

# HIGHER HORIZONS COVID-19 POLICY

Last updated: September 2021

All Higher Horizons staff are mixing working from home with working from our offices, as well as spending time in schools and colleges.

Higher Horizons staff are based at four different universities and will be following their institution's own Covid-19 health and safety policy. In addition to this, Higher Horizons staff will be expected to:

- Take lateral flow tests every 3 to 4 days while working on campus or in schools and colleges
- Wear face coverings in crowded spaces on campus or in schools/colleges where risk assessments demand it or where schools/colleges request it
- Be fully vaccinated against Covid-19

Higher Horizons staff will not attend any activity or in-school/college session if they have any symptoms of Covid-19. We will try to rearrange your booking, or cover it with another member of staff who has not been in contact with the affected member of staff.

If you have any questions about our Covid-19 policy you can email us on [ncop@keele.ac.uk](mailto:ncop@keele.ac.uk)

Information about the steps our universities are taking to protect staff and students from Covid-19 can be found on their websites:

Keele University: [www.keele.ac.uk/coronavirus](http://www.keele.ac.uk/coronavirus)

Staffordshire University: [www.staffs.ac.uk/coronavirus](http://www.staffs.ac.uk/coronavirus)

Harper Adams University: [www.harper-adams.ac.uk/coronavirus](http://www.harper-adams.ac.uk/coronavirus)

University of Chester: [www1.chester.ac.uk/coronavirus](http://www1.chester.ac.uk/coronavirus)

There are a number of documents which support this policy. They can be found online at [www.higherhorizons.co.uk/covid-19-policy](http://www.higherhorizons.co.uk/covid-19-policy)

- Risk Assessment (Higher Horizons staff going into schools and colleges)
- Schools Checklist

## BOOKING IN-PERSON ACTIVITIES

Our team are happy to return to in-person activities in from September 2021. Some activities may still be delivered virtually, by request of the school or college.

Our team will use the School Booking list below to confirm all health and safety expectations are met, and that schools and colleges are comfortable with our processes in advance of an activity taking place.

Schools and colleges will be expected to confirm they can meet our requests or the activity may not be able to go ahead. Schools and colleges will be expected to return a signed copy of the Schools Checklist to confirm our safety policy has been read and agreed to.

## ACTIVITY BOOKING

When arranging a booking with a school or college our team will use the following checklist as a guide, to ensure the activity can proceed as safely as possible.

Measure	Complete
Sent school/college the Schools Checklist and received a signed copy back along with the school Covid-19 risk assessment and any visitor instructions	
Consult the Response Grid within this document to confirm school/college is able to meet all necessary health and safety measures required by Higher Horizons	
Thoroughly read any instructions from the school and know what to expect during your visit	
Confirmed how many learners will be in the session and that there is adequate space in the classroom to maintain 1-2m space between you and the learners if you remain at the front of the class	
Confirmed technology provision in the classroom if required	
Confirm you have all necessary safety equipment e.g. hand sanitiser, gloves, face covering etc.	

## HUB RESPONSE TO SCHOOL CHECKLIST 2021/22

When our team book any activity which requires a member of Higher Horizons staff to go into school/college, we will ask a school/college to complete the '**Covid-19 Secure Commitments 2020/21**' School Checklist document. In addition to completing this, the school/college should provide our staff with a copy of their Covid Risk Assessment. Our staff will read this risk assessment thoroughly to

familiarise themselves with any processes they will be expected to follow when entering the school/college.

Once our staff have received the School Checklist back from the school/college, they will consult the response grid below to determine what needs to be put in place before the activity can go ahead.

Checklist Item	Hub response	
	Schools can meet requirement	School can't meet requirement
School/College is Covid secure and operating in line with government guidelines: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a>	Activity goes ahead	Activity cannot go ahead
Use of hand sanitiser/hand washing facilities on arrival and departure from school	Activity goes ahead	Activity goes ahead - staff member takes own hand sanitiser
Higher Horizons staff will be directly escorted from reception to the classroom they will be delivering in by a member of school staff	Activity goes ahead	Activity cannot go ahead
In the classroom, Higher Horizons staff will either:  A) Have access to technology with any Powerpoint or teaching materials pre-loaded to limit the surfaces Higher Horizons staff must touch  B) Have access to technology with the ability to plug in a Higher Horizons laptop to a smart screen or other projector at the front of the classroom to limit the school surfaces Higher Horizons staff must touch  C) Have access to technology with the ability to plug in a USB and load a Powerpoint session	A) Activity goes ahead  B) Activity goes ahead – please note if you are taking your own laptop into school you may not be able to access the internet so plan the session accordingly (e.g. no reliance on YouTube videos).  C) Activity goes ahead – staff member can	A) Can school meet requirement B or C? If yes, activity goes ahead. If no, see below.  B) Can school meet requirement for A or C? If yes activity goes ahead. If no, see below.  C) Can school meet requirement for A or B? If yes, activity goes ahead. If no, see below.

	take disposable gloves which are disposed of following the activity and on leaving the school	If schools are unable to provide technology at all, consider the means by which you deliver the activity and if there is an alternative – or the activity cannot go ahead.
In the classroom where technology allows, Higher Horizons staff will be able to plug in a plug-and-play USB 'clicker' to control a Powerpoint, to minimise the number of surfaces Higher Horizons staff must touch	Activity goes ahead – staff member takes clicker with them	Activity goes ahead – staff member takes disposable gloves if they need to touch school-owned equipment while controlling PowerPoint
Before Higher Horizons staff enter a classroom, pupils are reminded about the importance of social distancing	Activity goes ahead	Activity goes ahead – staff members reminds learners at the start of the activity about the need for social distancing
Higher Horizons staff will not be left alone with pupils and will be accompanied by a member of school staff at all times	Activity goes ahead	Activity cannot go ahead
Higher Horizons staff will be able to access staff bathroom facilities, and will be directly escorted there and back by a member of school staff to limit coming into contact with members of the school community	Activity goes ahead	Consider whether the time in school is likely to require access to bathroom facilities and if so activity may not be able to go ahead.
Higher Horizons staff will be directly escorted off site by a member of teaching staff at the end of the day or if they need to leave the school for any reason	Activity goes ahead	Activity cannot go ahead
School staff will oversee the distribution and collection of evaluation forms and place them in a folder provided by Higher Horizons for Higher Horizons staff to take away with them	Activity goes ahead – following the event, completed evaluation forms are returned to the Central team and left to decontaminate for 72 hours following	Activity goes ahead – staff member washes/sanitises hands immediately following collection. Evaluation forms are returned to the Central team and left to decontaminate for 72 hours following

	the activity in line with scientific advice	the activity in line with scientific advice
School will inform Higher Horizons of any Covid-19 cases in the school community, where we have been in close proximity to staff or pupils e.g. by following NHS Track and Trace processes	Activity goes ahead	N/A

## IF OUR STAFF HAVE SYMPTOMS OF COVID-19

If our staff have symptoms of Covid-19 they will not visit your school or college. We will attempt to cover your activity with another member of staff who has not been in contact with the affected staff member. Otherwise, we will have to postpone and rearrange your activity.

Our staff will follow latest government guidance on testing and self-isolation available at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

If our staff test positive for Covid-19 after they have recently been in your school or college we will share details with NHS Test and Trace and contact you to let you know.