

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

KAE are committed to keeping learners, staff and visitors safe. Our centres have been risk assessed in line with government guidance. 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 cough or cold symptoms, however mild. If after attending a centre you test positive for Covid-19, you must inform that centre immediately and inform NHS Test and Trace. KAE will obtain advice from KCC Health and Safety.</p>
	<p>Learners should arrive no earlier than 5 minutes before the start of their class. All visitors and staff will be required to confirm their current contact details at reception. Learners will be required to confirm their current contact details through the registration process at the start of each class.</p>
	<p>Face coverings are expected and recommended in enclosed and crowded spaces including reception, stairways and other public areas. They do not need to be worn within classrooms; however, some people may choose to wear them.</p>
	<p>Each person who enters one of our buildings must wash or sanitise their hands upon arrival and use the hand sanitiser and wipes which are provided in each room. Each person is required to 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 communal areas such as canteens and cafes may not be available.</p>
	<p>We recommend that you test for Covid-19 regularly, ideally twice a week. Free lateral flow test kits are available at reception.</p>

# SITE RULES



Anyone who has been contacted by NHS Test and Trace and told to isolate due to Covid-19 risk 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**



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



Keep rooms ventilated. If a window is open, please do not close it until the end of the day