



COVID-19

LEARNER HANDBOOK

ABOUT US

Candor professional Beauty Academy provides training in vocational qualifications. We have three main delivery centres – Leyton, Southend-on-Sea and Colchester. We also have many centres in UK where we deliver our skills qualifications.

We want to ensure the safety of our Learners and colleagues at the Academy. We want you to stay safe - on your journey to the Academy every day, while you are in our buildings, and on your way home. We've done a lot of changes to make our buildings and classrooms safe for you to learn in, so please take the time to read everything in this guide and ask any member of our staff if you have any questions about it.



COVID-SECURE GENERAL

1

FACE COVERINGS

Wear face coverings while at the Academy, including buildings, grounds, classrooms, hallways, and all other areas designated as the centre.

- Face coverings must cover the mouth and nose at all times, except when eating/drinking, or when alone in a private room
- Face covering must be worn whilst using public transport.
- Face covering must be in place before you enter the site.
- Face covering must be worn at all times when you are in reception areas, corridors, toilets, or any other 'communal area' within the Academy. You will see signage to remind you of this.
- When you are not wearing your face covering it should be kept in a small plastic bag to keep it clean.
- Do not share your face covering with any other person, as this would be likely to spread the virus. Make sure you have clean hands when you put on or take off your face covering, and try hard not to touch your face covering or your face too much.
- If you're are wearing a 'disposable' clinical face mask and it becomes damp, you should stop using it and dispose of it.



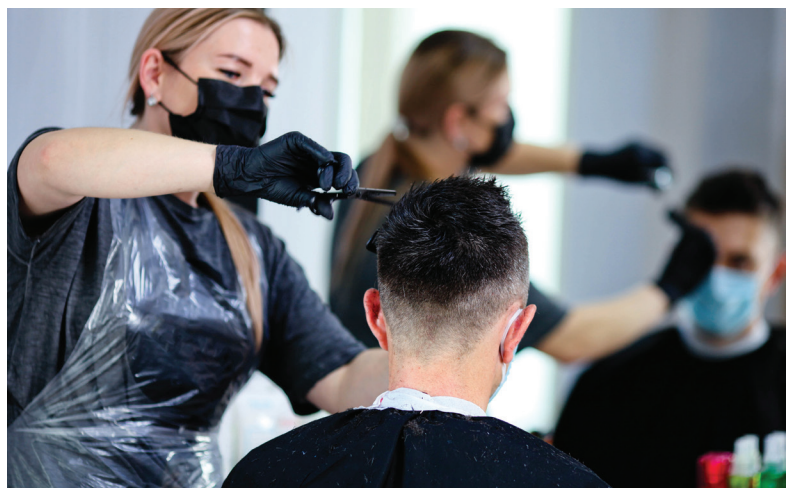
COVID-SECURE GENERAL

2

HEALTH AND HYGIENE

Wear face coverings while in the centre, including buildings, grounds, classrooms, hallways, and all other areas designated as the centre.

- Face coverings must cover the mouth and nose at all times, except when eating/drinking, or when alone in a private room or private vehicle.
- Learners should have spare masks in case of one being wet or dirty.
- Learners arriving to attend CPBA from abroad or out-of-state must self-quarantine for 14 days upon arrival.
- Learners should not visit the centre when sick or have symptoms of respiratory illness.
- Learner's temperature will be checked every day when they come to the centre using a digital thermometer daily to track any rises in temperature prior to a fever being detected.
- Learners should notify CPBA using the Reporting form(<https://www.cpba.co.uk/report-positive-covid-19-test/>) if they have tested positive for COVID-19, have been directed to quarantine, or, after recovering from a positive COVID-19 test, are returning to the academy.
- Cooperate fully with the Academy's self-isolation, contact tracing, and notification protocols, in alignment with the NHS advice.



COVID-SECURE GENERAL

2

HEALTH AND HYGIENE

A. HAND AND RESPIRATORY HYGIENE

You should wash your hands using soap as often as possible while you are at the Academy.

- When you arrive at the Academy you must clean your hands with sanitiser, or by washing them with soap and water. All persons entering the Academy are expected to do this for at least 20 seconds.
- We expect you to wash your hands with soap and water regularly whilst at Academy, this means before you eat, after you go to the toilet on every occasion, handling objects/tools shared with other students, and at any other time when your hands may have become dirty for another reason.
- If you cough or sneeze we expect you to catch this in a tissue and dispose of the tissue in a bin immediately. If you are prone to coughing or sneezing you should carry tissues with you. The Government supports this approach through its 'Catch it, Bin it, Kill it' campaign, you will see posters promoting this. Coughing or sneezing without covering your mouth and nose, will lead to transmission of any respiratory virus you may be carrying (not just COVID-19) so it is critically important that you follow this guideline.
- Windows in all rooms will be opened whilst rooms are in use, to promote good circulation of fresh air. This is one of the most effective ways that the Academy can reduce the risk of the virus spreading. This means that at times the Academy could become colder than you might expect; you are encouraged to wear warm clothing as this first term progresses.



COVID-SECURE GENERAL

2

HEALTH AND HYGIENE

B. THE USE OF CLASSROOMS

- When you arrive at the Academy you must go straight to your classroom identified on your timetable, or you can go to a toilet on the way, minimal time is spent there.
- Whilst waiting in your classroom for you class to start, we expect you to behave sensibly. Tutors may not be in the classroom when you arrive, and so the Academy requires calm and sensible behaviour. In the class you should not handle or operate any equipment or machinery until your tutor arrives and has given you permission to do this.
- During classes, you should stay in your designated area and keep 2m distance from your tutor and other learners where possible. If the 2m distance is not possible you should keep at least 1 m distance with additional PPE such as Visor, Mask, Gloves etc..



