



## COVID-19 Policy

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## **Introduction**

We at Hosts International are proud of our homestay hosts, partners, clients, students and all the stakeholders involved and the quality of what we offer and wish to keep everyone safe and happy therefore we have put together some useful information and guidelines we are following in the current situation so that each and every individual is given the opportunity to work with us ensuring that we are as proactive and vigilant as possible to ensure that our quality assurance and promise of integrity continues.

Our team at Hosts International are going the extra mile to ensure that all our stakeholders are safe and the well-being of everyone involved is our topmost priority.

Whilst actively following the daily Government and press updates, we also have been liaising with our global partners, students, homestay hosts, staff and everyone involved to ensure that each aspect is looked at and every aspect is well guarded against the rapid progress of the virus. We also attach the current advice sheet from Public Health England on what to do if you have or suspect you have the virus for your reference. Differing nations have differing rules but we are all working to the same goal.

Through public advertising, everyone should know that the first point of contact in the UK for anyone displaying any symptoms is the NHS COVID Hotline on 119 (or 111 or 999 if serious). In Ireland, call 112 or 999. The next call should be to any person in Hosts International, either on the office line or our emergency lines.

**Office number +44 (0)20 7734 4884**

**Emergency Numbers +44 (0)7799 693566 / +44 (0)7747 459421**

## **Information about COVID-19**

### **What is Covid-19 (Coronavirus)?**

As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus which was first identified in Wuhan City in China.

COVID-19 appears to affect younger people much less than older members of society hence the science behind the re-opening of some schools.

The incubation period of COVID-19 is currently believed to be between 2 to 14 days. The incubation period is the time between someone being exposed to an infection and developing any of the symptoms.

This means that if a person remains well 14 days after return from a risk area or contact with someone with confirmed coronavirus, they have not been infected although they may still be a carrier of the virus

## **What are the typical signs and symptoms of COVID-19?**

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

These symptoms can range from a mild-to-moderate cold or illness to severe acute respiratory infection. Generally, coronavirus infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, higher than recommended BMI's and chronic lung disease.

To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Stay at home (self-isolate) and get a test.

## **How is COVID-19 spread?**

From what we know about other coronaviruses, transmission of COVID-19 is most likely to happen when there is close contact for a period of time (within 2 metres or less) with an infected person. It is likely that the risk of infection transmission increases the longer someone has close contact with an infected person. Respiratory secretions, from the coughs and sneezes of an infected person, are most likely to be the main means of infection transmission.

There are two routes by which COVID-19 can be spread:

- Directly; from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person who has symptoms.
- Indirectly; by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose, or eyes. The virus is thought to live up to two days on some metal surfaces in certain conditions.

## **Quarantine**

The UK Government is setting a 14-day quarantine period for all arrivals into the UK (with some exceptions) which will start on Monday 8<sup>th</sup> June 2020. This will be reviewed after 14 days so will be in operation until at least 22<sup>nd</sup> June 2020. We have hosts who are happy to accommodate for the quarantine period.

In Ireland, all arrivals into the Irish Republic will have to self-isolate for 14 days. Again, we have hosts will accommodate for this period.

This is a very fluid situation which changes every day so this document will be updated weekly to reflect any updates

Anyone travelling to the UK will be required to complete a Contact Locator Form providing contact and travel information and stating where they will quarantine themselves for the 14 day period. If an arrival cannot give a firm point of contact, they will be placed in emergency government accommodation for the quarantine period.

Please note there will be spot checks and £1,000.00 fines in England for those found breaking the quarantine rules. Spot checks may take the form of a personal visit or a telephone call.

### **Face Masks**

These are now compulsory in the UK whilst on public transport. Students can be refused travel without them. Please ensure all students have an adequate supply for the whole of their stay. Cloth masks should be washed daily; paper masks should be safely disposed of after each use.

In Ireland these are a recommended item at all times.

### **Information for Staff**

Hosts International will keep all non-essential and shielding workers working from home for as long as it is practicable to do so. It will also not allow expectant employees to attend the office and will encourage anyone who can work at home to continue to do so. This is the safest place for them to be, away from the chance of contact with any infected persons.

**UK staff who believe they are showing symptoms of COVID-19 or have knowingly come into contact with someone with COVID-19 must not attend the offices and must inform their manager immediately. They must contact 119 and report this.**

We have ensured that those coming to the office, have a very safe working environment although we must stress that employees must ensure themselves that their journey to the office is safe. Our local authority is making sure that employees can continue to safely use the local streets with an emphasis on encouraging more journeys being on foot or by cycle where possible. Pavements have been widened around our offices at the expense of bus lanes being taken out of service. Crossing points have been signposted.

