



**CATS CAMBRIDGE C19 PROTOCOLS (VERSION 1.4 UPDATED 17 DECEMBER 2020)**

Activity	Staff/ Students/ Both	Daily/ Weekly/ Termly/ As req'd	Protocol
Taxi use by students	Students	As req'd	Students asked to minimise their use of taxis as far as possible. Students must wear a mask in taxi. Airport Lynx and Panther Taxis to be approached to ensure that their drivers wear PPE. Students must sanitise their hands as soon as possible after leaving taxi.
Staff Holidays	Staff	Termly	Staff travelling abroad during holiday periods must observe quarantine as per government guidelines upon return to the UK before returning to work. Staff must socially distance from members of their household who have travelled abroad as per government guidelines. 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. Questionnaire to be completed by students on return to College after each holiday period.
Large gatherings	Students/Staff	Weekly	No gatherings of more than 15 students (e.g. Programme Director/Personal Tutor meetings) will be planned until government guidelines change. Where possible these meetings will be held online instead.
Field Trips	Students	As req'd	Where possible alternatives to field trips will be undertaken. Subjects with field trips should take guidance from the relevant exam board. If field trips cannot be avoided they are to be local day trips involving only staff and students from the College. School trips for example to theatres or special events should not occur.

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Working in offices and staff work rooms	Staff	Daily	Social distancing to be observed in offices whenever possible, including by staff alternating working at home and in College to reduce the number of staff in the office. Screens to be installed where practicable. Where this is not possible and 2m separation cannot be achieved staff must wear face masks. Students are not to enter offices unless screens are in place. Where screens are not in place, students are to speak to staff from the doorway whilst wearing a face mask. Users should clean shared tables, chairs, keyboards before and after use.
Using staff kitchens	Staff	Daily	Two people only at a time in the kitchens. At busy times when social distancing can't be maintained, please be ready to use other areas. Lunchtime refreshments can be collected from the Café during the morning before 11:30.
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 a wing in Elizabeth House free to be utilised for the purposes of quarantine. J Block will be kept free in Varsity. (Consider the use of Crossways/Masters for overflow)  <i>Symptomatic boarders in isolation may not leave their room to eat in the HUB. Arrangements will be put in place to deliver food to students in isolation:</i> <ul style="list-style-type: none"> <li>• 2/3 meals will include hot food.</li> <li>• Students will be expected to eat in common areas of houses as indicated.</li> <li>• Accommodation rules on the consumption of takeaway food must be observed.</li> <li>• Arrangements will be in place to ensure efficient disposal of rubbish both by students and then by staff.</li> </ul> <p>October arrivals needing self-isolation will have their meals delivered to their accommodation.</p>
Arrivals (new and returning students)	Students	Termly	Students to complete health and travel questionnaire immediately prior to leaving home; this should be sent to Student Communications.

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			<p>Students will be met at the airport and must travel by approved taxi (Airport Lynx).            Directly to Elizabeth House and into quarantine. Log arrival date.            Take temperature and assess health on arrival.            PPE starter pack to be issued (hand sanitiser, 2 weeks of masks).            Parents not allowed access to boarding areas (additional staff needed to move luggage).            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.            Parents not allowed access beyond the HUB (specific area to be identified)            Table service will be provided for refreshments.</p>
Exeats	Students	Weekly	<p>No exeats during first Half Term.            Stricter controls after Half Term (e.g. IELTS/university visits only, not visiting family)            No overseas travel during October Half Term holiday – where families ignore the advice,            students will be quarantined on their return..</p>
Boarding House routines: Wake up/ departure	Students	Daily	<p>No student to leave without being seen by House Parent and Temperature taken.            All students to be seen using hand sanitizer.            House Parent to call ahead if anyone leaves without being tested.</p>
Free time off campus	Students	Daily	

