

CATS LONDON PROTOCOLS – AUTUMN TERM (REVISION [JS] 24/08/2021)

CATS London will be operating face to face lessons in the Autumn Term, in addition to the provision of online lessons for those unable or unwilling to travel. This protocols document (accompanied by a risk assessment) outlines the procedures and protocols to be followed for those students and staff who are onsite.

As of this latest revision, in response to FCDO/DfE's guidance, students arriving for the start of the autumn term will be categorised into one of four groups:

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>All ages from Green (or in UK for 10 days prior to arrival on campus), Under 18 from Amber</p> <ul style="list-style-type: none"> • No quarantine • LFT on arrival at College • PCR day 2 • F2F provision from Monday 6th September • Join Activities Programme immediately 	<p>Over 18 from Amber</p> <ul style="list-style-type: none"> • Double vaccinated MHRA approved <p>AND</p> <ul style="list-style-type: none"> • LFT on arrival <p><i>if negative, may join GROUP 1</i></p> <p>Otherwise:</p> <ul style="list-style-type: none"> • Quarantine 10 days on campus • PCR day 2 and 8 • Online induction 	<p>Under 18 (or were under 18 on 01/09/20) from Red</p> <ul style="list-style-type: none"> • Quarantine 10 days on campus • PCR day 2 and 8 • Online induction 	<p>Over 18 (on 01/09/20), from Red</p> <ul style="list-style-type: none"> • Quarantine 10 days in government approved hotel • PCR day 2 and 8 • Online induction • LFT on arrival to campus

These protocols are presented in two parts.

Part One – the protocols that must be applied to all arriving students who are required to **quarantine on campus (eligible Group 2 and Group 3 students)**. For these students, the provisions in Part One always take precedence over the provisions in Part Two.

Part Two – protocols apply to all students including those who have cleared quarantine requirements (if any).

Part 1 – Applicable to students who are REQUIRED TO QUARANTINE on arrival

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
Briefing of key staff involved in managing the return of students returning from red list countries.	Staff	As requ'd	All members of the SLT and the Boarding Team, are to be provided with, read and understand the DfE guidance.
Identification of students proposing to travel from a red list country	Staff Student Services		<p>Early identification of students proposing to travel that require to quarantine on arrival is essential:</p> <ul style="list-style-type: none"> • to the timely briefing the student and their family on the requirements, as is required by the government guidance: <p style="text-align: center;"><i>Schools need to have travel plans in place, including arrangements for the collection and transfer of students to the boarding facilities where they will quarantine. These need to be explained to students and their parents before they travel</i></p> <ul style="list-style-type: none"> • to allow student communications and the boarding team prepare for their arrival <p>A member of SLT or Student Services will proactively contact all students known to be travelling to establish their plans for arrival</p>
Communication of pre-travel and	Staff and students		<p>Where there is an indication of a requirement to quarantine:</p> <ul style="list-style-type: none"> • The Principal, AP, AP (W, A, S), HL and Nurse are to be advised in writing

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<p>SS should then:</p> <ul style="list-style-type: none"> • Send the family the pertinent content from the government guidance. <ul style="list-style-type: none"> ○ It should be made clear that College will only provide quarantine for students where is allowed • Arrange a call with the student, their family, the family's agent (where one is in place) and the relevant MDM, with a member of Student Services and an appropriate member of the management team (Principal, VP, APs). <ul style="list-style-type: none"> ○ <i>The purpose of the 'Pre-Arrival' call is to ensure the UK government requirements have been understood and to ensure that family and student understand exactly how transfer from the airport and the quarantine at the College will be arranged.</i> • Student Services should then press for written confirmation of the following: <ul style="list-style-type: none"> ○ The target flight details – once these are confirmed, SS must then make a provisional booking with Transfer Service – ensuring that the nominated driver is identified in the relevant letter below [and that the driver knows that (s)he will be required to take a passport with them to collect the student at the 'managed quarantine' collection point in the arrivals' hall of the airport. ○ That the student has: <ul style="list-style-type: none"> ▪ Made arrangements to take a coronavirus (COVID-19) test and get a negative result during the 3 days before they travel and the date on which the test will be taken and the date on which the result will be notified. ▪ Book, pay and follow-through on the appropriate test package ▪ completed a passenger locator form before arrival, with details of where they will quarantine, when they will arrive and the travel test package booking reference number.

