

Systems of Control (in addition to COVID Safety Plan)

- All staff are asked to follow a set of actions known as 'Systems of Control', the main objective of which is prevention, for you, visitors and students, this means the following:
- On arrival the designated person on reception will ensure all students wash their hands and tutors will take responsibility for the rest of the day thereafter. It is advised that students wash their hands as regularly as possible. It is important that students understand that washing their hands is an important prevention measure in fighting Covid-19. In addition to students washing their hands they will also be required to sanitise before sitting at their designated seat.
- We will continue to have enhanced cleaning. This consists of the Centre tables, chairs, handles (high touch areas) being cleaned every morning and throughout the day. If additional cleaning is required, this will be done after the Centre closes. During the day, tutors to be responsible for cleaning the following using sanitising spray:
 - Centre tables and surfaces every 90 minutes
 - Chairs, every 90 minutes
 - Equipment, such as calculators, rulers, or any other stationary not supplied in student stationary pack after every use.
 - Students **MUST NOT** share equipment
 - Door handles, every 90 minutes
 - Computer keyboards, mouse, base unit and monitor to be cleaned after use.
 - Stair banister to be sanitised every 90 minutes (KM/DR)
- Students to be given designated session room and seat for every session and must stay in situ for the duration of their time at the centre.
- Students to be given their session room and table number on arrival to the Centre
- Students must not congregate in any areas other than their session room.
- Students must not enter a session room other than the one designated to them.
- Students to use toilets designated to their session area **ONLY**
- Students to maintain social distancing at all times
- Measures to implement social distancing when we can
- All adults will maintain a two metre distance from each other.
- **ALL** staff **MUST** wear face visors whilst students are in the Centre
- Session rooms to be arranged to meet social distancing guidelines and **MUST NOT** be changed