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			<p>After quarantine, all students to observe:</p> <table border="0" data-bbox="922 368 1543 699"> <tr> <td><u>Lights out</u></td> <td><u>Back in Residence</u></td> </tr> <tr> <td>Sun-Thu</td> <td>Sun-Thu</td> </tr> <tr> <td>2200 U16</td> <td>1930 (unless activities)</td> </tr> <tr> <td>2230 16+</td> <td>2000-2100 Prep</td> </tr> <tr> <td>Fri-Sat</td> <td>2100-2130 16+ Time to visit shops</td> </tr> <tr> <td>2230 U16</td> <td>Fri-Sat</td> </tr> <tr> <td>2300 16+</td> <td>2030 U16</td> </tr> <tr> <td></td> <td>2130 16+</td> </tr> <tr> <td></td> <td>2300 16+</td> </tr> </table> <p>No travel outside CAMBRIDGE. Students are to be briefed about prevailing social distancing requirements when permission is provided, e.g. Rule of Six etc. Students updated on the rules applicable from 5<sup>th</sup> November to 2<sup>nd</sup> December 2020 (lockdown 2: <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november">https://www.gov.uk/guidance/new-national-restrictions-from-5-november</a>)</p> <p>Students may seek permission to exercise off campus for up to one hour, once daily. They may only exercise with one other Students may seek permission to go off campus for essential shopping, once a week.</p>	<u>Lights out</u>	<u>Back in Residence</u>	Sun-Thu	Sun-Thu	2200 U16	1930 (unless activities)	2230 16+	2000-2100 Prep	Fri-Sat	2100-2130 16+ Time to visit shops	2230 U16	Fri-Sat	2300 16+	2030 U16		2130 16+		2300 16+
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Cleaning: Boarding Houses: Daytime	Both	Daily	<p>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.</p>																		

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Evening/weekends boarding			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	<p>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 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"> <li>• Queuing will be managed via floor markings showing clear 1 metre separation points</li> <li>• Students to sanitise hands prior to entering the servery area</li> <li>• Tables and chairs will be sanitised between sittings which will require 10 minutes for staff to undertake.</li> <li>• Students to sanitise hands on leaving the canteen area</li> </ul> <ul style="list-style-type: none"> <li>• Proposed breakfast sittings are: <ul style="list-style-type: none"> <li>○ 07.00 – 07.20</li> <li>○ 07.30 – 07.50</li> <li>○ 08.00 – 08.20</li> <li>○ 08.20 – 08.50</li> </ul> </li> </ul>

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Boarders' evening meal	Students	Daily	<p>See above</p> <ul style="list-style-type: none"> <li>• Proposed Evening meal sittings are:</li> <li>• 16.30 – 17.25</li> <li>• 17.35 – 18.00</li> <li>• 18.10 – 18.35</li> <li>• 18.45 – 19.10</li> </ul>
Lunch	Students	Daily	<p>Maximum numbers in each venue will be specified to ensure social distancing.</p> <p>1130-1400 – 25 minute windows –sanitisation of surfaces during PT time</p> <ul style="list-style-type: none"> <li>• 1130-1155, 1205-1230, 1230-1255, 1310-1335, 1335-1400</li> <li>• 80 max in each sitting in the HUB</li> <li>• Allocation based on timetable.</li> </ul> <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"> <li>• Queuing will be managed via floor markings showing clear 1 metre separation points</li> <li>• Students to sanitise hands prior to entering the servery area</li> </ul>

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			<ul style="list-style-type: none"> <li>• Tables and chairs will be sanitised between sittings which will require 10 minutes for staff to undertake.</li> <li>• Students to sanitise hands on leaving the canteen area</li> </ul>
Student social time during College day	Students	Daily	<p>Students may use socialising areas in Elizabeth House but must follow social distancing rules, including the wearing of face masks. Each room will have a maximum capacity.</p> <ul style="list-style-type: none"> <li>• Common Room – 20</li> <li>• HUB – 80</li> </ul> <p>Use hand sanitiser prior to collecting equipment. Students may use the equipment provided. Only 2 students per game. When finished use hand sanitiser again and hand-in equipment. Music Room will not be available after the College day.</p>
IA Students	Students	Daily	<p>Students should use taxi firms that have been cleared (Panther Taxis) Students to have health and temperature checked on arrival Students to sign in and out via reception. Students who find themselves living with someone who is symptomatic <b>MUST NOT</b> come to College, they should ring the College and then follow extant UK Government advice.</p>
Visitors	Staff and Students	Daily	<p>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. Visitors must read and follow the (Covid amended) card they are given on arrival. All visitors must follow temperature checking arrangements in force at the time of their visit. All visitors must follow social distancing requirements in force at the time and as notified by CATS staff. Delivery personnel (including those who arrive regularly at CATS) are not expected to book times in advance but must observe all CATS' anti-infection rules.</p>

