



## **ATC Language Schools Return to Work Frequently Asked Questions**

ATC's COVID Response working group has been working hard to ensure that the return to work is safe and comfortable for everyone. We are following HSE guidelines including all return to work protocols. This information is regularly updated and our COVID response team will ensure that the information and guidance we adhere to is correct and up to date.

### **What changes will I see when I return to the school buildings?**

- The introduction of screens at Reception and in DoS offices.
- Floor stickers to direct and maintain social distancing.
- Classroom layout that allows for 1.5 to 2 metre between students.
- Hand sanitiser units at reception, in the corridors and in the canteens.
- One-way systems where possible.

### **Are masks to be worn and if so will ATC provide me with a mask?**

- Masks are to be worn in classrooms and all common areas.
- Masks are mandatory when moving around offices. When sitting at your desk and socially distanced, masks are optional but advised.
- ATC will provide reusable visors for teachers and admin staff and reusable cotton face masks for admin staff.

### **Am I able to continue working from home or will I need to return to school?**

- To facilitate social distancing in the office space admin staff will work between home and the office.
- Certain classes will remain online, and those teaching these groups will work from home. The majority of lessons will take place on-site, so most teachers will return to work to deliver lessons.

### **What changes will I see in the classrooms?**

- Classrooms have been arranged to facilitate social distancing.
- Classroom numbers will be reduced to between 6 and 9 students initially.
- Handouts will no longer be used.
- Classrooms will be kept as clear and clutter free as possible.

### **What changes will I see in the Teachers Room?**

- In Dublin, there is one teacher room per floor ensuring that social distancing can be maintained.
- In Bray, there are two teacher rooms to ensure that social distancing can be maintained.
- Seating has been rearranged to allow social distancing.
- Microwaves and kettles, cutlery and dishware have been removed.
- Staggered class times to reduce the amount of students and teachers gathered at any one time.

### **Are communal areas still operating as before?**

- Seating in the canteens has been reduced with a 15-minute allocation to use the water machine. Staggered starting times will assist with quantity of people in the canteen areas. Students stay in their bubbles to access the canteen.
- Student PCs are no longer available with these spaces being used for additional seating.

### **What does the new cleaning schedule look like?**

- Cleaning will take place at regular intervals throughout the day.
- Focus will be on main contact points (door handles, taps, toilets, water machine, handrails etc.).
- Classrooms will be thoroughly cleaned at the end of the day.
- Employees are responsible for cleaning their own workstation with disinfectant wipes and sprays provided.

### **Can I heat up my lunch?**

- We will not be offering an area for employees to heat their food. Tea/coffee will also not be available.
- This policy is to facilitate fewer contact points for housekeeping and will be reviewed as employees return full-time to the school.

### **Can I refill my water bottle?**

- The water machine will be available in all schools.
- You should use your own bottle.
- We ask that you don't touch your bottle off the water machine tap.
- We request all employees and students to wipe down the machine after use.

### **Can I use the photocopiers?**

- Photocopiers will be available for office use only.
- We ask all employees to wipe down photocopiers after use.
- Teachers will not have access to photocopiers in the immediate return to school.

### **What will a Monday morning look like for adults?**

- All adult students must take their level test online before arrival.

- New students will be brought to the Computer Room in Bray and the 4th floor in SWS.
- Students will be given their induction and then brought to their classrooms.
- Our tour guides will meet students for their orientation and other tours outside school buildings and will be co-ordinated by ATC social programme staff on each occasion.

### **What will the first morning look like for juniors?**

- All junior students must take their level test online before arrival.
- In Bray, the group will remain outside and teachers will bring the students to class.
- In SWS, groups will meet on the 4th floor.
- Where possible in SWS, groups should be designated to one floor. In this instance, a list of student names will be placed on classroom doors and they will be directed to their classrooms by ATC staff.
- ATC Staff will meet with Group Leaders on their first day as normal, respecting social distancing and with required face coverings.
- Tour guides will operate as above.

### **What about additional Group Leader requests?**

- Group Leaders will have an initial meeting on arrival. Following this meeting they will be encouraged to submit requests via email.
- Group Leaders can schedule appointments with our team throughout their stay.
- All accommodation and social programme requests will be handled by ATC staff.
- General information (e.g. taxis, student break times, restaurants, additional bookings) will be provided at the initial onsite meeting.

### **What if I feel unwell?**

- If an employee is unwell but this not linked to Covid-19, the sick leave policy outlined in your contract will apply.
- We ask any employee who develops Covid-19 symptoms to work from home where possible and keep their manager updated regarding testing.
- If an employee tests positive for Covid-19, their work bubble will be sent home to self-isolate. Staff who are well can continue to work and those who are unwell should apply for the Emergency Illness Benefit.
- If an employee becomes ill on-site we have an isolation room with a procedure for use. All employees will be required to read through our isolation procedure before returning on site.
- PPE equipment is available for use should any case arise.

### **How will ATC assist with contact tracing?**

- All ATC employees will be required to record a list of who they are in contact with for *15 minutes or more* each day. This will be recorded on the server.

- We also encourage employees and students to download the contact tracing app on their phones.
- As part of our new visitor policy, all visitors will be required to provide contact details to allow us to make contact in case of a COVID outbreak. This will be kept at reception.

### **Can you explain how visitors to the schools will be managed?**

- All visitors to ATC premises will need to be scheduled.
- Visits are by appointment only and appointments should last no longer than 45 minutes.
- All visitors are required to complete a *Visitor Declaration Form* at least 48 hours before their appointment.
- Walk in queries can be dealt with by Reception, however social distancing must be adhered to.
- If Reception is busy, walk-ins will be requested to wait outside.

### **What procedures will HF's need to adhere to when collecting / dropping-off students at school and designated points?**

- HF's can still transport students as before, taking social distancing requirements into account.
- They cannot nominate anyone else to transport their students other than taxi drivers with COVID measures in place within their vehicles.

### **How will students contact ATC staff?**

- ATC Online should be considered as the primary source for students to make contact with ATC Staff where possible
- Students can also contact staff via email to organise appointments.

### **Can I access store room(s) for stationery? How can I request stationery/whiteboard equipment?**

- Teachers will be provided with a stationery pack.
- If additional/new stationery is required, requests should go through Reception.
- Admin staff will also request any stationery or new supply orders via Reception.

### **How do I sign in/out of the Fire Register?**

- Signatures in and out of school buildings in accordance with fire regulation requirements will be conducted through HR Locker.