Following Government advice, we too would also advise that public transport be avoided wherever possible. When travelling by public transport, staff should wear a face covering and gloves, preferably all disposable and not to be removed and disposed of until in the office. Remember disposable paper face masks are only good for about 20 minutes and you must make sure that you do not touch them again with your hands after putting them on until you arrive at the office.

Our office building is safe and COVID-19 secure in that

1. There is a sign on the main door informing everyone that Hosts International is operating a zero visitor policy
2. There is an antibacterial hand-sanitising gel dispenser inside the door and on every landing
3. Only one person is being allowed in the lift at a time
4. All common areas are cleaned twice a day

Our office is safe and COVID-19 secure in that

1. There is a sign on the outer door and inner door requesting that everyone uses the gel from the dispenser to clean their hands
2. There is an antibacterial hand-sanitising gel dispenser outside and also inside the door
3. All office desking/seating is a more than two meters apart
4. No employee has to cross within two meters of another employee whilst moving around the office
5. Toilets are separate and away from the workplace
6. Cleaning materials are available in each toilet to enable self cleaning before use
7. Every sink unit in the office (in the toilets and the kitchen) has ordinary hand wash, antibacterial hand wash, disposable paper towels and a waste bin for the used towels
8. The kitchen area is separate and away from the workplace
9. A current of fresh air is allowed to constantly pass through the office
10. Staff will only use their own dedicated PC keyboard and telephone handset and these are cleaned daily
11. The office is cleaned professionally every day and all rubbish is removed
12. The postage machine and photocopier are disinfected daily
13. Cleaning materials are always available for staff to use should they wish

Hosts International will action any reasonable request to help staff to make the workplace a safe and secure environment

We are advising all our staff to take appropriate measures to keep themselves safe from the virus. Our staff have been working tirelessly to prioritise the safety and well-being of everyone involved and some of the processes in place to ensure their safety are taken through the following steps:

- Best hygiene practices – Washing hands, sanitizing during travel, wearing facemasks properly when out in public, avoiding contact with unknown visitors, keeping contact with outsiders to a minimum etc.
- Self-Awareness and education on the virus and how to use prevention methods to avoid catching the virus
- Approved holidays (if possible) only to safe areas and not in contact with affected areas

Along with being self-aware and vigilant about the situation, our team is also initiating guidance by using useful information through the following link to help all those involved in an education setting for students, staff, parents, carers, agents, partners and everyone involved - <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

### **Information on Student Bookings and Placements**

Hosts International is committed to continuing to accept all new bookings from all clients for all students under safeguarding guidelines. No country is restricted provided that our COVID-19 Student Risk Assessment procedure is strictly followed and adhered to.

Our clients should take full confidence in the fact that we are COVID-19 risk-assessing both our homestay hosts and our prospective students and providing our hosts with full updates and information on the rapidly developing situation on a regular basis. This conversation is two-way and hosts can call us at any time 24/7 if they have any queries or questions.

Our staff are trained in the safety procedures we have laid down and we continue to accommodate students in homestays and house shares in a very safe environment.

### **Information for Homestay Hosts**

We are requesting all our Homestay Hosts to be extra cautions of hygiene and at the same time take relevant measures to ensure the safety of their homes safeguarding themselves and their students.

High risk and “shielding” hosts will be not used for accommodating students

Homestay hosts are advised to do the following:

- Take safety and hygiene measures seriously to safeguard their homes, their students and themselves and review their cleaning practices.
- Follow the Public health guideline on how to prevent and stop the virus from escalating  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/869250/Coronavirus\\_advice\\_for\\_educational\\_settings\\_poster.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/869250/Coronavirus_advice_for_educational_settings_poster.pdf)
- Taking a self-filled risk assessment to ensure that they haven't travelled, been in contact or associated with the virus through any form of source or possibility.
- Homestay revisits will be done by e-visits
- New homestay visits will have to be carried out in person but subject to strict rules

Our Homestay Hosts are given full support and advice on the matter with prompt action from HI ensuring an enjoyable homestay experience doesn't affect our best ability to provide quality homestays.

