to the above policy 03. It will advise students that they will need to complete and sign a self-declaration form. The candidate will be asked to provide their own face mask and gloves if required. (Although we will hold a stock of PPE in case candidates forget). An attempt will be made to acquire next of kin details in case of an emergency.
3. All students prior to attending a course will be will be required to sign a self-declaration of lack of recent exposure to and lack of COVID-19 symptoms prior to coming into lessons at CATS. The Administration Manager, or a delegate needs to ensure all of these forms have been received prior to starting any course. If they are a non- CATS student, (i.e. 1-2-1 tuition) there should be an adequate supply of these forms available for the students to sign prior to undertaking any course or any form of tuition.
4. All students will be notified that their temperature will be taken prior to sitting any course. Remote forehead temperature-sensing for all students will be undertaken before being allowed into the classroom. Normal body temperature is different for everyone and changes during the day. A high temperature is usually considered to be 38 °C or above. Source: <https://www.nhs.uk/conditions/fever-in-adults/>
5. All students will be told prior to the course that if their temperature reading goes higher than 38 °C they will be retested within 20 minutes. 2 temperature readings of 38 °C or higher will disqualify a student from being able to attend the course on that day or returning to CATS for 10 days.

6. All students will be required to sign a self-declaration of lack of recent exposure to and lack of COVID-19 symptoms prior to coming into CATS.
7. The Administration Manager, or a delegate, needs to ensure all of these forms have been received prior to exam sittings. If they are a non-CATS student, there should be an adequate supply of these forms available for the students to sign prior to taking the exam.
8. All forms need to be scanned into the individual student record. For non-CATS students there need to be an additional area in Dropbox created to hold these documents
9. In the joining instructions all students will be asked to wait downstairs in the reception area prior to the commencement of the course. This will allow the admin department to ensure all forms have been completed. Remote forehead temperature-sensing prior to entering the classroom.
10. If anybody presents with COVID-19 symptoms then please refer to policy 02 regarding the procedure is somebody at work might have coronavirus
11. Completion of a short information briefing, how to reduce COVID-19 exposure
12. Regular classroom sanitisation will occur
13. Deployment of PPE including face masks and hand sanitisers for use at the school, but students will be encouraged to bring their own
14. There will be a limited number of students/instructors permitted into each classroom. The following numbers will apply:

B31 – 8 student – 2 employees

B29 – 4 students – 2 employees

B20 – 8 students – 2 employees

Admin Room – 4 employees

Instructor room – 1 employee

Overspill room – 1 employee

If students wish to see an instructor – it will be by appointment only. The appointment should ideally take place in B29 (Conference room).

15. There will be directed entry and exit to the classroom
16. To support NHS Test and Trace, we will hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of or deleted. When deleting or disposing of data, we will do so in a way that does not risk unintended access (e.g. shredding paper documents and ensuring permanent deletion of electronic files). The requirement to dispose of the data relates to a record that is created solely for the purpose of NHS Test and Trace. All collected data, however, will compile with the General Data Protection Regulation and will not be kept for longer than is necessary.

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

17. The data that we are being asked to collect is personal data and will be handled in accordance with GDPR to protect your privacy. GDPR allows us to request contact information from yourself and share it with NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety. Personal data that is collected for NHS Test and Trace, will only be used to share with NHS Test and Trace. It will not be used for other purposes, including marketing, profiling, analysis or other purposes unrelated to contact tracing.