



COVID-19 Prevention

Guidance for Learners in Cornwall Adult Education Centres

Cornwall Adult Education follow government guidance on Covid-19. Therefore, we have taken the following steps, so our centres are safe for staff and learners.

In every centre:

- You will not be able to enrol in person at the front desk. We will only take online and telephone enrolments, to avoid face to face contact.
- Courses will use blended learning. This means that classes will be split into 2 groups. One week, group A will be in the centre and group B will be learning at home. This home learning may be online or using other resources designed for use at home. The following week, you will swap, so group B will be in centre and group A will work at home. Your tutor will provide more information about this at interview/induction.
- We have used a COVID-19 risk assessment to assess any potential risks for staff and learners within our centres.
- We will display COVID-19 guidelines and a list of things staff and learners must do in each centre and in each room.
- Each centre will display a Covid Compliant Certificate.
- Social distancing signs will remind everyone to keep 2 metres apart in the centre
- Hand sanitiser will be available in the reception area and in each classroom with instructions. Everyone should use this.
- There will be extra cleaning measures for all contact surfaces including regular cleaning of handles and doors.
- There will be cleaning stations in each classroom and all staff/learners MUST clean their own work areas themselves.

- All shared spaces such as corridors and resource areas have been assessed and there are signs to show the maximum number of people allowed to be in these areas.
- Any one-way systems will be signposted.
- Start and end times have been staggered so you are less likely to meet people in other groups.
- Please avoid gathering in corridors and other common areas.
- Classrooms have been reorganised to make social distancing possible. Please ensure you only sit at the desks marked available and do not move any furniture.
- Please fill the desks/workspaces from the rear of the classroom first.
- Please stay at your desk/workspace as much as possible, any unnecessary trips outside of the classroom should be avoided.
- We will avoid sharing resources as much as possible. All learners will be provided with a list of resources you will need for your course. You must bring these to each session. We have also produced a general equipment list that learners will need to provide for all courses (see attached list of general equipment).
- Breaktimes will also be staggered and breaks will be taken in the classroom.
- Learners must bring their own refreshments/packed lunch as all kitchen facilities will be out of use for learners.



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Checklist for learners to follow

- If you or anyone you live with shows symptoms of Covid-19, do not visit the centre until you have self-isolated for the length of time in the government guidance. This can be found at www.gov.uk/coronavirus

Symptoms include:

- A high temperature
 - A new, continuous cough
 - A loss of, or change to, your sense of smell or taste
- Please only enrol online or via the telephone
 - Please aim to arrive no more than 10 mins before the start of your course. This is so you don't come too close to learners in other groups.
 - Please fill desks/workspaces from the rear first.
 - Please limit the amount of time you spend outside your classroom. Take your breaks in the classroom.
 - Please make sure you bring the resources you need to each session.
 - Please WASH YOUR HANDS regularly following the guidance on the sign by the washbasin. Please also use the hand sanitiser in each classroom.
 - Please follow the "catch it, bin it, kill it" protocol – signs are on display to encourage all centres users to follow this guidance.
 - Please clean your work area before and after use. Any equipment you have used must also be cleaned. Signs in the classroom will have more information on this.
 - You must fully take part in the home/online learning element of your course
 - These guidelines are for your safety. If you are unsure about something, please speak to a member of staff.

List of general equipment required for all courses

For **all** courses you will need:

- A folder for your work
- An A4 pad of lined paper
- A black or blue pen, pencil, eraser
- highlighter pen.

You may also find useful:

- A ruler
- Pens, or pencils in different colours – red, purple, orange. (**Not green please**, because your tutor will always use green for marking your work.)

Please let your tutor know if you have any problems getting this equipment.

Please bring this equipment with you to each session.