**Any Homestay Host or member of their family displaying symptoms of COVID-19 or who have knowingly come in contact with anyone known to have COVID-19 must inform HI immediately.**

Please see our Host COVID-19 Risk Assessment Form appended to this policy document

### **Information for All Students**

Each and every student who is coming to the UK or Dublin to study is welcomed with an equal opportunity to come and learn. We are being extra careful yet being equally considerate to accept every student with open arms ensuring that their path to a good homestay experience is uninterrupted, smooth and easily accessible and providing relevant advice to the parents, agents, partners and every student to make them feel safe and welcome.

How we are doing this is through the following steps:

- We are communicating with schools and partners to ensure all health advice and useful information on the virus is used in a proper manner to guide the students
- Every student will be Risk-Assessed prior to travel to the UK or Dublin – see Student COVID-19 Risk Assessment Form appended to this policy document
- We are asking our homestay hosts to be welcoming and educational when students are communicating with them making them aware of the health and safety measures they have put it into practice in their home
- We are asking our staff to communicate relevant information regarding the virus to all schools, agents and relevant parties to be vigilant about the situation and monitor the updates regularly and effectively
- For more helpful information on how to prevent and manage the virus, we are sharing a few links with our partners to share with the students:
  - o <https://www.nhs.uk/conditions/coronavirus-covid-19/>
  - o <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
  - o <https://www.fitfortravel.nhs.uk/advice/disease-prevention-advice/novel-coronavirus-wuhan-china-infection>
  - o <https://www2.hse.ie/coronavirus/>

We are asking all UK students to call the NHS COVID Helpline on 119 if they feel they have any symptoms and need advice. They are also advised to immediately contact their legal parents/guardians, schools, agents and everyone involved so that if they need to self-isolate, their families are informed and the necessary action plan is taken through the right medium and chain of responsibility to ensure the students' safety and well-being.

## **Specific Information for House Share Accommodation Students (In Case of Infection)**

Hosts International follows the advice laid down by Public Health England for people living in shared accommodation.

If you or someone in your house-share is diagnosed with the Covid-19 virus, you will NOT be moved out of your house as you too could be carrying the virus.

You must telephone the NHS COVID Hotline on 119 for medical advice and Hosts International on our office or emergency numbers to inform us and report on anyone else in the house showing any symptoms.

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The following rules are in action in the case of an infected student.

### **1. Wash your hands frequently**

Wash your hands often and thoroughly with soap and water for at least 20 seconds, especially if you come in contact with the patient or with items handled by the patient.

### **2. Limit contact with the patient as much as possible**

Where possible, avoid touching them and their immediate environment.

### **3. Ensure that shared spaces (kitchen, bathroom) are well ventilated**

Keep windows opened as regularly as possible.

### **4. Wear a facemask if advised to**

If you have been provided with facemasks and advised to use them, then you should wear the mask when you are in the same room as the patient. Masks should not be touched or handled during use. If the mask gets wet or dirty with secretions such as saliva, it must be changed immediately. Discard the mask into the household waste or rubbish bin after use and perform hand hygiene as described above after removal of the mask. If you do not have a face mask, use a scarf or make one from material. Remember to wash them each day after use.

### **5. Do not invite visitors into the home**

Everyone in the house will have to self-isolate for 14 days. Only those who live in your home should be allowed to stay. Do not invite or allow any visitors to enter the house whatsoever. If it is urgent to speak to someone who is not a member of your house, only do this over the phone.



## **6. Ensure that individuals at increased risk of severe disease avoid contact with the patient**

Anyone who is at increased risk of severe disease should not care for the patient or come into close contact with them. This would include those who have a chronic illness, underlying condition or who may have a weakened immune system due to treatment or medication, those over 65 years and pregnant women. If contact cannot be avoided by those with an increased risk of severe disease, alternative accommodation should be considered. Emergency accommodation may be able to be found.

## **7. Avoid sharing household items**

You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with a person who is undergoing testing for COVID-19 infection until they have been cleaned thoroughly. Make use of dishwashers on a high setting wherever possible

## **8. Toileting and bathing**

If possible, the person undergoing testing for COVID-19 should have their own dedicated toilet and bathroom.

If a separate bathroom is not available, consideration should be given to drawing up a bathroom rota for washing or bathing, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves. Ensure the isolated person uses their own towels both for drying themselves after bathing or showering and for hand hygiene purposes.

## **9. Household cleaning**

Clean all surfaces, paying particular attention to frequently touched surfaces such as counters, table-tops, doorknobs, bathroom fixtures, toilets and toilet handles, bedside tables, phones, keyboards and tablets, every day with household cleaning products. Follow the instructions on the label and check they can be used on the surface being cleaned. Use kitchen towel to remove any blood, visible body fluids or secretions such as saliva before cleaning surfaces.

