

Returning to centre-based teaching or support sessions may be stressful for you, your family or your employer. As you prepare to return to centre, please consider and familiarise yourself with the following precautionary measures to help reduce the spread of Covid-19:

## **Notice:**

You will be informed when your centre-based classes are resuming and the days and times for these at least one week in advance, but most likely you will have much more time than this to prepare.

## **Travelling to and from the centre:**

Wherever possible, avoid using public transport. Instead, try to walk, cycle, or drive. If you do have to use public transport think carefully about the times, routes and ways you travel as this will mean you will have more space to avoid the potential for coming into contact with the virus. The UK Government has ruled that it is compulsory to wear a face mask or covering on public transport from the 15<sup>th</sup> June 2020.

## **Arrival at the centre:**

- Be aware that as you arrive there will be a 2-metre distancing requirement in force
- Please make sure you arrive on time, arriving early could result in you staying outside the building until the receptionist admits you
- Once in reception and before signing in, you must sanitise your hands with the gels provided or one of your own preference
- Attendees will be asked to submit to a temperature check before being allowed access
- Your teacher will escort you to the teaching area, where again you will be required to sanitise your hands before being introduced and briefed on your 'class bubble group' and shown to your allocated seat
- Your outdoor coat will be put on the back of your chair and your bag/s will be stored under your seat. Mobile phones will be switched off until you leave the centre
- You should bring and use your own pens/pencils/ruler, calculator etc, where possible. We will provide stationery and have sanitised spares just in case. Rest assured that all equipment is thoroughly cleaned before and after use
- All tables, chairs and computers are sanitised before, during and after each teaching session, including door handles
- Once your teaching session is over, you will be instructed to leave the room, please sanitise your hands on your way out
- You will not be allowed to wait in reception for any other person, please vacate the centre and wait outside, ensuring you follow the social distancing rules – staying 2-metres apart at all times

## **Moving around the building:**

- Movement around the building is carefully restricted. Any breaks in the teaching session will be in the classroom, except for the use of toilet facilities. Use of the toilets will be restricted to one person at a time, unless the signage informs differently
- Where possible windows will be opened to help improve air circulation in the centre. Doors will be kept open, to help prevent cross contamination when touching door handles
- **tpm** prioritises the cleanliness of the building and its facilities highly and has liaised with expert health, safety and cleaning experts about our cleaning and sanitisation procedures

## **Personal hygiene tips:**

- Facial tissues and specially designated bins are provided everywhere for coughs and sneezes. If you cannot get a tissue in time avoid using your hands and use your sleeve or the inside of your elbow instead
- Please avoid touching your face, particularly the eyes, nose and mouth with your hands
- Use the sanitising gels provided regularly
- The use of facial masks/coverings in a classroom is a personal choice and will be respected but is not required by **tpm** or in UK Law.