



## Study Continuity Plan: Covid-19

### Eastern Region Roof Training Group Ltd

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| <b>Approved by:</b>              | <i>Clive Coote<br/>Managing Director</i> |
| <b>Status &amp; review cycle</b> | Monthly: Or with Government Updates      |
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| <b>Review date:</b>              | <i>10-09-2020</i>                        |

**Work Phone Apprenticeship Delivery Manager: 07881342576**

### Purpose

The purpose of this plan is to detail measures taken by Eastern Region Roof Training Group (ERRTG) for flexible working and continuity of study and learning during the novel Covid-19 pandemic of 2020. The following premises are covered in this document along with all employers, students and clients associated therein:

Eastern Region Roof Training Group, Unit 6, Lower Brook Street, Ipswich, Suffolk, IP6 8JP

### Information about the virus

Coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

It is possible to carry the virus and be infected without showing any of the above symptoms.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

### **Plan objectives**

- Serves as a guide for those implementing the continuity plan
- Assists in avoiding confusion experienced during the current situation
- Follows latest government guidelines and will be updated as necessary
- References and points to the location of critical data.
- Provides procedures and resources needed to assist in recovery after the event.

### **Actions arising from the Government updates:**

ERRTG has a duty of care with respect to Students, Staff and Visitors. As such Government advice is being followed. As of Monday 23<sup>rd</sup> March, Students will not be required to come into college until at least 24<sup>th</sup> April, following government guidelines. Please see the following website where full details are available:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

**Staff and students should keep themselves up to date with the current advice as this is developing as more is known about the outbreak.**

[www.nhs.uk/conditions/coronavirus-covid-19](http://www.nhs.uk/conditions/coronavirus-covid-19)

As with any medical situation if considered an emergency follow the local policy or dial 999.

### **Staff Welfare**

In any emergency the health and happiness of ERRTG staff & students is the primary concern. This section serves as an important reminder that, while recovering from a disaster is important for the business, the welfare of the team comes first. For example:

- It must be recognised that an incident that results in the enacting of this plan may also cause additional pressures for staff. Staff members need to be given clear direction about the priorities of the business. Managers must ensure that they monitor staff more closely to ensure that their welfare is maintained.
- Staff should be aware of what their role is when a major disruption occurs. Clear and concise communication with staff is pivotal to having an organised response. Staff must be made aware of what communication methods are going to be used so they can find out the latest information, if they are going to be working from a different location than normal.
- Managers who suspect that staff members have suffered undue stress or even trauma from the business disruption must consider providing assistance for those staff who have been affected.

### **Communicating with staff:**

- Communication will be centralised through group chat.
- The primary communication channel will be via WhatsApp as it is written and accessible to all easily.
- Contact details for all employees are held with the Company Director and this will be accessible where deemed necessary.
- In the event of an incident communication externally should be restricted until an official statement is produced by the Company Director.
- Staff are forbidden from speaking to the media and all media enquiries should be passed to the Company Director.

### **Equipment**

- Certain staff will work from home as possible during the period 23<sup>rd</sup> March – 24<sup>th</sup> April or until further government updates.
- All employees working from home will be issued with a work laptop from which they are able to access their personal work PC. They will only use their work laptop for work purposes in order to minimise disruption and any GDPR concerns.
- Business phones and tablets will be distributed accordingly and used as appropriate.
- All data is backed up off site and the Company Director will liaise with the IT company regarding restoration.

### **Actions pertaining to Apprentices:**

1. All employers are to be informed on 19-03-2020 of the decision, in accordance with government regulations, that ERRTG is closing its face to face apprenticeship service. Advice will be given to employers along with contact details as usual.
2. The Apprenticeship Delivery Manager has the work phone in order to work remotely with each apprentice's details in addition to a regular group chat. The delivery manager will text all students on 19-03-2020 to inform them of the changes to their learning programme.
3. Each student has been given work-packs based on their usual college course. Currently they have 6 weeks' worth of work. This can and will be extended as deemed necessary following further government guidelines.
4. Employers and apprentices are advised that they must continue using their college day for study. This may be in self-isolation from home or at a suitable work location if preferred / offered by their employer in accordance with the employer's terms and conditions.
5. The Apprenticeship Deliver Manager will schedule appointments with each student on their appointed college day in order to check on their progress, keep communication open and minimise disruption to learning.
6. Learners will be required each week to submit work. They can do this through scanning and emailing, or by taking photographs on their phone and sending via WhatsApp. Students may also send voice clips for questions where writing presents a challenge as per our usual access arrangements policy.
7. If learner's have confusion or complications, the Delivery Manager will refer students to the course tutor or NVQ assessor as appropriate. Learners are also encouraged, as in regular times, to use the group chat as peer support where appropriate.

8. NVQ assessment visits will continue where possible. Each student has 3 visits over their apprenticeship, which we currently deem 'essential' in order to assist learning and provide continuity of study.
9. The NVQ assessor will use the work vehicle to travel in place of any public transport and will only attend sites which are deemed low-risk / continue to be open during the Covid-19 pandemic. If the assessor feels there is a risk, then the visit will be cancelled.
10. Students each have a list of video evidence required by the NVQ assessor which they will be required to submit on a timely basis to the assessor as far as is possible in accordance to government guidelines about site closures. This will form part of the weekly appointment with the delivery manager.
11. The NVQ assessor and Delivery Manager will liaise to confirm video evidence and to troubleshoot where possible. If any employer wants further information about the videos; content or structure, then please contact us as usual.
12. If any student or employer becomes too ill to continue working in the usual way, please contact us immediately. In the first instance, use WhatsApp via the student. We would also appreciate an employer e-mail to confirm illness if possible, as per our usual sickness and absence policy.

### **Safeguarding Contingency:**

If any student has a safeguarding concern during the flexible non face-to-face times, please contact the work phone in the first instance where the Delivery Manager will divert to the Designated Safeguarding Lead as usual.

### **Useful links:**

[How to wash your hands](#) (nhs.uk)

[Coronavirus \(COVID-19\)](#) (nhs.uk)

[Flu](#) (nhs.uk)

[Institute for Apprenticeships and Technical Education](#) (IfATE)

[covidquestion@wsc.ac.uk](mailto:covidquestion@wsc.ac.uk)

[DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk) or phone: 0800 046 8687