All houses are fully stocked with cleaning materials. If you do not have a suitable household cleaning product, you can use a bleach solution to clean surfaces. To make a bleach solution at home, add one tablespoon of household bleach to one litre of water to be used for cleaning. We will always have cleaning materials available in every shared house.

If you have them, wear disposable gloves and ideally a plastic apron when cleaning surfaces, clothing or bedding. Wash your hands after removing gloves and aprons.

## **10. Laundry**

If you need to wash the laundry at home before the results are available, then wash all laundry at the highest temperature compatible for the fabric using laundry detergent. This

should be above 60 degrees C. If possible tumble-dry and iron using the highest settings compatible with the fabric.

Wear disposable gloves and a plastic apron when handling soiled materials if possible and clean all surfaces and the area around the washing machine.

Disposable gloves are always available in the cleaning cupboard. In the absence of a face mask, use a scarf or make a mask out of material. Remember to wash the material every day.

Do not take laundry to a launderette.

Wash your hands thoroughly with soap and water after handling dirty laundry (remove gloves first if used).

## **11. Waste**

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. The waste bag should be set aside for 72 hours then put out as normal.

If you need any further information, please do not hesitate to contact the office or any of our 24-hour emergency number on

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## **Information for Transfers**

All our students are offered transfer services and to ensure the safety of transfer travel, we have put together these additional practices in effect:

All vehicles will be fully hygienic and safe for travel and inspections will be done to ensure the same.

This is what our transport company have put in place for their drivers and their vehicles:

- Avoid touching eyes, nose and mouth
- All drivers will have hand sterilising gel in the vehicle
- All drivers will clean and disinfect frequently touched objects and surfaces
- All drivers will have anti-bacterial wet wipes in the vehicle
- All drivers will have tissues and latex gloves in their vehicle.
- Always wash hands with soap and water if hands are visibly dirty.
- Avoid close contact with people who show symptoms of being unwell

- We would like to advise all drivers to wash vehicles twice a week or when needed and cover coughs and/or sneezes with a tissue, then safely dispose of the tissue

Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

All individuals and groups will be given travel advice, hygiene safety guidelines, travel assistance and other resources where applicable to ensure the safety whilst travelling

All incoming students will be given emergency numbers, contact information and useful welcome packs containing information about the virus to read, understand and make use of if applicable.

All our transfers will be closely monitored to ensure that persons other than the student and the transfer provider( i.e. driver) will remain limited to avoid other people coming in contact with them to ensure safety and wellbeing of the student from airport to the homestay or house share accommodation.

### **Hosts International Cancellation and Solidarity Statement**

We at Hosts International have always believed our values translate into our services offered and therefore keeping that very thought in mind, we would like to reassure our partners and students that we will take a flexible long term sustainable approach to help you progress with ease with our services maintaining our long term relationship through these tough times ahead of us.

The following applies to all our cancellations:

- Valid reasons for cancellations must be specified with appropriate reasoning where applicable
- All paid cancellations within one week of arrival will be issued a credit note with a long term approach to re-initiate the booking at a later period of time with no cancellation fees or charges
- Any other forms of cancellations or unforeseeable circumstances where cancellations are not transparent at the time shall be discussed with mutual consent with us and the decision will be taken accordingly based on facts, current circumstances and long term sustainability for all parties involved.
- The cancellations apply only to all incoming students, groups and house share accommodation students where the Covid-19 invariably affects travel restrictions or health concerns.
- This cancellation policy does not apply to anything else outside the Covid-19 circumstances. All other cancellation policies remain as is unless specified otherwise.

### **Other Useful Resources:**

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.youtube.com/watch?v=bPITHEiFWLc&feature=youtu.be>

<https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

<https://www.englishuk.com/coronavirus>

<https://www2.hse.ie/coronavirus/>

### **Sustainability Policy**

Like mentioned, our values uphold our organisation and it is with utmost concern that we have taken a flexible approach to retain, maintain and sustain all our stakeholders' best interests and our business during these times to surge ahead with confidence and mutual understanding to continue to develop, enhance and continue to deliver the excellence of homestay hosting for all global students inviting them to come and learn without any boundaries of the virus or any other causes. We at Hosts international care for your well-being and we will keep revising, updating and evolving our policies to ensure safety for all our stakeholders from start to finish.

It is important for us as an organisation that everyone in our community enables a mutual understanding of sustaining through hard times by remembering the loyalty, the promise of excellent delivery and long term vision of what we stand for and working through the situation with a positive and flexible approach so that we all can effectively rise beyond the situation and build new horizons together without any boundaries.

