



APOLLO
English Language Centre • IRELAND

General Information on COVID-19

Coronaviruses are viruses which cause respiratory symptoms ranging from the common cold to more serious illnesses such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). They are a family of viruses which are present both in humans and in animals. They are spread from one person to another through:

- coughing and sneezing (via droplets),
- the air in poorly ventilated indoor spaces,
- hands which have become contaminated with the virus after touching contaminated surfaces, or
- through direct contact with a person infected with the coronavirus (such as caring for a sick person).

For further information on how the virus is transmitted, the symptoms of the illness and what to do if sick or have symptoms, refer to <https://www2.hse.ie/coronavirus/>

Purpose of this document

These guidelines have been drawn up for Apollo Language Centre. Please note that this is a living document, corrected at the time of writing and based on currently available evidence. As new evidence emerges updates will be made accordingly in consultation with the stakeholders. A senior member of staff has been assigned to ensure that the protocols issued by the Health Authorities are followed up accordingly.

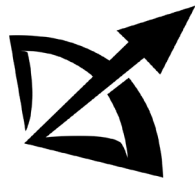
These guidelines are meant to mitigate, as much as possible, against the transmission of COVID-19. Although the risk of infection is reduced, it can never be completely eliminated. Students and staff need to understand that a risk of transmission will still exist even if these guidelines are rigorously followed and implemented.



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General Protocols

- Placement and progress assessments, induction and graduation may be done virtually where social distancing cannot be provided.
- Students arriving in Ireland from overseas need to fill in the Covid-19 Passenger Locator Form and restrict their movements for 14 days (find out the latest updates [here](#))
- Apollo has the right of refusal of entry into the premises if students or staff are visibly unwell or with any COVID-19 symptoms.
- Apollo provides containers with 60% alcohol hand-rub at the entrance of the premises, in each classroom and at strategic points throughout the school. All persons should sanitise their hands frequently, and on entry and exit of the building.
- Apollo regulates the entrance into and exit from the premises, adopting crowd management techniques with visible markings where possible.
- There are no large gatherings or assemblies, with the exception of emergency evacuations.
- There is a no hand shaking / hugging policy.
- Signs are posted prominently throughout the school to remind everyone of the importance of social distancing and hygiene.
- Daily attendance of students and staff is taken and monitored.
- Students and staff are required to wear face masks at all times on school property – inside the school building and outside in the entrance area and on the steps.
- During break time and before or after class, when eating or smoking, you must remain a minimum distance of 2 meters apart from each other as you will be without a face mask.
- Vigorous and regular cleaning regimes are in place to make our schools as safe as possible for all students and staff. Cleaning and disinfection regimens are documented.
- All students and staff are encouraged to bring their own water.
- Before starting/returning to the school, all students and staff must complete the Covid-19 Declaration Form with their contact information. Providing misleading information will constitute cause for disciplinary measures.
- If students or staff are leaving and returning to Ireland (e.g. holidays) they must inform the school of their travel plans and flight details. Depending on the destination, a quarantine period of 14 days may be required upon return to Ireland during which entry to the school building will be denied. There is no online component to make up for these classes. The advice is **not** to travel outside Ireland. Before returning to school after holidays students and staff must re-submit the COVID-19 Self-Declaration Form
- If students or staff are absent for a full week or more, they must re-submit the COVID-19 Self Declaration Form before returning to school.



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- There is a minimal personal belongings policy for students and staff to only bring necessary items to the school to avoid the risk of contamination.
- All students and staff are strongly encouraged to download and use the official COVID Tracker App: <https://covidtracker.gov.ie/>

Testing of students for COVID-19

- Apollo follows HSE protocols for staff or students who show COVID-19 symptoms or who test positive for COVID-19.

Structure

Proper indoor ventilation is essential . In order to ensure adequate circulation of air, and to reduce the level of pathogens in the air, windows should be opened regularly throughout the day, and remain open where possible, to allow cross ventilation.

All precautions are taken to ensure that water systems are safe to prevent the risk of infections derived from water.

Reception & Admin

- A minimal physical distance of 1m between persons should be kept at all times and unessential physical contact of any nature should be avoided.
- Any staff member or student exhibiting signs or symptoms of COVID-19 will be refused entry.
- An isolation room is available for any student or staff feeling unwell during the day until they can leave the school.
- Frequently touched surfaces such as door handles, light switches, reception desks are cleaned regularly throughout the day.
- Direct contact to the staff at reception should be avoided. We encourage students to contact us by email or other channels of communication. If inevitable, protective screen barriers are fitted to the reception desk to protect staff and students. Please avoid approaching staff members through the gaps between barriers
- Visible signage regarding cough etiquette, maintaining an adequate physical distance and appropriate hand washing techniques are posted in common areas for everyone to see.
- Students have access to virtual office hours and meetings are by appointment only, limited to one student at a time.
- Class times may be staggered, in order to avoid crowding of students on arrival and departure.
- Staff work rosters where they are assigned to the same group/s of students.



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Classrooms

- Students need to maintain a minimum distance of 1m whilst sitting in the chair.
- During the lessons it is very important that there is no unnecessary contact between students or between students and staff.
- Timing and schedule of lessons may be staggered so the same group of students have lessons and break together with no mixing or shuffling between groups. Students should not arrive more than 15 minutes before or after the scheduled start of their class as they are not allowed to enter the building.
- No shared resources are available in classrooms.
- Students are required to bring their own writing materials and notebooks.
- Students are required to sit at the same desk each day.

Common areas

- The cafe is closed until further notice.
- We recommend students bring food and water for break time and not leave at break time.
- Social distancing measures are in place for the use of any bathroom facilities.

Cleaning

- The school is cleaned regularly with specific attention to door handles, drawers, windows, keyboards, handrails, light switches, tables, phones, buttons, reception desk and grip areas with approved sanitizing products.
- Toilets are cleaned frequently and deep cleaned every day.
- Hand sanitisers, paper and antibacterial sprays are stationed throughout the school for use by staff and students.



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Students arriving into Ireland from overseas

- Currently English Language Schools are not permitted to recruit new students from overseas. We are actively working with the government on a roadmap for reopening and will update the protocols at the appropriate time.

Protocol for dealing with a suspected case of COVID-19

Any staff member or a student should not attend school if displaying any symptoms of COVID-19.

Case A: Fever at screening

Any student or staff member that is found symptoms when trying to attend school.

In this case, the staff member/student would be refused entry to the premises and asked to return home. If symptoms are suggestive of COVID-19, then they are strongly advised to call their GP and follow their instructions. Students shall remain at home until symptoms have completely resolved.

Case B: Any member of staff or student results in having fever or developing other symptoms during office hours.

The staff member or student who develops any symptoms suggestive of COVID-19 will need to isolate in the designated room and leave the premises as quickly as possible. They are advised to call their GP and follow the instructions.

In case of a potential case of COVID-19, the school will inform the Health authorities



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Case C: Plan to follow if a staff member or a student is or becomes sick.

- The isolation room will be arranged to be used for any staff or student.
- The rooms which the staff or student would have come into contact with whilst symptomatic will be disinfected.
- If the isolation room used will be cleaned and disinfected after the individual has gone home.

Protocol for dealing with a confirmed case of COVID-19

Any staff member or a student is not allowed to attend school if displaying any symptoms of COVID-19.

1. If a student or teacher tests positive, the student/teacher needs to [self-isolate](#) for 10 days from the date of the test.
2. The whole class will need to [restrict their movements](#) for 14 days.
3. The class will move online within a maximum of 2 days for the duration of the above period.

In the event that the school needs to close due to a new wave, course continuation will be provided online. Online classes will be taught by fully-qualified teachers around the same times of the face-to-face classes and for the same length. Attendance