

# Return to APT COVID-19

## Information for staff and students



### Do you have any of the following symptoms?

- High temperature or a new continuous cough.
- A loss or change to your sense of smell or taste.

**Should you experience any of the above symptoms you should not come to APT and should follow NHS Guidelines**

### Follow social distancing and safe working guidelines by:

- Maintaining a safe (preferably 2m) distance between all persons and minimise movements around building at all times.
- All staff to maintain good ventilation i.e. keeping windows and doors open and face away from each other during the day.
- Tutors to ensure class registers are completed fully at start of session.
- Use hand wash or sanitiser stations set up in corridor along with signing in and out sheets.
- Take note of maximum occupancy signs on all rooms/doors. Tables and chairs must not be moved around.
- Personal belongings must be kept with you at all times. Tutors to use allocated places.

### Clean as you use systems

- All staff must clean their own keyboards and desks in the office as well as classrooms.
- At the end of the working day staff and students are to ensure that classroom equipment, door handles and touch points are cleaned.

- Wash hands for 20 seconds using soap and water or hand sanitiser if soap and water is not available before entering work areas throughout the day.
- Avoid photocopying of materials and handouts to prevent transmission.

### First Aid

- APT will have an allocated 'Isolation Room' in a well ventilated area.
- First Aiders to ensure that they are wearing facemask and gloves before giving any treatment.

If a student or staff member develops symptoms whilst at APT, they will be required to wait to be collected in the Isolation Room.

If a tutor or member of staff becomes ill during the day and no other member of staff can take over the group then the session will be rescheduled and students will be sent home.

### Fire evacuation procedures

If the fire alarm sounds all staff and students on site must report to the designated Fire Assembly Point.

Tutors will be responsible for the safe evacuation of their students.

### Contractors & Visitors

Contractors and visitors must report to the APT office to book in with a member of staff whilst respecting social distancing rules.