

Tower Learning Centre Covid-19 - Safety Plan



Area	Action
<p>Arrival and Departure</p>	<ul style="list-style-type: none"> • Centre main entrance door (Church Street) to be used for entry and exit as “one in, one out” ONLY with no passing allowed • Students only to enter the Centre building past the reception area. • Parents can enter the building at reception ONLY, but MUST wear a face mask at all times. • Only one parent/carer to drop and collect. • Communication with the Centre must be via email or phone, where possible • Designated Centre staff to manage main entrance before and after all sessions with hand sanitiser/temperature check. • Centre opens at 9.15 am for registered students only. Not entry to the Centre for students not registered to attend on allocated days and times. • Students can only arrive at their specified time. • Students arriving at other times cannot enter the Centre grounds until it is their booked time. • Students go straight to their allocated session rooms immediately after entering the Centre. • Support mechanisms such as keyworkers to be allocated to the session room bubble (1 to 1) and must wear a face covering at all times.
<p>Distancing</p>	<ul style="list-style-type: none"> • 1 metre + between staff at all times. • 1 metre + between staff and students where possible. • 1 metre + between students at all times where possible. • Parents/guardians must maintain 2 metres between each other when collecting their child.
<p>Session rooms</p>	<ul style="list-style-type: none"> • To ensure 2 metre distancing at all times exit times for students leaving the building will be staggered. Were it is not possible to maintain a 2 metre distance, students will be required to leave in singular file and forward facing. • Session furniture arranged to ensure 1 metre + spacing. • Same seat in the class bubble each day. • If students currently have a mobile phone they can bring this each day and must take it home each day. The device must be sanitised on entry and only used in-line with Centre mobile phone policy. Phone and hands must be sanitised after every use. • Each session room bubble is allocated 1 tutor and a maximum of:

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	<p>Room 1 – 3 students Room 2 – 3 students Room 3 – 1 student Room 4 – 1 student Room 5 – 8 students + LBSA Room 7 – 2 students (257 Church Street) Room 8 – 4 students (257 Church Street)</p> <ul style="list-style-type: none">• Sanitiser available in each session room and correct handwashing ensured, soap will be available plus paper towels in toilet areas.• Students to be allocated their own stationery through a sealed clear bag. Any additional stationery MUST be sanitised before and after use.
Break times	<ul style="list-style-type: none">• All students to remain in their classroom bubbles
General Safe Practices	<ul style="list-style-type: none">• Students to bring their own drinks (bottles with screw lids ONLY)• One student will be allowed in the toilet at a time.• Furniture disinfected each day.• Any sick child will be sent home – tested and result shared with Centre.• No staff will be at Centre if health compromised• Students to be issued with stationery that is not to be used by any other person.• Centre landline phones cleaned and limited use to specific people.• No bags or other equipment can be brought in or out of Centre.• Workbooks and resources to be allocated to students in bubbles and must be sanitised before and after use (where applicable).