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<ul style="list-style-type: none"> • Once these confirmations have been received, SS should then issue the student with two letters, the student should be instructed to print both letters and also ensure that they are readily accessible on their phone: <ul style="list-style-type: none"> • a copy of the letter from the Department for Education to the school confirming that boarding school students are covered by an exception • a letter from their school to the boarding school student meeting the requirements set out in the letter from the Department for Education to the school <p>As soon as the pre-travel test result is known, a copy of the official notification should be sent to SS and the AP(W, S,A)</p>
Briefing of school representative who will collect and transfer students from airport to College	Student Communications and Boarding		<p>Once the negative pre-flight test result has been received, SS (or boarding, if during the weekend, or dark) must then contact Transfer Service to confirm the booking, the identity and the contact details for the driver. If, for whatever, reason, these vary from the letter issued, SS (or Boarding), must send a revised letter to show to the official at the airport.</p> <p>When on the call with Transfer Service SS (or boarding) must confirm that the driver has been fully brief on the transfer requirements as described in the government guidance:</p> <ul style="list-style-type: none"> ▪ appropriate social distancing is maintained at all times ▪ children should wear face coverings (unless aged under 11 or otherwise exempt) ▪ good hand hygiene in maintained by ensuring a plentiful supply of alcohol hand gel ▪ if more than one child is travelling, ensure the transport is of a size that will allow social distancing and ensure there is a seating plan with allocated seating ▪ good ventilation within the vehicle through open windows or effective air conditioning ▪ that transport does not stop at any services (including at request of passenger), unless in an emergency such as fire

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<ul style="list-style-type: none"> ▪ where a long journey necessitates toilet breaks, these stops should be pre-arranged with facilities that should be exclusively for the use of the travelling boarding school student(s) for the duration of the stop and can be cleaned afterwards before being used again (schools may want to make arrangements with other schools to use facilities if needed on route) ▪ The driver is to notify College with an ETA, just before departure from the airport and again around 20 minutes prior to arrival so they can prepare for the arrival. ▪ The driver should contact the College again in arrival and await the arrival of a boarding team member before allowing the students to leave the vehicle. ▪ children disembark in a socially distanced manner and are transferred to the care of school staff ▪ Where multiple arrivals are expected in close proximity to one another – it must be made clear that students should stay in the vehicle until they are collected by the welcoming member of staff see below.
Receiving students into the boarding	Boarding House		<p>The route from the drop off point to the arriving student(s)' rooms should be confirmed by the duty Senior House Parent at the beginning of the shift.</p> <p>Given the risks associated with CV19, the route to the room should be cleared, cordoned and supervised. If additional members of staff are required to enable this the duty boarding manager must ensure they have been organised, advised and briefed well in advance of arrival. If there are insufficient resources available at the time of arrival, the duty senior house parent can seek support from the: SLT, Ops and or the College Office.</p> <p>The duty senior house parent should appoint a member of the boarding team to welcome the student and facilitate the movement of the student and the student's belongings to the student's allocated room.</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<p>That member of staff MUST:</p> <ul style="list-style-type: none"> ▪ check to room, place a welcome pack in the room prior to the arrival of the student. ▪ Work the route from the drop off point to the room, putting place suitable signage to cordon the route. ▪ Confirm with the AP (WAS) which other members of staff will be securing the cordon when the student arrives. ▪ Confirm that the route is properly secured before going to the drop off point ▪ Ensure that they are wearing appropriate PPE before collecting the student from the drop off point ▪ Ensure that the arriving student is wearing appropriate PPE, this MUST include gloves for the transfer from the vehicle to their room. ▪ Explain to the student that they must stay on the route shown. ▪ Host the student to their room. ▪ On arrival at their room – the hosting member of staff MUST complete a full 'boarding briefing', ensure that the student: <ul style="list-style-type: none"> ○ can access the Wi-Fi, ○ understands how to order their choice from the menu for the next meal ○ has the Emergency number programmed into their phone (ensures they have a UK sim card, from the Welcome pack) ○ understands exactly what to do in the event of a fire. ○ understands exactly what to do with consumables and rubbish ○ understands when laundry can be presented and when ○ understands that they are in a 'household' of one, unless they are advised otherwise ○ understands how and when they will have access to the outdoor areas for the purposes of exercise ○ the importance of maintaining good air circulation (it is better to keep the window open, additional heaters can be provided)

