



Future Creatives Onsite Guidelines for the Prevention of Covid-19 Contagion.

- **Staff to wash hands every 30 mins.**
- **Students to wash hands on arrival and use hand sanitiser provided.**
- **Staff will wear masks and maintain distance from learners.**
- **All staff will take a lateral flow test twice weekly as per Government guidelines.**
- **Desks spaced 1 metre apart.**
- **Individual materials provided.**

Staff and students are advised to avoid public transport whenever possible traveling to the site and not to car share. Parents of children must respect social distancing by not gathering at the gates and are not to enter any school buildings.

Staff are to wash hands for 20 seconds and use hand sanitiser on arrival. Staff are to direct students to wash their hands for 20 seconds as they enter the building and use the hand sanitiser provided in classroom.

Staff and students should follow the Covid-19 guidelines and signage as provided by each school. Staff should ensure adequate supplies of hand sanitiser, disinfectant wipes, paper towels and cleaning equipment are available for each class.

Staff are to wear masks and maintain 2 meter distance from students. Touch points to be regularly cleaned by staff during class. Staff to provide individual materials such as pencils and brushes to students and avoid sharing wherever possible. Students should be directed to clean any equipment they use with the materials provided.

Doors should be propped open where possible to avoid surface contact and potential transmission. Windows should be open where possible for ventilation. Desks are to be spaced as far apart as possible and at a minimum of 1meter. Where more than one class is using the same room during the day adequate time should be left between sessions for thorough cleaning of the space, desks and equipment.

Staff and students are not to attend class if they have had symptoms of Covid-19 within the last 7 days or co-habit with someone who has had symptoms within the last fourteen days.

Anyone who develops symptoms whilst on site must report the incident to a staff member who should inform the school and UAL Short Courses. Should a student need to wait to be collected they should be isolated. They should leave the site making their way home avoiding public transport. They should then engage with the NHS Test and Trace process. If they test negative, they are free to return to the class.

Staff should also consider the needs of individual children who have found the long periods at home hard to manage and especially those who have developed anxieties related to the virus. Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased or new caring responsibilities. Any issues related to wellbeing should be reported to UAL Short Courses.