



Dear Host,

As I am sure you have heard many times, these are really unusual circumstances and we are very grateful that you are willing to allow students to stay in your home. We are constantly following the latest advice and will only allow students to come to you if we feel it is safe.

There are no 100% guarantees of course, so it is important that everyone continues to take action to keep safe and healthy. Please remember that we are a school, not virus experts, so please make sure that you follow government and NHS advice above all else.

However, here is some advice and guidelines for you to follow while hosting our students.

While a student stays with you, you have a duty of care towards them, but we also have a duty to care towards you, so please read the following carefully.

Before accepting a booking, please make sure that you are comfortable with accepting a guest into your home. Do not accept bookings if you have any kind of serious underlying health problem, or consider yourself to be “vulnerable” or have been asked to “shield” for medical reasons. We would rather that you say “no” initially than change your mind later!

The school has a number of policies in place to keep everyone safe while they are at school, but as a host, it is your responsibility to make sure that your house is safe – for you, your family and your student. You will need to make sure that you take the necessary steps to reduce the possibility of virus transmission in your home.

- You should make arrangements for the cleaning and disinfecting of surfaces like door handles, as well as common areas of the home such as living rooms and kitchens.
- Ventilate shared kitchens, bathrooms and common/sitting areas as much as possible.
- All residents in the house need to clean the bathroom and kitchen after each use by wiping surfaces they have come in contact with. Please, therefore, ensure you have hand-sanitiser/soap/cleaning products etc located around your home/readily available.
- Consider the use of a rota system for using all shared facilities, especially bathrooms and kitchens.



- Whenever possible ensure you have WiFi available to allow guests to access advice and guidance.
- Familiarise yourself with the Public Health England guidance on COVID-19 and ensure you follow the guidance.
- Make sure your students/guests have comfortable workstations/desks in their rooms as they are likely to spend more time than usual in their rooms and are likely to need to study more outside of the classroom than previously.
- Make sure that there are adequate arrangements in place for waste collection within the house i.e. you will need more bins than usual, the bins should have lids where possible and be emptied regularly.
- If someone within the house is showing symptoms all waste (bin bags) should be double-bagged and stored for 72hrs in a non-communal area before being touched by another member of the household, even to be disposed of unless you are able to dispose of the waste while wearing suitable PPE.
- Make sure that all statutory legislation is applied as much as it can be and keep up to date on government advice and legislation.
- Keep in mind that the students/guests staying with you will be looking to you for advice on what to do, especially in extreme circumstances like quarantine. One of the best things you can do is stay calm, be prepared, and communicate clearly. Please contact us if you require any further advice or information.

It is also advisable to follow this general advice to limit the risk of contracting and spreading the virus:

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Always wash your hands when you return home from being outside.
- Use hand sanitiser gel if soap and water are not available.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Try to avoid busy or crowded places whenever possible. When you do have to come into contact with other people e.g. supermarket, public transport etc, keep 1m plus from other people and wear a mask whenever possible.



Student arrivals

Many of you are very experienced in how to welcome students into your home, but with the current and ongoing guidelines in place it is going to be an unusual experience for everyone. The student will be experiencing the usual uncertainty, and possible nerves, about moving into your home, and you too will be hoping that everything goes smoothly.

This is going to be even more difficult for both of you in these strange times! So, our advice is to:

- Be even more kind and open than usual, and re-assure the student that you will be working together
- Speak to them openly and honestly about the virus, and invite them to talk to you about their concerns (we recommend you do this as soon as they arrive)
- Make sure that you both agree on how to stay safe and healthy, and that the student understands what they need to do. They will be looking to you for this – the school will send as much advice and information as possible, but often host families are the first people students meet properly when they arrive.

Depending on the rules for arrivals from their country, the student may have already been tested in some way (full covid test, or temperature check) or already quarantined for 2 weeks. Therefore, you should not worry about them being infected – the chance is no higher than anyone else you meet – probably less!

However, you will probably not have been tested or quarantined, so you should re-assure the student that no-one has, or has recently had, any symptoms of Covid.

What to do if Someone in Your Household has Coronavirus

The official advice on what to do if you, or someone in your house, has the virus is changing all the time. We strongly recommend that you following the latest government and NHS advice at all times. www.nhs.uk is the best place to look.



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It is very important that you inform the school if someone in your house has symptoms, or has tested positive.

Risk Assessment

Please remember that as the host you are receiving income from accommodating the student or guest and you are responsible for managing your household and keeping risk to a minimum. You should (for example) already be undertaking regular fire risk assessments and given the recent coronavirus pandemic, it is advisable to now also undertake a risk assessment for coronavirus within your house.