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<ul style="list-style-type: none"> ○ the importance of keeping their shower room and toilet clean – the equipment available for doing so.
Laundry			<p>Families must be advised that there will be limited opportunity for laundry during quarantine and that the student should pack accordingly. Materials and instruction for handwashing by the student in their own en-suite. Boarding to provide a tube of travel hand wash laundry detergent) and a clothes drying rack</p> <p>In the event that there is a critical need for laundry during quarantine:</p> <ul style="list-style-type: none"> ▪ staff should wear appropriate PPE (masks, aprons, gloves, eye protection etc.) when handling laundry from quarantining boarding school students. Laundry should be treated as infectious and double bagged, should be tagged with the care area and date, and stored in a designated, safe lockable area while awaiting laundering. Hot wash at 60°C (this might destroy some garments, suggest students put laundry in a net bag provided to be washed at 60C) ▪ all consumable waste items that have been in contact with quarantining boarding school students, including used tissues, should be put in a plastic rubbish bag, double bagged and tied. This should be disposed of with normal household rubbish after a wait of 24 hours.
Supervision of students whilst in quarantine			<p>Students who have arrived from countries that require students to quarantine must remain in their own room unless the Principal (or VP in the P's absence) provides written permission. Students and families must be briefed the P is legally restricted to allowing for the following:</p> <ul style="list-style-type: none"> ▪ <i>if there is a legal obligation for the boarding school student to leave (for example, to attend court)</i> ▪ <i>to seek medical assistance where this is required urgently or on the advice of a registered medical practitioner</i>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<ul style="list-style-type: none"> ▪ to avoid injury, illness or escape a risk of harm (for example situations such as fire or flooding or where there is a risk of abuse) ▪ to access critical public services including social services or services provided to victims (for example critical access such as for a child to see their social worker) <p>It is recognised that the opportunity to access the outdoor areas and exercise will mitigate against illness. Arrangements should be made to enable quarantining students to access the outdoor areas daily for at least half an hour during daylight hours. Staff must ensure that the students quarantining having returned from red-list countries do not come into contact with others when in the outdoor areas.</p>
Testing and Ending the quarantine period	Staff and students		<p>For the purposes of quarantine – day zero is the day on which the student arrives in College.</p> <p>Test kits MUST be collected/intercepted (where mailed to the student at College) and then stored in PH Office; storage must be 5 to 22 degrees C.</p> <p>On arrival the student's test days must be logged and communicated to the boarding team.</p> <p>All members of the Boarding Team are to familiarise themselves with the test-kit instructions so that they are able to provide support to students when necessary.</p> <p>On the test days the boarding team should collect the test from the Medical Office and taken to the student. Students should complete the test and return the relevant parts of the kit to the member of staff. In accordance with government guidance.</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<p><i>the test kit and put it into a box which should be closed and sealed for transport. They should not handle the test kit further before collection when they should be passed to the courier.</i></p> <p>If either of the tests returns a positive result, the quarantine period is reset from the day the test was taken as day one.</p> <p>If the day 8 test proves inconclusive a further test should be booked. The student must remain in quarantine pending the result of this second test.</p> <p>On leaving quarantine the student immediately joins the protocol for any asymptomatic testing that may exist at the time.</p>

Part Two – Protocols to be applied in General (refer to Part One for the specific requirements for the quarantine of those arriving)

