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LINGUAVIVA  
CENTRE

# COVID 19 - PRECAUTIONS

[www.linguaviva.com](http://www.linguaviva.com)



# Covid-19

## Precautions

The main goal of the Linguaviva Centre is to take the necessary precautions in order to protect students, host families and employees in the school from COVID-19, and to uphold the quality and professionalism of the school while maintaining guidelines set out by the HSE, Department of Education and the Irish government. This guide presents the steps that have been taken before schools reopens and the changes that we have implemented into our school protocol to ensure the safety of all concerned.

## School Building

1. Ensuring there is signage reminding everyone to stay 2 metres apart in common areas.
2. Ensuring there are hand sanitizers available throughout the school. These are refilled regularly.
3. Ensuring that information about COVID 19 is clearly displayed around the school.
4. Ensuring that there are facemasks for staff to wear. Students must bring their own facemasks and wear them at all times in the school. A limited amount of masks will be available for emergencies.
5. Ensuring we have one way systems in place in our school buildings wherever possible to avoid the need to pass on stairway and so on.
6. Putting in place systems for using the toilets safely.
7. Undertaking thorough cleaning of the school buildings before opening the school.
8. Undertaking regular cleaning of the school, including class rooms etc, throughout the day when the school is open.
9. Ensuring the school buildings are well ventilated.
10. Ensuring that official guidance is followed in terms of activities, excursions and using public transport.
11. Setting up class rooms to observe social distancing measures.
12. Common areas will be closed off until further notice.
13. Nominating a COVID19 Marshal in the school.

# Reception

1. Putting up clear screens in reception areas and offices to provide protection for staff and students.
2. Clear floor distance marking in the reception.
3. Conducting full inductions for staff and students to go through new systems and to remind everyone about what is expected in terms of behaviour in the school. We will remind everyone of the need for exceptional levels of personal hygiene and in particular regular and thorough hand washing, not touching your face and so on.
4. Reception will operate on an appointment only basis as well as provide a digital presentation service via zoom for students
5. Any general requests for student letters, book changes, etc can be made by emailing [info@linguaviva.com](mailto:info@linguaviva.com)
6. Social activities have moved online, with the timetable posted on social media as well as in the school Students can sign up to any social activity by sending email to [info@linguaviva.com](mailto:info@linguaviva.com)
7. If a student wishes to borrow a book from the library, they can send an email to [info@linguaviva.com](mailto:info@linguaviva.com) and will receive further details. Students need to pay a deposit of 15€ for the book.
8. Whilst public health restrictions are at their highest level, access to the student microwave and refreshment area will be restricted. This will be reversed on foot of public health guidelines.
9. End of course forms and questionnaire will be sent to students by email.
10. If a student must stay at home and restrict their movements or self-isolate they need to send a sick note from the doctor to the school by email or forward their PCR test text to the school.
11. In case of future public health restrictions, all classes will be facilitated online and their timetable may change.

# First Day At School

1. Facemasks must be worn at all times in the school building
2. All students must keep social distance and use hand sanitizer regularly
3. All students should go to the classroom that they have been assigned to and sit in the seat that has been assigned to them.
4. A staff member will be on hand to assist students and ensure social distancing guidelines are adhered to.
5. All students must have their own course books, pen and paper.
6. Students who have not paid for the book prior to course commencement should contact reception and arrange book collection.

## Classes

1. Organising staggered break times
2. Ensuring that all students have their course book and avoid using photocopies
3. Teachers and students wear face masks at all times.
4. All classroom activities are designed to ensure the comfort and safety of all staff and students
5. Each classroom is set up in with reduced numbers and an emphasis on social distancing
6. There are sanitising stations near every classroom and students are required to use them before entry to class every day.
7. Teachers must have their own course book and pen
8. Teachers need to clean the computer mouse, keyboard, door handle, their desk and chair with hand sanitizer after the class
9. Students are asked to bring their own hand wipes and clean their desk and chair after class



# Social Activities

1. Social activities will be carried out online
2. Social activities will be planned weekly and its schedule will be posted on social media and school premises on Fridays
3. Excursions to the museum, etc and tours at the weekend can be booked for students on request

We will keep all these measures under review and respond quickly and effectively to any new circumstances or conditions as they arise.



# Major Changes To Our School Protocol

1. New timetable for morning classes (9am -12:15pm Monday to Friday) and for afternoon classes (13:00-17:00 Monday to Thursday)
2. Carrying out speaking test and induction for new students online – prior to course commencement
3. All students need to fill out the questionnaire before they start class in order to ensure that they do not have COVID19 or have been in a close contact with someone who has COVID19
4. Students who book accommodation need to fill out the form that will determine if they belong to high risk group of people who can contract COVID19
5. Sending welcome pack information to new students by email
6. Sending timetable of the classes to students by email
7. Social activities will be online
8. Signing up to social activities by sending an email to the office
9. Staggered break times
10. Common areas (student lounge, computer room, garden and games room) will be closed off until further notice.
11. Students are encouraged to make an appointment if they want to speak to member of staff
12. All enquiries about course, classes, letters, etc. should be made by email
13. Avoiding photocopies and making sure all students have course book with them in the class/

**We have a contingency plan and procedures in place in the event of an emergency related to COVID19 and all members of staff are familiar with it.**

**All teachers, host families, homestay collection and school staff received guidelines designed specifically for their sector and they are fully aware of all precautions that need to be taken in order to prevent the spread of COVID19.**

**Should you have any questions regarding our policy please contact [info@linguaviva.com](mailto:info@linguaviva.com)**

*We look forward to welcoming students in a safe and friendly environment!*





# LINGUAVIVA CENTRE

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