

Keeping our learners safe

01. Good health and hygiene

- If you have coronavirus (COVID-19) symptoms, or there is someone in your home who does, do not come to class.
- If you have COVID-19 symptoms you should book a test through the NHS website.
- Always carry tissues and use them to catch your cough or sneeze. Remember to 'catch it, bin it, kill it'.
- Wash your hands thoroughly and often.
- We have put extra, enhanced cleaning in place.
- If you fall ill whilst you are in the building you will be sent home and advised to follow NHS guidance for suspected COVID-19.
- The [NHS Every Mind Matters](#) platform has specific advice for adults on maintaining good mental wellbeing during the COVID-19 outbreak.

02. Be ready for your class

- Bring your own equipment, notebook and pen.
- Bring a filled water bottle and something to eat if you need to.
- Walk or cycle to class if you can.
- Bring your own face mask.



03. Social distancing

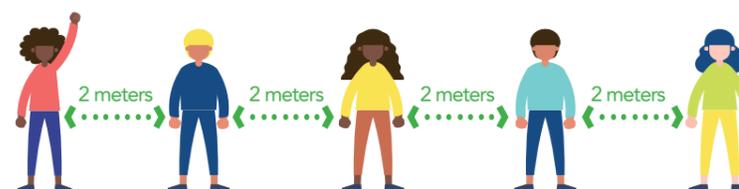
- The entrance will be staffed and you will need to follow instructions, join the queue and keep 2m apart.
- Carers or relatives will not be able to enter the building to talk to staff at pick up and drop off.
- Use the hand sanitiser, wear your face mask and you may have a temperature check before entering the building.
- Once you have been issued with your learner ID you must always wear it to class.
- Carefully follow the social distancing rules and keep 2m apart. Use the floor markers to make sure you do this.
- There will be staggered (different) class start and finish times so you can enter the building safely. Please do not be early or late.
- Follow the one-way system to get safely to your classroom, be careful to follow social distancing in the corridors.
- You must keep your mask on in the corridors and communal areas in the building. Any legal exemptions that apply to the wearing of face coverings in shops and on public transport also apply to this new advice.

04. In the classroom

- Class sizes will be smaller, make sure you keep to the new room layouts.
- Windows should be left open to provide good ventilation.
- Observe social distancing in the classroom and remember your tutor has to do the same and will stay at the front of the room. Screens may need to be used in some classrooms.
- Your tutor may be wearing a face shield and a mask.
- Tutors will check on health and wellbeing at the start of each session to ensure all learners are engaged and supported.
- Use your own pen and paper. Don't ask to borrow items from other learners or the tutor.
- Where equipment needs to be shared please use the sanitiser and wipes provided to clean before and after you have used it. Wipe down your table and chair with disinfectant spray before you leave.
- Some sessions may be done online using Google Classroom to reduce the number of learners in the building at any one time.
- Remember to always use your Redbridge Institute Gmail to keep your personal data secure. Always follow the e-safety guidance.

05. Breaks

- Only classes of more than 2 hours should take a break outside the classroom.
- For longer classes break times will be staggered and learners must stay in their class 'bubble' and continue to observe social distancing and the one way systems. Breaks should be taken outside and if the weather is bad inside your classroom.
- You must clean your hands before you return to class.
- The café in Gearies and the kitchen in Mildmay will be closed until we can ensure they can be used safely. Bring water or a drink with you. The vending machine will be closed.



06. Toilets

- Your class will be allocated to a particular washroom facility.
- You must continue to observe social distancing and the one way systems. Numbers in the washrooms are restricted – check the signs.
- Please wait outside in a socially distanced queue for your turn.
- Use the hand sanitiser provided before entering the washrooms and when you leave.
- Shut the toilet lid before you flush.
- Wash your hands thoroughly after using the toilet.
- Use the hand dryers and do not leave used tissues in the washroom.
- Exit doors to washrooms will be left open to avoid contaminating doors as learners enter and leave. Use your elbow to open the door to stalls.
- Some classes will be allocated the portaloos in the carpark.

07. When your class finishes

- Put on your face mask and leave the building as soon as your lesson has finished. Disposable masks can be left in the marked containers outside the exit doors. Bring a plastic bag to safely store reusable face masks.
- Please use the disinfectant spray and paper towels provided to wipe down your chair and table and to clean any equipment such as keyboard etc that you may have been using before you leave.
- Take all your personal belongings and any rubbish away with you.
- If you need to wait for Dial-a-Ride or other transport, please let your tutor know and you will be given permission to wait in the designated area. You must keep your mask on in the waiting area.

Safety concerns?

- We are carefully following advice from the government and Public Health England and have put comprehensive safety measures in place to reduce the risk of infection.
- If you have any concerns, please tell us as soon as possible. Speak to your tutor or a member of the facilities team and we will investigate.

NHS Test and Trace

Please be aware we are committed to the NHS Test and Trace Scheme. For the safety of all our learners and staff, we may need to pass on your contact details to the Scheme if a learner in your class tests positive for the Covid-19. This is in the public interest.

If you have any questions about how we process your information, please contact us.

Thank you to all our learners for following this guidance and keeping everyone safe. We will keep the guidance under review and make changes as government and Public Health England advice changes.

If a learner does not follow this guidance we may have to exclude them from class.