

Part-Time Adult Course-Covid 19 Guidance

Guidance	Actions we have taken/will take	What will be required of you
<p>PREVENTION</p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.</p> <p>2) Clean hands thoroughly, more often than usual.</p> <p>3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>5) Minimise contact between individuals and maintain social distance.</p> <p>6) Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>Ensure the site and classrooms have hand washing or hand sanitiser 'stations' available so that all learners and staff can clean their hands regularly</p> <p>Minimise contact between learners and maintain social distance. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining social distance between individuals <u>following the 1m+ guidance</u></p> <p>Limit the number of learners and staff in contact with each other to only those within the group.</p> <p>Staff will maintain a 2m distance from their learners, stay at the front of the room, and away from their colleagues where possible.</p> <p>Make adaptations to classrooms to support distancing. We have timetabled classes in large classrooms and considered desk layout, unless you are using computers seating you 1m apart, side by side and facing forwards, rather than face to face or side on.</p> <p>Ensure that the classroom and equipment is cleaned before you enter the room.</p> <p>Ensure that staff are aware of the processes in place to protect themselves and you.</p> <p>Ensure that staff wear gloves when touching IT equipment and dealing with any IT issues.</p>	<p>Do not come into your site if you have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days,</p> <p>Clean hands more often than usual</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Maintain social distance of 2m or 1m+ with anyone who is not in your class or "bubble".</p> <p>Arrive no more than 10 minutes before your class and make your way directly to the classroom, from the entrance following the one-way system indicated by the arrows on the floor.</p> <p>Bring with you any stationary that you will require (pen/pencil/paper) and not share these with other learners.</p> <p>Please use the main entrance to the building your class is to be held in, for the evening classes, please check in at the security desk by the main entrance and you will be shown which entrance to use.</p> <p>Sit at the designated desks and do not move classroom furniture</p> <p>Once you have chosen a desk, please remain in that desk and not switch seats.</p>

Ask all BLC staff to follow college processes and the 1m+ processes outlined in Government guidance including washing their hands regularly and maintaining at least a 1m distance from others who are not part of their household.

Take accurate and timely registers to ensure that track and trace procedures may be followed.

Direct movement within the classroom to ensure that social distance can be maintained.

Leave all non-essential personal possessions (handbags/coats and jackets etc) at home or in your car.

Follow all 1m+ processes outlined in Government guidance **including wearing a face covering in class**, maintaining at least a 1m distance from others who are not part of your household a 1m distance to be maintained. This should be a face covering such as a mask and not a visor.

Clean your station at the end of the lesson, before you leave, with the products provided.

Following your class, leave via the designated exit, following the one-way system indicated by arrows on the floor.

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If you or others need to leave the classroom during a lesson, follow directions from your tutor to ensure that distance can be maintained.

Report to us immediately if you experience symptoms within 2 weeks of the class positive for Covid 19.

<p>RESPONSE</p> <p>7) Engage with the NHS Test and Trace process.</p> <p>8) Manage confirmed cases of coronavirus (COVID-19) amongst your FE community.</p> <p>9) Contain any outbreak by following local health protection team advice.</p>	<p>If anyone on site becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home (avoiding public transport) and advised to follow guidance for <u>households with possible or confirmed coronavirus (COVID-19) infection</u></p> <p>Engage with the NHS Test and Trace process and contact the local <u>Public Health England health protection team</u>.</p> <p>Ensure that staff members and students understand that they will need to be ready and willing to <u>book a test</u> and <u>self-isolate</u></p> <p>Ask learners and staff to inform us immediately of the results of a test</p> <p>Manage confirmed cases of coronavirus (COVID-19) in line with the guidelines outlined and take swift action when we become aware that someone who has attended has tested positive</p>	<p>If you become unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)</p> <p>If you are in college, you must inform us and go home immediately (avoiding public transport)</p> <p>If you become unwell within 14 days of attending a class, please inform us immediately.</p> <p>Follow guidance for <u>households with possible or confirmed coronavirus (COVID-19) infection</u>.</p> <p>Engage with the NHS Test and Trace process and contact the local <u>Public Health England health protection team</u>.</p> <p>Be ready and willing to <u>book a test</u> and <u>self-isolate</u></p> <p>Inform staff immediately of the results of a test</p>
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