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			Delivery personnel may not use CATS' toilet facilities.
Arrival at College Teaching Buildings: Staff	Staff	Daily	<p>Enter main College buildings via the FRONT entrance for temperature check. Staff must follow extant social distancing requirements whilst waiting to sign in. Staff must record their temperature when they sign in.</p> <p>Alternative arrangements for staff wishing to arrive early may be agreed with SLT but must always include a temperature check before beginning to work in the College.</p> <p>In case a temperature check is above normal, 37.8:</p> <ul style="list-style-type: none"> <li>• The member of staff must return home immediately, contacting the Nurse by phone later in the day to discuss required absence from College.</li> <li>• Staff must then follow extant government guidance on testing and track and trace.</li> </ul>
IA students daily arrivals	Students	Daily	<p>Enter Elizabeth House via reception Students must wait until the member of staff in charge tells them their temperature is recorded.</p> <p>In cases where the temperature check is above normal:</p> <ul style="list-style-type: none"> <li>• Students registering above normal must be dealt with discretely to avoid embarrassment or alarm amongst other students.</li> <li>• Procedures will specify that 'An elevated temperature does not indicate Covid-19, however, the student will report immediately to the Nurse for a second check.'</li> <li>• The Nurse will decide the follow-up action required according to College procedures.</li> </ul>
Staff with Covid-related concerns	Staff	As req'd	<p>Staff are welcome to approach senior staff with concerns about anti-infection control or student and staff adherence to the procedures.</p> <p>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:</p>



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			<p>EAP Services which are accessible via iTrent system.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 24/7 confidential helpline</li> <li>• Critical incident and trauma support</li> <li>• Online health portal – a comprehensive library of wellbeing information</li> <li>• Monthly newsletters and webinars filled with helpful advice and guidance</li> <li>• Tel: 0800 0305182</li> </ul>
<b>General procedures</b>	<b>Staff and students</b>	<b>Daily</b>	<p><b>Always practise social distancing rules.</b></p> <p><b>Follow the one-way systems in place in all buildings.</b></p> <p><b>N.B. Between 17:30 and 08:30 the classroom area of EH will be locked – this means that the boarding stairs may, during these hours, be used as up and downstairs. Traffic is lower, but care must taken to minimis passing on the stairs themselves.</b></p> <p><b>Lifts are not to be used except with the explicit permission in writing from the Principal</b></p> <p><b>Keep to the left in corridors and on staircases.</b></p> <p><b>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 INSETT (Staff) and INDUCTION (on arrival, for students)</b></p> <p><b>Keep your hands clean. Use hand sanitiser regularly and wash your hands several times a day.</b></p> <p><b>Where possible keep rooms and offices ventilated, for example by opening doors and windows.</b></p> <p><b>Sneeze and cough into a tissue or handkerchief. In an emergency use your arm. When in doubt cover your mouth.</b></p> <p><b>Dispose of materials in foot-pedalled lidded bins.</b></p>
<b>Lesson routine</b>	<b>Students</b>	<b>Daily</b>	<b>Students must carry their own hand-sanitiser</b>