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
Taxi use by students	Students	As req'd	<p>Students asked to minimise their use of taxis as far as possible.</p> <p>Students must wear a mask in taxi.</p> <p>Excel Taxis to be approached to ensure that their drivers wear PPE.</p> <p>Students must sanitise their hands as soon as possible after leaving taxi.</p>
Staff Holidays	Staff	Termly	<p>Staff travelling abroad during holiday periods must observe quarantine as per government guidelines upon return to the UK before returning to work.</p> <p>Staff must socially distance from members of their household who have travelled abroad as per government guidelines, unless double vaccinated (or per guidance)</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			Questionnaire to be completed by staff on return to College after each holiday period.
Student Holidays	Students	Termly	Students travelling abroad during holiday periods must observe quarantine as per government guidelines upon return to the UK before returning to College. Students must socially distance from members of their household who have travelled abroad as per government guidelines.
Large gatherings	Students/Staff	Weekly	Limited to general capacity of appropriate spaces
Field Trips	Students	As req'd	Subjects with field trips should take guidance from the relevant exam board. Field trips are encouraged, as long as these protocols continue to apply during them.
Working in offices and staff work rooms	Staff	Daily	<p>Wearing of face covering is mandatory. Social distancing is encouraged. Staff continue twice-weekly asymptomatic testing (Lateral Flow Tests).</p> <p>A separate protocol and risk assessment for asymptomatic testing at CATS LN and associated documentation is available.</p> <p>From the beginning of the autumn term asymptomatic testing for staff will be based on home testing. Staff should collect initial kits from the school, where supervision will be offered for the registration and completion of the first test taken (in the case of new staff). Thereafter staff are expected to complete a report 2 tests a week. Where the result is positive the staff member must advise the College (via the School Nurse and their line manager), so that guidance can be provided.</p>
Using staff kitchens	Staff	Daily	Wearing of face covering is mandatory. Social distancing is encouraged.
Student indiscipline	Students	As req'd	Where possible 'administrative suspension' will be used, i.e. students will remain on campus. Offsite suspension will be at a sister College that is following similar protocols.
Accommodation (quarantine) plan	Students	Termly	Keep clusters in Premier House free to be utilised for the purposes of quarantine.

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<p><i>Symptomatic boarders in isolation may not leave their room to eat in the canteen. Arrangements will be put in place to deliver food to students in isolation:</i></p> <ul style="list-style-type: none"> • 2/3 meals will include hot food. • Students will be expected to eat in common areas of clusters as indicated. • Accommodation rules on the consumption of takeaway food must be observed. • Arrangements will be in place to ensure efficient disposal of rubbish both by students and then by staff. <p>See separate 'managing an outbreak in College policy'</p>
Arrivals (new and returning students)	Students	Termly	<p>Students to complete health and travel questionnaire immediately prior to leaving home; this should be sent to Student Services.</p> <p>Students will be met at the airport and must travel by approved taxi (Excel).</p> <p>All students arriving from overseas locations will follow the extant quarantining guidance and regulations as provided by the UK Government. See, for example: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors (see the additional protocols in Part One for those students who are returning from countries that require quarantine)</p> <p>PPE starter pack 'WeCare Kit' to be issued (hand sanitiser, 2 weeks of masks).</p> <p>Parents not allowed access to boarding areas.</p> <p>Boarding House staff to explain Covid19 routines in detail to all arrivals.</p>
Departure (collection by parents/guardian)	Students	Termly	<p>Direct from Boarding Houses.</p> <p>Parents not allowed access beyond the front door.</p>
Exeats	Students	Weekly	Stricter controls for exeats (e.g. IELTS/university visits only, not visiting family)
Boarding House routines:	Students	Daily	<p>No student to leave without being seen by House Parent.</p> <p>Students wear masks and encouraged to use hand sanitizer.</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
Wake up/ departure Free time off campus	Students	Daily	After quarantine, all students to observe: As per student handbook. No travel outside LONDON. Students are to be briefed about prevailing social distancing requirements (if any) Students updated on the rules applicable from 16 th August.
Cleaning: Boarding Houses: Daytime Evening/weekends boarding	Both	Daily	Brief all cleaners on "Safe working in education settings". More focus on daily disinfecting surfaces, handles, etc. Staff to be made aware of "Cleaning in non-healthcare settings following suspected Covid19" and act accordingly. Supervisors to be briefed on expectations to provide supplementary disinfecting duty to maintain the infection prevention measures.
Cleaning: Daytime offices/teaching buildings	Both	Daily	Day cleaners to be directed at regular disinfection of surfaces/handles/toilets, etc. See also lesson protocols.
Contractors	Staff	As req'd	All maintenance and housekeeping visit schedules to be reviewed, to ensure work is carried out in quieter periods/areas, during holidays or when buildings are unoccupied. Contractors visiting must apply current Covid-19 infection control measures detailed on leaflets provided.
Staff on-call taking students to hospital	Staff	As req'd	Provide PPE with emergency on call pack (including for use in taxi).
Boarders' breakfast	Students	Daily	There will be no self-service, all trays filled by catering staff. Crockery and cutlery will be served behind a Perspex screen and issued to the students via a hatch at the end of the servery. Water machines and hot water boilers will be disconnected and replaced with

