








Guide for Learners – Learning Safely with Kent Adult Education (KAE)

KAE are committed to keeping learners, staff, and other visitors safe during the current situation. All our learning centres have been risk assessed and are Covid-19 secure. We expect all staff, learners, and visitors to respect others and to follow the guidance below:

	<p>Do not enter any of our premises if you feel unwell, have a high temperature or any symptoms of cough or cold, however mild. If after attending KAE and you are tested and covid-19 positive you must inform the centre that you attended immediately and inform NHS Test and Trace. KAE will obtain advice from KCC Health and Safety.</p>
	<p>Learners must arrive no earlier than 5 minutes prior to the start time of their class. KAE are staggering start times to minimise congestion in public areas and will only admit learners to the centre if you are enrolled on a course and arrive at the agreed time. Other visitors will only be admitted by prior appointment. All visitors and staff will be required to confirm their current contact details either at reception. Learners will be required to confirm their current contact details through the registration process at the start of each lesson.</p>
	<p>Face coverings for learners are recommended in reception, stairways and other public areas. The wearing of face coverings by staff, tutors and learners is optional in classrooms unless identified in the demographic risk assessment. The wearing of face coverings by staff in office locations is optional.</p>
	<p>All learners and visitors entering any KAE building must wash or sanitise their hands when arriving at the centre and use the hand sanitiser and wipes which are provided in each room. All persons will take personal responsibility to wipe down and clean any shared resources before and after use.</p>
	<p>You will need to bring your own pens and equipment.</p>
	<p>You will need to bring your own drink as break areas such as canteens and cafes will not be available.</p>
	<p>You must respect social distancing markers and guidance in our premises.</p>

SITE RULES



Anyone who has been in contact with a person infected with Covid-19 is not permitted on site



Anyone who has flu-like symptoms including fever, a continuous cough or sore throat is not permitted on site



Avoid all physical contact



Wash or disinfect your hands



Respect social distancing, keep a minimum safe distance of 2m from other people



Cough or sneeze into a tissue and dispose of responsibly, if unavailable use the crease of your elbow