



## COVID-19 Protocol for teaching student groups

<b>Covers</b>	<b>Teaching of professional courses and Continuing Professional Development (CPD)</b>
<b>Date written</b>	<b>27 January 2021</b>
<b>Version</b>	<b>5.3</b>
<b>Review date</b>	<b>April 2021 and then 6 monthly or as required following updated guidance from government and GCMT</b>

This document will help mitigate the current risk posed by Covid-19 as assessed in the BCMB Covid-19 Risk Assessment when teaching student groups within BCMB premises and when students conduct case studies both on BCMB premises and elsewhere. It covers:

- Communicating with and advising students before they arrive at BCMB
- Students entering the BCMB premises
- The teaching rooms
- Wider building use – kitchen, toilets, office
- Exiting the premises

As outlined in the BCMB overall plan (<https://bristolmassage.co.uk/wp-content/uploads/2020/09/BCMB-Overall-Plan-8.9.20.pdf>) courses at BCMB will be conducted on a “blended” basis, with a combination of online learning and face to face contact in small groups. The amount of face to face learning will be adjusted in line with Higher Education tiers of restriction (<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses#response-to-local-outbreaks>). In the event of a local or national lockdown, the amount of face to face contact will be reduced as far as possible, whilst still fulfilling curriculum requirements.



## **Communicating with and advising students before they arrive at BCMB**

The Course Leader will email all students before the teaching date to tell them what to bring and what to expect on arrival. Student groups will be asked to arrive at staggered times to reduce congestion at the building entrance. Email to cover the following:

1. All students will need to complete an online pre-screening form the day before attending BCMB
2. Bring as little as possible and to bring one bag in order to keep all belongings in one clear place. Items to bring in the bag are pens, notebook, notes for the day' session, their own mug, water bottle, flask and packed lunch for sole consumption. This list is not exhaustive.
3. No access to the fridge or microwave
4. Leave coats and other outerwear at home or in own car if possible
5. We will be operating a one-way system within the building on arrival and exit
6. Their temperature will be taken and recorded on arrival
7. We will provide all PPE whilst at the college

### **1) Entering the BCMB premises**

Students will enter through the front door as usual. Teaching team will monitor to make sure social distancing is maintained. Adhesive footprints will mark out spacing for queuing as students arrive, stow any outerwear and have temperature taken. We will operate a one-way system entering the cloakroom via the normal door and exiting via the office.

On entering:

1. Students will stand inside the front door and wait for the next 'footsteps' to become available to maintain distancing



2. Shoe racks have been spaced out so there is less congestion when removing footwear. Racks have been marked with tape to keep shoes separate – 4 pairs per rack.
3. Student to go to 'Tutor station' table. Tutor will take temperature, tell the student when they can go to the cloakroom, student will sanitise hands, tutor will tell them which room they will be in and to go straight there via the office when they have hung up their coat or directly if no coat or valuables for lockers.
4. Cloakroom to operate on a 'one in, one out system'. Every other peg will be marked as not in use so only alternate ones are used to limit chance of clothing from different households touching.
5. Student to exit cloakroom via office and go straight to teaching room, taking their bag with them.
6. Students will be asked to "check in" using the BCMB's QR code from the NHS Test and Trace app.

## **2) In the teaching room**

### Social distancing

Up to 5 massage tables will be set up so that up to 10 students can work in pairs in both Blue and Orange rooms at a safe social distance. The precise spacing and number of tables will depend on current government guidelines. Students will remain in these pairs and bubbles for the duration of the day. Each table will be covered with a wipe clean couch cover and will have two drapes and two pillows with wipe clean covers. The drapes will be brought in by the student, in order to reduce cross contamination and make in-house laundry manageable. Chairs will be provided for students at safe social distancing.

Students can use the toilets on a one in, one out basis to prevent queues and corridor congestion.