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<p>machines that release cold liquids on pushing a cup against it. Hot drinks will be made up behind the servery if required.</p> <ul style="list-style-type: none"> • Students to sanitise hands prior to entering the servery area • Tables and chairs will be sanitised between sittings which will require 10 minutes for staff to undertake. • Students to sanitise hands on leaving the canteen area
Boarders' evening meal	Students	Daily	See above
Lunch	Students	Daily	<p>Maximum numbers in each venue will be determined by design capacity.</p> <p>Sanitisation of surfaces happens continuously.</p> <p>Servery protocols:</p> <p>There will be no self-service, all trays. Crockery and cutlery will be served behind a Perspex screen and issues to the students via a hatch at the end of the servery. Water machines and hot water boilers will be disconnected and replaced with machines that release cold liquids on pushing a cup against it. No hot drinks will be available from behind the servery during this meal.</p> <ul style="list-style-type: none"> • Students to sanitise hands prior to entering the servery area • Tables and chairs will be sanitised continuously
Student social time during College day	Students	Daily	<p>Students may use socialising areas 43-45 BS but must wear face masks.</p> <p>Use hand sanitiser prior to collecting equipment.</p> <p>Students may use the equipment provided in Games Room (PH).</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			When finished use hand sanitiser again and hand-in equipment.
IA Students	Students	Daily	Students should use taxi firms that have been cleared (Excel) Students who find themselves living with someone who is symptomatic must follow extant UK Government advice and inform the College Nurse.
Visitors	Staff and Students	Daily	Visits are by appointment only and should be booked in advance by email or telephone. All visitors must report to Reception. Visitors must sign in and wear, at all times, the Visitors Badge and lanyard they are given. Visitors must sign out at the end of their stay in CATS returning the badge and lanyard. See separate Visitors [During CV19] Policy
Arrival at College Teaching Buildings: Staff	Staff	Daily	Staff must wear a face covering.
IA students daily arrivals	Students	Daily	The usual procedures should take place.
Staff with Covid-related concerns	Staff	As req'd	Staff are welcome to approach senior staff with concerns about anti-infection control or student and staff adherence to the procedures. Personal concerns can be raised with a senior member of staff of that staff member's choice, with professional counselling services from their unions or with the confidential counselling service advertised by the CATS Group: EAP Services which are accessible via iTrent system. The EAP offers a suite of wellbeing services so you'll receive the best support in your time of need. Here are some of the resources you'll have access to: <ul style="list-style-type: none"> • 24/7 confidential helpline • Critical incident and trauma support

