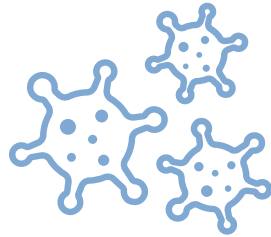




COVID-19 POLICY

What can you do?



There are still cases of COVID-19 in England and there is a risk you could catch or pass on the virus, even once you are fully vaccinated. This means it is important that you understand and consider the risks of catching or spreading COVID-19 in all situations.

SCC Academy takes the health and safety of its staff, students and visitors very seriously. The following guidelines provides easy and effective actions you can take to protect yourself and others around you.

We are aware of the importance of face-to-face contact and a hands-on approach when teaching students how to use IT and, with this in mind, we have put a number of procedures in place to minimise the chances of individuals contracting COVID whilst studying.

We would encourage all students and visitors to receive the free COVID vaccination, if recommended, as this is the best way of protecting you and others against COVID-19. All staff members have received both vaccinations.

Additionally, we encourage all staff, visitors and students to complete a lateral flow test at least twice per week.

If an individual is exhibiting signs of having contracted COVID, they must not attend SCC Academy. Instead, they should let a member of the team know by phone using the number below.

What do we do?

Hand Sanitiser and Washing Facilities

To halt the spread of the virus, SCC provide sanitiser in all classrooms and communal areas. We encourage everyone to use these when entering and leaving that area. Additionally, hand washing facilities are available in the toilets and the multi-faith prayer room and should be used:

- After coughing, sneezing and blowing your nose
- before you eat or handle food
- after coming into contact with surfaces touched by many others, such as handles, handrails and light switches
- after coming into contact with shared areas such as kitchens and bathrooms

Face Masks and Social Distancing

To minimise the potential risk of students, staff members and visitors attending SCC Academy contracting COVID, we recommend that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet and remain a 1 m distance between individuals. All workstations in SCC Academy are 120 cm long, meaning that students should never be within 1 m of another student during their studies. All students will remain at the same workstation for the duration of the course.

Fresh Air

The more fresh air that is let into an enclosed space, the less likely a person is to inhale infectious COVID particles. For that reason, SCC Academy will ensure that windows are open where possible during the day. Additionally, the complex benefits from air conditioning throughout, thus decreasing the risk of the virus being passed on.

We also recommend that individuals take the opportunity to exercise outside during the day and provide an outside area for socialising at the rear of the building.

Cleaning

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping SCC Academy clean is a critical part of ensuring that all people in the complex are protected.

SCC Academy is cleaned daily. All work surfaces and equipment is disinfected and floors cleaned. As an additional precaution, students may wish to use the supplied desk wipes to clean their workstations at the start and end of each day.

Scanning

Many people infected with COVID develop a fever and an increase in body temperature. A member of SCC Academy staff may scan visitors and students when they arrive to reduce the chances of a carrier being admitted on site.

First Aid

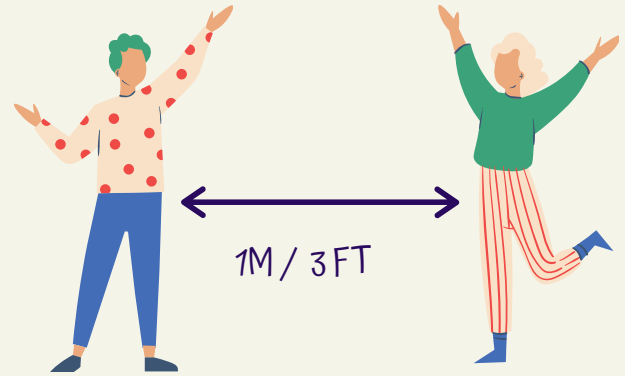
All SCC Academy staff members have completed first aid training and are qualified to respond to minor injuries and illnesses.

STOP THE SPREAD



WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.



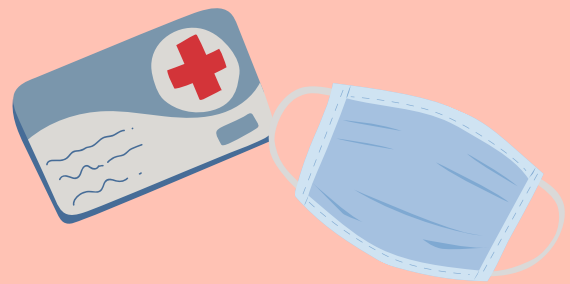
MAINTAIN PHYSICAL DISTANCING

Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.



AVOID TOUCHING EYES, NOSE AND MOUTH

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.



IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.