COVID-SECURE GENERAL

3

SOCIAL DISTANCING

Maintain at least 1 meter of social distance from others.

4

FACILITIES USAGE

Comply with all signage or instruction regarding capacity and space restrictions when entering, exiting, and using facilities, including all centre facilities, common spaces, hallways, classrooms, through the academy.

5

GATHERINGS

Comply with gathering policies.

- Gatherings, indoor and outdoor, on-site or off-site, where social distancing cannot be maintained, are prohibited.



COVID-SECURE GENERAL

MANDATORY INSTRUCTIONS TO BE FOLLOWED BY ALL LEARNERS AN APPRENTICES:

IF YOU ARE UNWELL:

If you feel unwell you must not attend The Academy. The COVID-19 virus can have many different symptoms for different people, and not just the 'classic symptoms' described by the NHS. If you contract the virus you may feel slightly unwell at first, but then become more unwell over the coming days. This early stage is when you are believed to be most contagious, and so must stay away from other people. If you think you may have COVID-19, you should take advice from NHS 111 about your symptoms and getting a test. You must also not attend The Academy if you live with someone who has COVID-19 symptoms or is required to self-isolate.

If you have the classic symptoms: - a temperature, headache, sore throat, and possibly a loss of your sense of taste and smell, it is especially important that you do not attend The Academy, and that you request a test from the NHS as soon as possible, and follow the guidelines about self isolation:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

As well as not attending the Academy, you must tell the Academy on the same day via the online reporting or to your teacher through private slack/google classroom or email

If you have symptoms you believe to be COVID-19, have a positive test, or are required to self-isolate by 'Track and Trace', even if you are not expected to attend the Academy on that day; this is so that we can advise other persons who you may have been in contact with who may also be developing symptoms. The Academy will work actively with the 'Track and Trace' service, in the event that a member of the Academy's community becomes unwell to support 'contact tracing'.

If you are unsure about whether to attend the Academy or not, then please call Learner Services 020 8004 8835, we will be happy to discuss the situation with you to help you make a decision.

Do not attend the Academy on days when you have no timetabled sessions.

COVID-SECURE GENERAL

MANDATORY INSTRUCTIONS TO BE FOLLOWED BY ALL LEARNERS AND APPRENTICES:

IF YOU BECOME UNWELL WHILST IN THE ACADEMY

If you become unwell whilst you are at the Academy, you must tell your Personal Tutor, a Learning Support Assistant, or any other Academy staff member immediately, stay socially distanced from all other persons, and wear your face covering. We will then have a conversation with you to make a plan about how best to support you, and to arrange transport home if necessary.

The COVID-19 Coronavirus has meant that every Academy, Colleges, School, and University has needed to introduce many new health and safety measures and rules to protect their staff and Learners from a virus that can make vulnerable people extremely unwell, and possibly cause them to die.

It is really important to understand that young people have only rarely been made unwell by the virus, and it is extremely rare for people under the age of 45 to become seriously unwell or to die from the virus.

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/bulletins/deathsinvolvingcovid19englandandwales/deathsoccurringinapril2020>

However, it is very likely that young people spread the virus in the same way as any other person, of any age, which means that these health and safety rules must be followed, since many of the people who work at the Academy are above this age.

If you are medically vulnerable, or believe that you are at an increased risk of becoming unwell with the COVID-19 virus, then the Academy will undertake an individual risk assessment to help make a decision about the best way for you to access your education and training. This risk assessment may mean that you are not required to wear a face covering (see below), or to maintain social distancing at all times as a fulltime Learner.

In line with government recommendations, the Academy has put additional cleaning in place. You will see cleaners emptying bins regularly throughout the day, and wiping commonly touched points such as door handles and handrails. Toilets will also be cleaned more frequently, so at times you may have to wait or find an alternative facility.

If a person in the Academy does have a positive test for COVID-19, a group, and then possibly a Bubble, may be asked to self isolate and work from home. If this happens you will be able to access your work through the Academy Virtual Learning Environments on The Hub and through Microsoft Teams. Timetables will continue as close to 'normal' as possible, with timetabled classroom based sessions being held online, and practical sessions using alternative approaches to develop skills.

COVID-SECURE GENERAL

MANDATORY INSTRUCTIONS TO BE FOLLOWED BY ALL LEARNERS AN APPRENTICES:

ARRANGEMENTS FOR CONTINUING YOUR COURSE WORK IF YOU ARE REQUIRED TO SELF-ISOLATE, OR IF YOUR GROUP OR BUBBLE ARE REQUIRED TO ISOLATE:

If you do need to stay away from the Academy because you have symptoms or are required to self-isolate, but feel well enough to continue with the course work, then we expect you to contact your tutor either by slack, by email, or better still through 'Zoom', to agree what course work you should continue with to prevent you from falling behind.

It is really important that you have access to Zoom from home, as this will be used for any 'remote' classes, if the Academy is required to 'lock down' or if you are required to self-isolate.

COVID-19 SPECIFIC HEALTH REPORTING REQUIREMENTS

Testing is available for symptomatic students and employees during regular business hours (call 020 8004 8835 during business hours to arrange). Employees can also coordinate testing through their own health providers or through public health testing facilities.

In the event of a positive or suspected COVID-19 diagnosis, students and employees will cooperate fully with the Academy's self-isolation, contact tracing, and notification protocols, in alignment with NHS advice.

All learners are advised to use the NHS track and trace system.



www.cpba.co.uk