We deal many young learners and vulnerable adults and our community must reach and protect the most vulnerable.

Hosts International Ltd

Written: March 2020

Updated: June 2020

# Information from Public Health England about self-isolation for close contacts of patients with confirmed / possible 2019-nCoV (COVID-19) acute respiratory disease (active follow up)

## Why am I being asked to stay at home (self-isolate)?

You have had close contact with someone who has tested positive for 2019-nCoV or a person with possible 2019-nCoV and your contact with them was considered significant. This means that it is possible that you could develop infection within 14 days of your last contact with this confirmed case.

As you are well now, you do not need any specific treatment. However, you are being asked to monitor your own health, looking out for any symptoms such as fever, cough or difficulty breathing. You will be asked to keep in touch with your Public Health England local health protection team on a daily basis. Please respond every day to this.

Your local Public Health England (PHE) health protection team will be communicating with you regularly via SMS text message to check on your health over the coming days. Please follow the instructions given in any text message. If PHE does not hear from you by text by 11am, they will follow up with a phone call.

You have been asked to stay at home (self-isolate) so that if you do develop symptoms, then medical help can be organised quickly, as we will know that you are in place.

If you become ill in the 14 days after close contact with the case

If you develop any of these symptoms during your 14-day monitoring period, you should **dial NHS COVID Hotline on 119** and inform them that you have been in close contact with a patient who has / may have had 2019-nCoV acute respiratory disease.

## Do not go to your GP.

It is vital that you report any symptoms, however mild, to NHS 119 so they can arrange for you to be assessed quickly and appropriately.

Please call 119 (or 111 or 999) if you are having a medical emergency and inform the call handler/operator that you are a close contact of someone who has tested positive for novel coronavirus 2019-nCoV / may have had 2019-nCoV acute respiratory disease. Please take this factsheet with you if you are taken into hospital or assessed by a medical professional.

If you develop any symptoms listed above, you also should **immediately** phone your local Public Health England (PHE) health protection team on 0344 225 3861 Opt 3.

After speaking to your local PHE health protection team and being assessed by a specialist (if assessment is recommended), you may be asked to continue self-isolation.

### **How do I avoid coming into contact with others?**

You can minimise contact with others by:

- staying in private accommodation (either at home or in another appropriate location)
- not attending work
- avoiding intimate contact (including kissing and sexual intercourse)
- not sharing towels, toothbrushes or razors
- not going to any social gatherings, including not going shopping, not attending sports events or entertainment venues, such as restaurants, cinemas and pubs
- not inviting others to visit you in your home
- not travelling with other people (e.g. public transport, private cars or taxis)
- postponing any non-essential medical or dental treatment (if essential treatment is needed this should be discussed with PHE)

PHE will continue to monitor your health every day by text or telephone contact. They will advise when self-isolation is no longer required, and you can return to normal activities.

### **If I am at risk, shouldn't I be in hospital?**

Although you have had close contact with someone who had / may have had 2019-nCoV acute respiratory disease, you are not unwell at the moment and do not need to stay in hospital. It is better for you to stay at home in familiar surroundings if you can. If you do become unwell, NHS111 will make arrangements for you to be appropriately assessed.

### **Aren't my family at risk?**

Your family do not need to take any precautions or make any changes to their own activities.

### **Who will take my children to school? How will I do my shopping?**

You might find it best to seek help from any friends or family members during this time. If you do not think you can manage this, please call your local PHE health protection team and tell them in advance, so they can plan ways to help you.

### **What will I do about work?**

Your local PHE health protection team will arrange for you to receive a medical certificate for any time you are absent from work related to your home monitoring. This can be sent to your workplace so that you do not miss out on any sick leave.

### **I have a holiday booked. What should I do?**

You are advised not to travel during the 14-day monitoring period. The reason for this is that it would be complicated for other countries to make arrangements for you to be monitored, or to provide you with healthcare if you became unwell.

This is only temporary for your 14-day monitoring period, so you can re-arrange your travel for after that period ends.

### **Is there anything I can't do?**

You should avoid any unnecessary hospital appointments unless you think these are essential. Please contact your local PHE health protection team before you attend so you can be advised appropriately.

