

BAEC Covid19-secure measures: information for students, September 2020

Welcome back to BAEC!

This sheet outlines the COVID-19 safety precautions and BAEC rules in the centres. Further ground rules for your class will be agreed with your tutor at the first session of your course. We are grateful for your cooperation in ensuring that the centre is safe for all users. **Please do not arrive more than 10 minutes before the start of your lesson, in order to minimise congestion in the centre.**

We have introduced a one way system of entering and exiting from the centres.

At Kentwood: Please come in via the main entrance but leave via the exit in the link corridor, between the two buildings. Please follow the signs around the building. The staircase is one way only, please go up the stairs next to the lift, opposite room 4 and come down the staircase which comes out near the cafe.

Please use common sense with regard to social distancing when using the cafe, seating spaces have been reduced and a one way system introduced.

At Poverest: Please enter via the main entrance and leave via the fire exit in your classroom. Please bring your own refreshments with you, there are no vending machines at present at Poverest.

Face masks/coverings and shields

- You must wear a face covering in common parts of the buildings where there is a flow of traffic e.g. corridors, toilets, cafe
- You will agree the rules for face covering in the classroom as appropriate for your course. Recommendation - face coverings are not compulsory when seated and/or respecting social distance of more than one metre. Face covering to be worn during group work/close contact with tutor or other students for practical work
- If you have forgotten your face covering, a limited number of disposable masks are available to purchase from reception at £1 each.

Free Access Computers

- Free Access computers are NOT available at this time.
- There is a Digital Drop In Centre in room 3 twice a week at the Kentwood centre and once a week at the Poverest centre; you will need to book with Reception.
- Please ask your tutor/reception staff to photocopy documents if required.

Cleaning and Social Distancing

- All parts of the buildings (including vending machines at Kentwood), are thoroughly cleaned before, after and in between classes by site staff
- Hand sanitiser stations are available in all classrooms, near reception, cafe and toilets.
- Drinks in sealed containers with lids are allowed in non-specialist classrooms. Please be mindful of spillages and waste disposal.
- Please follow the arrows on the floor and be mindful of others.
- Toilets are accessible; common sense in respecting 1m+ is highly advised. Do not use the washing sink next to another person, please wait until one becomes available.
- Additional hand washing facilities with hot water are available outside room 2 at the Kentwood Centre and opposite room 6 at the Poverest centre

In the classroom

- Social distancing should be respected whenever possible.
- Please restrict movements around the classroom to minimise traffic.
- Practical classes: protocols for using shared equipment/moving around the classroom will be agreed at the first session.
- Hard copies of class handouts/materials will be left in piles on a spare desk/consoles in the classroom and you will help yourself as directed by your tutor.
- Outdoor clothes/hats/scarves etc. should be kept on the back of your chair/in your bag, not hung on common pegs if at all possible.

During your first session, you will be given a document stating BAEC's overall ground rules and there will be a group discussion regarding conduct in the classroom. Once these are agreed, they will be added to the document and you will be asked to sign to confirm your understanding.

Classroom ground rules will be revised regularly according to new guidance, or changing circumstances in the classroom.

If you develop symptoms of COVID-19, please do not attend and follow Public Health guidance. If you have a positive test result, please let us know as soon as possible.

For up-to-date information please see www.baec.ac.uk

We thank you for your cooperation