**New rules and how things will look**

In accordance with NHS England and SWYPT guidelines, from September 2020 until further notice, we will be implementing the following:-

1. **PLEASE DON’T ATTEND THE COLLEGE IF YOU FEEL UNWELL OR HAVE A TEMPERATURE.**
2. Please inform the college as soon as possible if you aren’t able to attend for any reason. We only have a limited number of places due to new social distancing restrictions.
3. If you become unwell whilst you are at the college, please inform the course tutor immediately who will guide you through what to do.
4. You are required to wear and bring your own face masks whilst on Trust premises.
5. If Covid-19 was to be suspected at the college and confirmed, we would contact you and inform you of this as this is part of the track and trace.
6. You will **ENTER** via the front gate and **EXIT** out of the rear of the building to avoid contact with additional learners. If you have mobility issues, please highlight this to one of our staff before you attend.
7. Signing in will take place once you arrive in your classroom. We no longer have a Reception area you can wait in.
8. You will be greeted at the gate and shown into the building.
9. If you are running late, you MUST phone the college to let us know. If you don’t let us know, unfortunately you won’t be allowed to start your course.
10. Unfortunately, we’re not allowed to use fans on the premises therefore please dress appropriately.
11. Each learner, depending on course content, will be given a pack for your chosen course. Please note this will be your responsibility to bring to each session together with your own pen and paper.
12. All learners to wash or sanitise hands **before** **entering** and **leaving** the room.
13. Whilst in your classroom, please ensure you remain **TWO METRES** apart **AT ALL TIMES.** Whilst in some public places this has been reduced, we work from NHS England guidelines.
14. Unfortunately we can no longer offer any hot drinks or vending facilities following Government guidelines, however, you are able to bring your own drink to the college as long as you take your waste home with you.
15. You will be expected to remain in the classroom for the duration of your course unless you require using the toilet.
16. Can all previous learners ensure we have up-to-date contact information?
17. In an event of a fire, please can all learners exit the building calmly and quickly and make your way to the pond, remembering to keep your distance at all times.
18. Please note we have a maximum capacity in each room that we have to adhere to.