### PPE and cleaning whilst teaching/massaging



From 24<sup>th</sup> September 2020, masks and visors must be worn by law when delivering close contact services. In addition, students will wear gloves and aprons, in line with GCMT/MTI guidance on best possible practice. Students being massaged will wear masks.

Each table will have either have:

1. A box underneath containing:

- Hand sanitiser
- Gloves
- Type IIR Masks
- Aprons
- Cleaning spray
- Blue roll
- Couch roll
- Massage oil

Or

2. One or two PPE stations with:

- Gloves
- Aprons
- Hand sanitiser

and a box underneath each table containing:

- Type IIR Masks
- Cleaning spray
- Blue roll
- Couch roll
- Massage oil

The shelves will have a full stock of all of the above to replenish boxes throughout the day as required.



Soft fabric chairs will be covered with disposable couch roll.

Students:

- use visors provided by BCMB
- wear face coverings at all times when not massaging
- change PPE after each massage session, except mask and visor
- Can keep mask on to swap from giving to receiving massage
- Visors to be wiped frequently
- Face cradle, couch cover and massage oil bottle wiped down between each massage swap.
- When doffing PPE, gloves first, then apron, mask, visor, then put everything in the black bin bag on the chair at the front of the room.
- Will work with the same massage practice partner for the whole day. They may change partners for other days and when practising away from BCMB.

Tutors:

- As above
- Change PPE after each session (when assisting students as they practise, tutors may allocate an apron and gloves to each table so that they minimise waste)
- Wipe down door handles and light switches frequently throughout the day
- Keep stocks replenished
- Reminders throughout day of importance of distancing, etc as required.
- Will demonstrate techniques on different students, in the interests of diversity, respect for students' boundaries and to share the advantage of students receiving work from the tutor.
- Ensure that there is good ventilation throughout the day. This will mean opening windows at regular intervals.



### **3) Wider building use – kitchen, toilets, office**

#### General

Posters will be displayed reminding people of importance of distancing, handwashing, etc. All unnecessary clutter will be removed – cushions, rugs, etc.

Front door handles and other hard surfaces likely to be touched to be wiped down; for instance, after people have arrived / left.

#### Kitchen

The kitchen will be closed to students. Tutors can have access to refill water jugs, kettles etc.

Orange room will use a drinks station set up in Green room. Blue room will have a drinks station set up in the room.

#### Toilets

Orange room students will use the toilet by the kitchen. Blue room students will use the one by Blue room.

Sanitiser and handwash will be available with posters reminding of importance of good handwashing practice. Cleaning spray and blue roll will be available for students who want an extra clean – but this is not mandatory.

No fabric towels – paper hand towels only.

Tutors will wipe down toilet door handles and light switches regularly throughout the day.

#### Drinks stations

Drinks stations will not have biscuits, glasses or mugs – students to bring their own. They will have some or all of:

- 3 x water jugs



- 1 x kettle
- Tea and coffee etc

### Office

Closed to students except as a thoroughfare via cloakroom when entering building or for use of the card machine to purchase items. Tutors to follow generic workplace advice when in office – social distancing, wiping down surfaces and handwashing. Do not wear PPE in office except mask or visor (if wearing do not remove in office).

## **4) Exiting the building**

Tutor will prop the door open

- Students are to leave the same way they came in:
- They will be advised to keep social distance and to one by one collect their belongings from the cloakroom entering through the office and exiting through the cloakroom door.
- Sanitise hands on way out
- Once all students have left, tutors to
  - wipe down all door handles, light switches and backs of chairs in the areas used.
  - Dispose of PPE waste and toilet bin bags in outside bin

## **5) Student Case Studies & Practice Sessions**

Students must observe protocols on the use of PPE both when on BCMB premises and when conducting case studies (practice sessions) elsewhere. Who they can massage will depend on local or national restrictions:



