

LCPA Implementation of Protective Measures for Covid-19

This is to layout the process by which LCPA supports staff and students against the spread and impact of COVID-19. The college has adopted IAC's risk assessment which is in line with the current government guidelines. These will be reviewed and adjusted accordingly.

In line with government recommendations, LCPA has an appointed COVID-19 Officer. The officer is responsible for ensuring that precautions are being implemented and staff and students are supported.

Travel:

Follow local guidelines when using public transport.

Arrival & Departure:

- The wall hand sanitiser unit outside of the building must be used before entering.
- Signing in is electronic, use the hand sanitiser before touching the screen.
- Students must leave the building as soon as their classes have completed unless prior permission.

Studios:

- Wall hand sanitiser units are outside all studios.
- Spray disinfectant and wipes to clean surfaces are available.
- Sound systems should be kept at a low level to ensure that tutors do not shout during class.
- No leaning on the walls, touching the mirrors and windows.
- Tutors must ensure they are the last to leave the studio.

Air Circulation:

Windows and doors will be open where possible to help reduce risk.

Communal Areas:

- Controls of the water dispenser and vending machines must be cleaned with provided wipes before use.
- Both lifts are out of use unless needed for the car park or mobility, and then only one person at a time.

Offices:

Students may not enter the college offices without permission.

Protecting yourself and others:

If you or anyone in your household have COVID-19 symptoms, stay at home, and follow the current self-isolation advice. Individuals who identify with being Moderate or High Risk or live with higher risk individuals should work or study from home as much as possible.

Infection Control:

- Anyone demonstrating symptoms of being unwell must inform the college administrator and remain at home.
- Under no circumstances should staff or students attend college if they feel unwell, call 111 for guidance.
- If staff or students shows symptoms during the day, inform the college administrator, and return home.
- Staff and students must inform the college administrator if they have tested positive.

Stay on top of hand washing regularly.

Contact Details:

Ensure we have up to date contact numbers. We will share details with the NHS Test and Trace if necessary to help stop the spread of Covid-19. You can choose to opt out of the NHS Test and Trace.