**ACL Covid-19 safety measures as of 1st September 2021**

All Teaching and Learning activities will be carried out in line with the guidance issued by the Department of Education. All other activities carried out as part of the day-to-day business of ACL, will be in line with ECC Guidance.

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| **DfE recommended Control Measures for Further Education.**  | **ACL response to DfE Control Measures for all Teaching and Learning activities.**  |
| Ensure good hygiene for everyone. | * Sanitising stations at the entrance to all centres. Inside all classrooms and outside toilets / receptions and refreshment areas.
* Posters are visible around the centres reminding people of the importance of hand hygiene and “Catch it, bin it, kill it”
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| Maintain appropriate cleaning regimes. | * Mitie continue to clean as per facilities contract.
* Premises Team provide cleaning of high touch areas during service delivery times.
* Due to the number of classrooms that could potentially be in use, at any one time, cleaning by the premises teams may not be possible. Classroom cleaning rotas will be produced.
* Learners and staff are required to clean down their “work” area when finished.
* Tutors are required to sign the class cleaning log for audit purposes.
* Spill kits are available in strategic locations throughout centres to support specialised cleaning in the case of someone developing symptoms.
* Sanitising canisters available in every centre.
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| Keep occupied spaces well ventilated. | * Windows and doors are kept open whenever possible. Signage is throughout the building asking people to keep noise levels down so not to disturb those in classrooms.
* No fans or air conditioners that recirculate air are in operation. Only clean air coolers are in use in the centres.
* ACL staff to only work in a centre depending on business need.
* Should a member of staff need to come into a centre, other than to teach, they must ask the Centre Lead where they will be able to work, and for how long. Office spaces are still operating in line with ECC Covid-19 Safety requirements.
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| Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | * Frequent communications to staff and learners about covid symptoms and what actions they must take.
* Learners, staff and visitors should follow public health advice on [when to self-isolate](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/).
* They should not come into the setting if they have [symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or have a positive test).
* Anyone in the setting who develops symptoms, no matter how mild, will be sent home.
* Anyone who develops symptoms and needs to wait to be collected, will need to wait in a room on their own. The room will have all windows open. Appropriate PPE will be used if close contact is necessary. The room will be completely sanitised after use.
* Staff or learners who receive a positive LFD test result should self-isolate in line with the [stay-at-home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). They will also need to get a [free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test). Whilst awaiting the PCR result, the individual should continue to self-isolate.
* If the PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test result and the staff member / learner can return to their setting, as long as the individual does not have COVID-19 symptoms. Those with a negative LFD test result can continue to attend college or their FE provider.
* Staff and Learners are encouraged to do regular self-home testing, ideally twice weekly or before they come into a centre.
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| Outbreak Management Plan | * ACL Business Operations Manager is responsible for implementing the following outbreak management plan.
* ACL Senior Leadership Team are informed of situation.
* ECC kept informed as per ECC Policy.
* Staff, Learners and visitors informed by email / text messages and website.
* Increased testing for staff and learners
* Face Coverings in communal areas and/or classrooms for staff and learners.
* Limiting of open days, taster days or courses and any live performances.
* Move to remote education where possible.
* If required, attendance restrictions on public health advice.
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| **ACL Essex’s Additional Safety Measures** | * **Department of Education have said social distancing and face coverings are no longer a requirement for teaching and learning activities in an educational setting.**
* We will, however, endeavour to create as much space for learners as possible, depending on the course and room sizes.
* Room layouts are fixed and should not be altered.
* Social distancing will be encouraged in communal areas in accordance with ECC guidelines.
* All toilets are in operation.
* Face Coverings to be encouraged in communal areas and moving around the building where social distancing cannot be maintained. Posters will be clearly visible encouraging people to wear face coverings, unless exempt.
* One-way systems will be replaced by “Keep Left” systems.
* Learners are encouraged to arrive no more than 5 minutes before the start of their course.
* Staff to minimise the time they spend in a centre.
* Staff, learners and visitors entering the building will continue to be recorded using the ACL Track and Trace on the ACL Essex Teams channel.
* **Centre Inductions will remain in place. The induction document contains details of Covid-19 and health and safety measures. Staff who have not completed a centre induction will need to do so by contacting the Centre Lead.**
* Staff and learners are encouraged to carry out home testing on a twice weekly basis. Those who collect testing kits from ACL, will need to be registered on the Test Register system by Customer Services to enable self-recording in line with DfE requirements.
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| Coffee Shops | * Cleaning non-disposable condiment containers after each use or providing only disposable condiments.
* Reducing the number of surfaces touched by both staff and customers. For example, ask customers not to lean on counters when placing orders.
* Regular cleaning throughout the day for high touch areas.
* Encouraging contactless payments where possible.
* Using screens at points of service, for example at tills and counters, to reduce the risk of COVID-19 spreading between front of house workers and customers
* No customer self-service for cutlery and condiments (these need to be given to customers on request).
* Minimising contact between kitchen workers and front of house workers.
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| Hair and Beauty | * Hair and beauty courses must be run in line with industry standards.
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<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance>