



# ICON College of Technology and Management

## COVID19 Advisory and Action Group

### Purpose

The Group has the responsibility to liaise, coordinate and recommend appropriate actions as well oversee the implementation of COVID19 related actions, including any communication strategies with the students as required by the Government, OfS or other respective government agencies. The College produced a Covid Plan which was appraised and signed off by the Director of Public Health, Tower Hamlets.

### Membership

- Vice Principal (External Affairs) (**Chair**)
- Vice Principal (Academic Affairs)
- Managing Director/Director of Admissions
- ONE Head of Department
- Student Welfare Officer
- Academic Adviser
- ONE Student Representative
- The Principal may attend as observer.

### Terms of Reference

C19AAG has the responsibility to:

- Regularly monitor and evaluate the applications of the College's COVID 19 Plan
- Continuously review the College's COVID 19 risk assessment and make recommendations for update to the Management Board.
- Monitor communication to the student body on their consumer rights as COVID 19 requirements change.
- Meet regularly to monitor, assess and recommend actions drawing on COVID19 instructions and regulations required by the Government, OfS or other respective regulatory government agencies.
- Report recommended actions with immediate effect to the Management Board for implementation.
- Receive immediate feedback from the Management Board on actions that have been implemented.
- Scan all published materials related to COVID19 responses by Government and disseminate key points and requirements for consumption by the across the College.
- Scan all other communication materials received from the OfS, the DfE as well as the other relevant Government agencies and disseminate key points and requirements for consumption across the College.
- Prepare and advise the Management Board on the appropriate communication materials to be disseminated to the students.

**Frequency of meetings**

The C19AAG will normally meet once every ten working days, or as and when required, depending on circumstances prevailing at any given time.

**Quoracy and decision-making procedure**

The Chair and three voting members must be present to ensure a quorum. NB: The Student Representative is not a voting member.

**Reporting Lines**

The C19AAG will report to the Management Board who will receive the minutes of each meeting.