



COVID-19: RETURN TO STUDY POLICY



Kilmartin Educational Services

KILMARTIN EDUCATIONAL SERVICES LTD

Kilmartin Educational Services are delighted to re-open both our Ennis and Limerick Colleges.

All our team will be provided with an awareness of COVID-19 and preventative measures of the spread of the virus through certified training under the guidance of the safety experts, Peninsula.

Link: <https://www.peninsulagrouplimited.com/ie/>

A COVID Officer has been assigned to both our colleges and will ensure the implementation of the relevant procedures and safety measure that need to be followed and adhered to.

As always Kilmartin Educational Services will continue to implement their highly thorough safety precautions, as well as the following measures to ensure the continued safety of all members of our team and students:

- All tables in the study rooms are the required distance apart, as per government guidelines.
- All our study rooms are bright and spacious with the relevant ventilation.
- All students must sanitise their hands when entering and exiting our premises. These sanitation stations are conveniently located throughout the building at entry and exit points to the colleges.
- We have implemented a one-way system (where possible) throughout our colleges, so please leave by the designated staircase from your study hall.
- Only one student/guardian will be permitted into our reception area or any of our offices at any given time.
- Cashless payments where possible should be made. QR codes will be provided in classrooms so students can scan the QR code and make payments on their phones for grinds or study. For payments over €50, students/guardians will be provided with a booking reference where they can make a payment on our website.
- Our lifts are reserved for Mobility Restricted Individuals only.
- Where possible and feasible, doors to study rooms will remain open to avoid contact with door handles.
- Our building will be cleaned thoroughly, as usual, but we will increase the frequency of such, especially at all touch points throughout the building.
- All students will be required to disinfect and wipe down their tables and chairs at the end of each study session/class, with wipes provided by us.

- It is advised that students sanitise hands prior and after opening the toilet doors.
- Face coverings are required when moving throughout the building, but not mandatory when seated in class/study as the required social distancing will be in place. Use of face coverings should be in line with government guidelines: Gov.ie/NPHET.
- Please note the location of fire exits throughout the building. Random routine fire drills will be carried out.
- Make sure shoelaces are tied when on the stairs and that mobile phones are not used when on the stairs.
- Please be extra vigilant when crossing the road, as traffic is extremely heavy. Please cross at the traffic lights for safety.
- Due to operational reasons, there may be occasions where students must move to different study halls.
- All members of staff and students are advised to wash and sanitise their hands frequently and follow hygiene advice when coughing/sneezing.
Link: (<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>).
- Relevant health and safety information will be displayed throughout the building.
Link: (<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partnerresources/hand-hygiene-poster-english.pdf>).
- During the Lockdown, the necessary precautions have been taken to prevent the potential for Legionnaires Disease.
- It is prohibited to borrow pens or any objects when signing in/out of study/classes or attending study/classes. Please use your own belongings.
- Students should not travel in groups to study/class so as to maintain the required social distancing and help prevent the spread of COVID-19.
- Students must maintain the required social distance during study breaks and take personal responsibility for themselves and others. Gatherings are not permitted.
- Physical contact of any kind is prohibited.
- Any student or member of staff who show any signs of Covid-19 must inform Kilmartin Educational Services immediately and self-isolate at home. Students will be escorted to an isolation room, where parent/family are contacted. In the event of a student feeling unwell or an accident, Kilmartin Educational Services has a designated First Aid Room.

- Isolation rooms will be equipped with the relevant equipment, as per government guidelines.
- Any student/member of staff who has been in close contact with a confirmed case or displays any of the symptoms of COVID 19 must **not** enter our premises for 14 days.
- With regards to staff, all temperature checks will be performed daily. In relation to students, this is TBC.
- Every night, all study rooms that are used, will be sanitised in accordance with the guidelines of the health and safety department.
- In the event of a confirmed case, Kilmartin Educational Services will have a log of students who were in the classroom with the confirmed case or of any contact an team member was in contact with in order to help with contact tracing.
- PPE will be used by our team, where appropriate.
- Classes and study breaks will be staggered to maintain and accommodate social distancing. Markings will be on the floor to help display the correct social distancing.
- Wellbeing and mental health awareness are vital. We encourage students to talk to any member of staff and see attached link for further information and guidelines on looking after your mental health:
<https://www.gov.ie/en/campaigns/together/?referrer=/together/>
- A health questionnaire may have to be completed, as per guidelines set out by the Department of Education and Skills.
- Kilmartin Educational Services does not accept responsibility for any student's personal belongings. Students are solely responsible for their own belongings.
- Eating is strictly prohibited throughout the building, due to some students having serious allergies.
- We are a plastic-free zone and students should only use reusable water bottles.
- Mobile Phones must be switched off during study. No exceptions will be made and must be placed on the desk top face down. The sanitation of phones is critical, as they are a source of infection and transmission.
- All students will be placed on flexi for the upcoming year. Absenteeism will not be reported. If you wish to check attendance, please do so on the day in question, by ringing the office on 061-444989.

- Study Supervisors will tick a student's attendance, at the beginning of each study session.
- It is imperative that students are seated 5 minutes before study is to start.
- Filling of water bottles will be at designated points, as per study hall.
- Holiday Study is not part of any packages.
- Any items left in a study hall will be left on the study supervisor's desk for collection for one week only.
- Full details of our Privacy Policy can be found here: <https://kes.ie/privacy-policy.html>
- While every study hall will have the required sanitation, students are required to have their own personal hand sanitiser and face coverings.
- Wi-Fi is not part of any of our packages, but should students want to access it, they can do so free of charge and must comply with our Online Policy: www.kes.ie/online-policy
- Due to COVID-19, storage of books is not permitted in any study hall. Books must be removed at the end of every day.
- Fees are non-refundable and non-transferable, under any circumstances, with the exception of closure by the Government
- In the event of closure by the Government due to another wave of COVID-19, fees will be refunded as per refund scale below:
 - €15 for FULL week of closure if on the Half Term/Yearly Packages commencing the following week.
 - No refund on the weekly fee.
 - €8 per Saturday if on the Saturday Package during the closure.
 - €8 per Sunday if on the Sunday Package during the closure.
 - Fees will be refunded within 1 month of closure

****These rates do not apply if a discount was applied for 2 or more members from one family. The discount given will be part of the refund.**

Please note that Kilmartin Educational Services work in conjunction with Peninsula and are following the Covid-19 Guidance on getting back to work throughout all functions of their business. The guidelines are available here if required

https://kes.ie/shared_media/kilmartin/media/docs/Covid-19_Policy_-_ROI.pdf

This is a working document and will be altered and updated in accordance with new guidelines that will be released from the Department of Education and Skills, the HSE and the Government of Ireland.

Updated on: 26/06/2020