**Coronavirus (COVID-19) Guidance for Tutors**

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| **Tutor Guidance on infection prevention and control to help reduce risk of transmission** | | | |
| **Taken from:-**  **Coronavirus (Covid 19) implementing protective measures in education and childcare settings June 2020**  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks>  and **Guidance for further education and skills providers July 2020**  <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers> | | | |
| **Government advice is that risks related to coronavirus (COVID-19) need to be managed through a hierarchy or system of control including social distancing, high standards of hand hygiene and increased surface cleaning. Masks are not mandatory as Government’s advice is that benefits will be marginal.** | | | |
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| **Tutors should**  **Refresh course risk assessments on an ongoing basis in line with up to date Government advice and by identifying protective measures such as those below.** | | | |
| **Action** | **Any comments you would like to make** | | **Y** |
| Advise learners not to enter the room if they have any symptoms (following [COVID-19: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) |  | |  |
| Ensure that any learner with symptoms leaves the session. Advise them to self- isolate and take a test ( in line with  [COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) |  | |  |
| Learner can return if/when they test negative |  | |  |
| Advise the rest of the group to self-isolate for 14 days if a learner tests positive |  | |  |
| Advise a group member who has helped another learner with symptoms, that they do not need to leave unless they develop symptoms |  | |  |
| Access priority testing if required (classed as essential workers in this context) |  | |  |
| **Track and Trace**  Ensure learners are aware (induction) that their contact info will be shared if official T&T requests are made. |  | |  |
| Refer official Track and Trace requests to Matt (MIS) so that info can be shared as appropriate |  | |  |
| **Classroom** | | | |
| Ensure rooms are well ventilated using natural ventilation (opening windows) |  | |  |
| Apply social distancing measures in line with Government guidelines |  | |  |
| Keep group size small in relation to room size in order to maintain current Government advice on social distancing |  | |  |
| Ensure that Schemes of Work and all course activities are designed to take account of all Government social distancing advice |  | |  |
| Ensure that sufficient handwashing facilities are available or provide hand sanitiser in sessions |  | |  |
| Minimise use of shared resources |  | |  |
| Ensure that any shared materials and surfaces are cleaned and disinfected at the start and end of the session |  | |  |
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| **Learners must:-** | | | |
| Agree to all Covid related measures and confirm on induction checks |  | |  |
| Clean and disinfect any equipment they have used |  | |  |
| Ensure frequent hand cleansing and good respiratory hygiene practices |  | |  |
| Agree to inform tutor if they experience any Covid 19 related symptoms (ref induction process) |  | |  |
| Adhere to H&S and social distancing procedures for course |  | |  |
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