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			<p>Classroom seating capacity reduced to meet extant social distancing guidance.            Teachers to remain distanced from students where possible.            Mobile phones are to be off or on silent and out of sight.            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.            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"> <li>• Science: Goggles and lab coats to be purchased by students.</li> <li>• Art: A level students should have individual equipment where possible.</li> </ul> <p>At the beginning of each lesson students will be provided with a anti-viral wipe to sanitise their desk and chair</p>
Lesson routine	Staff	Daily	<p>Classroom seating capacity reduced to meet extant social distancing guidance.            Teachers to remain distanced from students where possible.            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"> <li>• 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.</li> <li>• When giving out resources by hand, use hand sanitizer available in before and after.</li> </ul> <p>Students should not work in pairs and groups without maintaining social distancing.</p> <p>Shared equipment arrangements:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Art: Shared resources should be cleaned before and after use.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Music: Instruments cleaned before and after use.</li> </ul> <p>On completion of each lesson, teachers to wipe down keyboards and their desk.</p>
Movement around College	Students and staff	Daily	<p>Follow the one-way systems in place in all buildings. N.B. Between 17:30 and 08:30 the classroom area of EH will be locked – this means that the boarding stairs may, during these hours, be used as up and downstairs. Traffic is lower, but care must be taken to minimise passing on the stairs themselves.</p> <p>Lifts are not to be used (unless the individual has explicit permission from the Principal).</p> <p>Students and staff must wait in the corridor (standing along the wall) for staff and students to exit the room from previous lessons. Keep a sensible distance while waiting outside classrooms.</p> <p>Teachers to check the corridor outside the classroom is sufficiently clear before releasing a class.</p> <p>If in doubt all should stay LEFT.</p> <p>Social distancing must be observed at all times, if 2m is not possible, then 1m with mitigation must be observed and the time within 2m minimised. Mitigation includes wearing of face mask, cleaning hands etc.</p>
Use of Toilets	Students and staff	Daily	<p>Toilets will be cleaned on a regular basis throughout the day.</p> <p>Capacity has been reduced in some facilities to allow for social distancing.</p> <p>Use hand sanitiser at the earliest opportunity when leaving the toilets</p> <p>Residents in Elizabeth in House should use their own toilet.</p>
Fire Drills	Students and staff	As req'd	<p>Conducted as normal.</p> <p>Social distancing should be adhered to when registering students.</p>
Smoking	Students	Daily	<p>Students to collect a pass from reception and pass handed back on their return. Social distancing should be adhered to when using the smoking area. Single student per marked section. To be monitored during break times and evenings. Sanctions imposed for students not following procedures.</p>

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Student Displaying Covid Symptoms	Studentsf	As req'd	Boarders should be sent to own room. School Nurse and Day Boarding Supervisor to be advised immediately. 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.
Students seeing counsellor	Students	Daily	Counselling to take place in room large enough to allow social distancing. Measures will be in place to ensure safety (plastic shield, masks, anti-bacterial wipes/gel)
Peripatetic and enrichment Music Lessons	Students and staff	Daily	No on-site lessons booked during any quarantine period. Staff arrival and standard lesson routines to be followed. Students and teacher to sanitise hands before lesson. Instruments: <ul style="list-style-type: none"> <li>• Guitar: Teacher brings own equipment; student brings own guitar.</li> <li>• Piano: To be wiped down after use by student.</li> </ul>
After hours piano practise	Students	Daily	Go to Boarding. Boarding team will open room and retain key. Wipe piano before using and wear face mask to prevent droplets from landing on piano. When practise is finished wipe piano and any touch points. Wash hand or use hand sanitiser. Go to Reception to advise supervisor, who will check room and lock door.
Evening Sports	Students	Daily	No evening sport during any quarantine period. Only sports played that can incorporate social distancing, e.g. badminton Walking to venue, social distance rules apply. Teachers to take hand sanitisers to venue.

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			<p>All students/staff to use hand sanitiser on arrival at venue.  Staff to wear gloves whilst handling and setting up equipment.  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.</p>
Induction of new students	Staff	Termly	<p>Induction (and initial lessons) to be completed online during quarantine period. If a face to face meeting is essential, full disinfection and social distancing procedures must be followed. Activities will be included to encourage students to begin making friends.</p>
Prospective student interviews	Staff	As req'd	<p>Interviews to be online whenever possible. Tour of College to be virtual whenever possible. Face to face interviews and tours must follow full visitor procedures with the addition that the travel history of the visitor must be ascertained and visitors must wear gloves during the tour. Tours may only take place when no students are present. No face to face tours of Boarding Houses.</p>