- If local or national regulations shut close contact services, when at home students must only massage members of their own household or support bubble. If massage teaching remains open, they may also attend a student practice session on BCMB premises and massage members of the BCMB learning community (students or tutors) or a member of their household/support bubble.
- If local restrictions specify that close contact services remain open but households cannot mix, when at home students must only massage members of their own household or support bubble. They may also massage members of the public who are at low risk of Covid, but only in student practice sessions on BCMB premises. This facility will be withdrawn if students do not follow necessary protocols.
- Where local restrictions permit close contact services to remain open and 2 households may mix, students may massage members of their household or support bubble and members of the public who are at low risk of Covid. They may also massage medium risk members of the public provided this is within a student practice session on BCMB premises. Students will be notified and must take extra care around hygiene and PPE measures, as well as adapting their treatment according to normal massage contraindications and cautions.

## 6) In Course Clinic Arrangements

In addition to all actions above, the following protocols apply to members of the public attending BCMB as clients for in course student clinics.

### Prior to appointment

- Clients will be pre-screened by office before attending. If local or national restrictions have shut close contact services, then appointments will only be made for members of the BCMB educational community (students or tutors).





- If close contact services are open but local restrictions do not permit household mixing, then only members of the public at low risk of Covid will be booked in.
- If close contact services are open and household mixing is allowed, then members of the public who are at low or medium risk of Covid may be booked in.
- Clients in the high risk category will not be booked in.

See Appendix A for the definition of low, medium and high risk clients. This is relevant to Sections 5 & 6.

Tutors will advise office staff which category will apply to particular clients.

- Clients will be asked to complete a pre-screening COVID form, which will
  - ask whether they have any of the symptoms of Covid-19 as according to NHS guidelines
  - advise what they need to bring
- Each client to bring their own drapes and pen, and water.
- Each client to wear a mask whilst on the premises and throughout the massage. If client has a specific medical reason why they cannot wear a mask, the student may still proceed but should note the exemption and any mitigations used instead eg avoiding facial massage.
- Each client have their temperature taken and recorded on arrival – if above 37.8 they cannot be treated.

#### In the clinic room

- Social distancing maintained by having no more than 3 couches in the room
- The initial consultation will take place at a social distance in line with current Government guidelines, so the student can wear just visor and apron. If there are communication difficulties, this could be adjusted as necessary eg the student could wear a mask or sit side by side with the client.



- Check with client to see whether anything has changed since their pre-screening form
- Wipe clean couch covers and face cradles to be wiped down between clients
- Couch roll to be used to protect chairs and couches – to be disposed of after each client.
- Student practitioner to wear gloves, apron, mask and visor
- Client to wear mask on arrival and throughout treatment

#### After treatment

- Clients to leave via rear entrance
- Door handles to be wiped down



## APPENDIX A: RISK CATEGORIES

The GCMT guidance published on 26<sup>th</sup> October 2020 (<http://www.gcmt.org.uk/documents/covid-19/GCMT-Resource-Pack-Current-Overview-for-Therapists-in-the-UK-v3-26-Oct-2020.pdf>) identified the following contra-indications around Covid-19.

### Clinically Extremely Vulnerable (High Risk)

- *Currently receiving treatments for cancer*
- *Severe lung & respiratory conditions*
- *Recently post-operative*
- *Recently had an organ transplant*
- *Recently had a bone marrow or stem cell transplant*
- *Suppressed immune system – and likelihood to easily develop infections*
- *Pregnant – if accompanied by a serious heart condition*
- *Experiencing severe post Covid-19 circulatory complications – DVT, micro-embolisms, CVA or PE*

### Clinically Vulnerable (Moderate Risk)

- *Brain and nervous system conditions – Parkinson's, motor neurone disease, cerebral palsy, MS*
- *Clinically obese – BMI over 40*
- *Aged 70 years or older – especially older males*
- *Of BAME heritage*
- *Pregnant*
- *Mild lung & respiratory conditions*
- *Heart disease, diabetes, chronic kidney disease and liver disease*
- *Those shielding vulnerable family members*
- *Front-line NHS staff & carers*

### Low Risk Clients

None of these conditions apply.