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<ul style="list-style-type: none"> • Online health portal – a comprehensive library of wellbeing information • Monthly newsletters and webinars filled with helpful advice and guidance • Tel: 0800 0305182
General procedures	Staff and students	Daily	<p>Lifts are not to be used except with the explicit permission in writing from the Principal</p> <p>Keep to the left in corridors and on staircases.</p> <p>Wear facemasks everywhere in College buildings. (These will be provided to staff and an initial supply provided to students. Training on how to put a mask on, safe disposal, appropriate use of gloves and handwashing is to be provided during INSET (Staff) and INDUCTION (on arrival, for students)</p> <p>Keep your hands clean. Use hand sanitiser regularly and wash your hands several times a day.</p> <p>Where possible keep rooms and offices ventilated, for example by opening doors and windows.</p> <p>Sneeze and cough into a tissue or handkerchief. In an emergency use your arm. When in doubt cover your mouth.</p> <p>Dispose of materials in foot-pedalled lidded bins.</p>
Lesson routine	Students	Daily	<p>Students must carry their own hand-sanitiser</p> <p>Mobile phones are to be off or on silent and out of sight.</p> <p>Bring your own equipment to lessons. If equipment has to be borrowed, e.g. calculator, pencil, ruler, then the equipment should be wiped on receipt and before returning it.</p> <p>Subjects with specialist shared equipment need to ensure gloves and/or sanitisation is in place for collection and return of items, e.g.:</p> <ul style="list-style-type: none"> • Science: Goggles and lab coats to be purchased by students. • Art: A level students should have individual equipment where possible.
Lesson routine	Staff	Daily	<p>Classroom seating capacity reduced to meet extant social distancing guidance.</p> <p>Teachers to remain distanced from students where possible.</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			<p>Students and teachers wear facemasks where social distancing is not possible. Teachers may also wear visors Cleaning equipment in classroom:</p> <ul style="list-style-type: none"> • Tissues, Wipes, Facemasks (back-up supply). Supplies will be replenished every evening ready for the next day. Wipes will be available from receptions and teachers may send students to collect them. <p>Shared equipment arrangements:</p> <ul style="list-style-type: none"> • Science: Technicians wear gloves when setting out equipment. Used equipment should initially be placed in soapy water; lab technicians use gloves for the final clean. Large equipment or equipment that cannot be immersed in water should be cleaned with wipes. • Art: Shared resources should be cleaned before and after use. <p>On completion of each lesson, teachers to wipe down keyboards and their desk.</p>
Movement around College	Students and staff	Daily	Lifts are not to be used (unless the individual has explicit permission from the Principal). If in doubt all should stay LEFT.
Use of Toilets	Students and staff	Daily	<p>Toilets will be cleaned on a regular basis throughout the day.</p> <p>Use hand sanitiser at the earliest opportunity when leaving the toilets Residents in PH should use their own toilet.</p>
Fire Drills	Students and staff	As req'd	Conducted as normal.
Smoking	Students	Daily	Not permitted on site
Student Displaying Covid Symptoms	Students	As req'd	<p>Boarders should be sent to own room. School Nurse and Senior House Parent to be advised immediately.</p>

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
			School nurse to decide on next steps.
Student Displaying Non Covid Symptoms Needing to See Nurse	Students and staff	Daily	House parents will notify the Nurse prior to 0830 if there is a student who is clearly needing to see the Nurse promptly. These students to report to the medical centre and wait until called in by Nurse. All non-urgent cases to book an appointment. Students will be offered phone/video consultations as well as face-to-face appointments. Importance of not ignoring symptoms to be covered during induction.
Evening Sports	Students	Daily	No evening sport during quarantine period. Teachers to take hand sanitisers to venue. All students/staff to use hand sanitiser on arrival at venue. Staff to remind students when playing not to touch their faces. When session has finished all participants to sanitise their hands again before walking back.
Induction of new students	Staff	Termly	As usual, with added Online option in case this is required. Activities will be included to encourage students to begin making friends.
Prospective student interviews	Staff	As req'd	Interviews to be online whenever possible. Tour of College to be virtual whenever possible. Face to face interviews and tours must follow visitor procedures with the addition that the travel history of the visitor must be ascertained. No face-to-face tours of Boarding Houses.