

## Our 10 - point plan to keeping students/interns safe –

1. Pick-up from terminal/station - Drivers will practise social distancing and will always wear protective equipment and masks. Masks will be provided to students if required and cars will be cleaned thoroughly between journeys. This is mandatory as per the regulations of Portsmouth City Council. Drivers will be pre-booked, so there is no need to wait at the station or point of arrival.
2. At the host family, the houses have been thoroughly inspected. All high touch areas will be cleaned on a regular basis and social distancing complied with. The living room, garden and dining room will always be socially distanced and no guests to be allowed other than in accordance with the government contact policy of social engagement. The government advice changes on a fortnightly basis. All rooms will be cleaned with antibacterial sprays daily and students will have use of such sprays and gels for their own personal use.
3. All IBD documentation will be available digitally. Our colleagues will email all documents prior to departure or shortly after arrival. An IBD team member will go through these documents with students/interns during their arrival meetings, which will be socially distanced. The 1<sup>st</sup> meeting at the IBD offices will be strictly per group and no interaction will take place on the 1<sup>st</sup> day with students from other countries or groups. The office has been thoroughly risk assessed and masks must always be worn. City tour will take place maintaining social distancing.
4. There will not be any students/interns from other institution in the same host family as ours.
5. Our students/interns will need to install Whatsapp and they will be in a group chat where we will always monitor them and be ready to answer any questions they may have. They must also download the UK government test and trace app.
6. The student/intern will be requested to meet with an IBD representative outside of the work placement, to make introductions. We always discourage shaking hands, each company must have completed a risk assessment (required by the local council) to re-open the business, so they will have their own policies in place, which must be adhered to.
7. There will be weekly digital monitoring calls. If the weather is good, there will be outdoor meetings arranged with an IBD member of staff.
8. Free-time activities will be digital, and we encourage everyone to join. We will provide details of how this will take place.
9. Should the student/intern display symptoms of Covid-19, they will be supported in taking a test and if this is positive, a 14-day quarantine at the host family will be arranged. All host families have agreed to implement strict policies and procedures regarding this.
10. We will provide all support, advice, and guidance with regards to the changing government policy. Currently, the UK updates guidance every 2 weeks and should a significant change be announced, we will take all precautionary measures through dialogue with the student/intern.

### IBD Solutions Ltd trading as The IBD Partnership

1st Floor, Printware Court, Cumberland Business Centre, Northumberland Road, Portsmouth PO5 1DS, UK

Tel: +44 (0) 2392 87 61 33 info@ibdpartnership.co.uk www.ibdpartnership.co.uk

 @IBDpartnership  IBDpartnership

Registered office: Dimmicks Corner, 179 Hunts Pond Rd, Titchfield Common PO14 4PL, UK

Company No: 07496371