### 1 HOST DETAILS

Host name	
Address	
Telephone	
Email	
Local Authority	
Date Assessment Completed	

**In order to ensure that your home is a safe environment for our visiting student we need to ask you a series of questions. We need your answers to be current and correct. We will also ask the same questions and more of any prospective student. Please give further details where necessary.**

### 2 ASSESSING YOU AND YOUR HOUSEHOLD

Is anyone in your household suffering from COVID-19 or displaying symptoms?	Yes / No
Is anyone in your household hospitalised from COVID-19?	Yes / No



Is anyone in your household self-isolating in the home?	Yes / No
Has anyone in your household come into contact with anyone known to have COVID-19 in the last seven days?	Yes / No
Has anyone in your household been identified as a vulnerable* person or is “shielding”?	Yes / No

### 3 ASSESSING YOUR HOME

**Having an overseas student in your home whilst COVID-19 is current will mean some changes to how you will accommodate that student**

Will the student have his own bedroom? There should be no shared rooms unless from the same family	Yes / No
Does the student bedroom have a window that opens to give access to fresh air?	Yes / No
Will you provide antibacterial hand wash at the front door and soap and paper towels at every sink in your home?	Yes / No
Are you able to set and control a set bathroom rota?	Yes / No

#### 4 LIVING IN YOUR HOME

##### We need to assess how you will live with the student

Can you maintain a reasonable distance between yourself and the student at all times?	Yes / No
The student must be allowed to eat with you but can you maintain a reasonable distance between you and the student at mealtimes?	Yes / No
Are you able to set and control a safe evacuation procedure should an emergency arise?	Yes / No
Are you able to change the student's towels and flannels every three days and bed linen weekly?	Yes / No
Are you able to allow the student to have regular access to laundry facilities?	Yes / No
Are you able to maintain and control a safe passing system for the student and your household whilst people move around the house?	Yes / No
Are you able to provide paper face masks and disposable latex gloves for the use of your student and your family?	Yes / No

Are you able to provide a lunch for the student seven days a week if required?	Yes / No
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**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS ASSESSMENT. WE WANT BOTH YOU AND YOUR STUDENT TO BE AS SAFE AS IS POSSIBLE.**

**PLEASE NOTE - WE MAY ASK YOU TO COMPLETE THIS ASSESSMENT AGAIN IN THE FUTURE**

NOTES

\*AS NAMED ON THE GOVERNMENT EXTREMELY CLINICALLY VULNERABLE LIST

### 1 STUDENT DETAILS

Student name	
Home Address	
Student Telephone Number	
Student Email	
Nationality	
Where will you be studying or working?	
Who did you book your accommodation through?	
Date Assessment Completed	

**In order to for stay to be safe and secure we need to check some details about yourself, your family and your travel plans. Please give details where necessary**

## **2 ASSESSING YOUR HEALTH**

Is anyone in your family home suffering from COVID-19 or displaying symptoms?	Yes / No
Is anyone in your family home hospitalised from COVID-19?	Yes / No
Is anyone in your household self-isolating in the family home?	Yes / No
Has anyone in your family home come into contact with anyone known to have COVID-19 in the last seven days?	Yes / No
Are you feeling well and not displaying any symptoms of COVID-19?	Yes / No

### 3 ASSESSING YOUR TRAVEL PLANS

**We need to ensure that your journey to the accommodation will be safe and secure**

How will you travel to your point of departure in your home country?	
How will you travel to the UK?	
Give details of your travel journey to the UK (departure airport, flight number, airline, arrival airport)	
How will you travel to your accommodation?	
<b>Note - UK quarantine rules may apply at your UK port of entry. Please check before you leave home</b>	

#### 4 YOUR HEALTH WHILST YOU ARE IN THE UK

**We need to ensure that you remain safe whilst in the UK**

Do you have a supply of paper masks and rubber gloves to wear whilst out of your accommodation?	Yes / No
Do you understand the need to wear a mask and gloves whilst out?	Yes / No
Do you understand the need to wash your hand regularly and to carry a personal bottle of hand sanitiser at all times?	Yes / No
Do you understand the need to keep a 2 metre distance between other people wherever possible?	Yes / No
Do you understand that if you feel unwell or start to experience any symptoms of COVID-19, you must inform someone immediately?	Yes / No

**YOUR ACCOMMODATION HAS BEEN MADE AS SAFE AS WE CAN  
TO ENSURE YOUR HEALTH IS PROTECTED**

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS  
ASSESSMENT. WE WANT YOU TO BE AS SAFE AS IS POSSIBLE.**

**PLEASE NOTE - WE MAY ASK YOU TO COMPLETE AN  
ASSESSMENT AGAIN IN THE FUTURE**