

AAL – Coronavirus (Covid-19) Protocols for Tutors (academic/public) - revised September 2020

We wanted to update you on a number of protocols the Academy has put in place with regard to tutors in light of the outbreak of Coronavirus (Covid-19).

AAL are continuing to monitor and respond to Government advice, and are posting updates across our network ([AAL website](#), Moodle, direct emails) and would ask everyone to keep abreast of these developments (however we will continue to proactively communicate with you any crucial developments or changes in our response to the outbreak).

There are a number of resources available for you to read and signpost students to on our [Keeping the Academy Safe](#) page. It is always advisable to check the latest NHS guidance if you are concerned about your health and/or wellbeing.

1. The main symptoms of Covid-19:

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

2. What to do if someone becomes unwell with symptoms of Covid-19 while on site:

- If an individual (student, tutor, or staff member) becomes unwell with symptoms of Covid-19 while at the Academy, then that person should go home and be advised to follow NHS guidance. The NHS advises that the individual book a test to see if they have Covid-19 as soon as possible.
- Ideally, the decision to send a student home should be made jointly by the tutor/s and an Academy staff member; however, if a staff member isn't available, the tutor/s should ask the student to go home and let a member of staff know as soon as practically possible.

- If the person with symptoms of Covid-19 requires direct personal care until they can go home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. These items will be available in all first aid boxes. Please ask a technician or staff member to show you where your nearest first aid box is if you're unsure.
- If the person with symptoms of Covid-19 is awaiting collection they should be moved, if possible, to a private, clean area where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. PPE should be worn by the supervising adult if a distance of 2 m cannot be maintained.

Reserved areas as follows:

- Mermaid Court: daytime - typically Studio 4, however please check the TV screen in the entrance or ask a member of staff
- Mermaid Court: evening - the barn
- Newington: daytime - please check with a member of staff
- If the person with symptoms of Covid-19 needs to go to the bathroom before leaving, they should use a separate bathroom, if possible. If there is not an Academy staff member available to assist, please let the Operations Coordinator know as soon as practically possible which bathroom has been used as they will need to organise for it to be cleaned and disinfected.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- If an individual has helped someone with symptoms of Covid-19, the NHS advises that they **do not need to go home unless they develop symptoms themselves** (and in which case, a test is available) **or the individual subsequently tests positive**. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

3. What to do if someone is coughing on-site:

- All individuals (students, tutors, staff, models, suppliers) have been informed to make themselves known to a tutor and/or member of staff if they develop symptoms of Covid-19 while on site. Any individual with symptoms of Covid-19 must be asked to go home.
- For their own comfort, as well as the peace of mind of everyone else in the setting, if a student develops a new, continuous cough during class, they should leave the room until they have had a chance to recover. If the student does not leave, the tutor should ask them to.
- Before the student returns to the setting, the tutor should ask them the following questions:
 1. Is this a new or continuous cough (coughing a lot for more than 1 hour; or, 3 or more coughing episodes in 24 hours)?

2. Do you have any other symptoms of Covid-19 (high temperature - over 38 degrees using a thermometer; or a complete loss or change of smell or taste)?

If the answer is **YES to one or both** of these questions, then the student should be advised to go home, and follow NHS guidance. Ideally, the decision to send a student home should be made jointly by the tutor/s and an Academy staff member; however, if a staff member isn't available, the tutor/s should ask the student to go home and let a member of staff know as soon as practically possible.

If the answer **TO BOTH of these questions is NO (or if the cough can be plausibly explained eg by an underlying health condition)**, the individual may return to the setting, however they should let the tutor/Academy staff member know if their symptoms persist and/or worsen.

- In the unlikely event that an individual refuses to leave, make them aware that the class/activity may have to be stopped if they do not. The Academy has the right, and will as an absolute last resort, forcibly remove from its premises any person who refuses to comply with the Covid-19 safety protocols.
- A thermometer is available at the reception desk (Mermaid and Newington) to assist with temperature checks (not being carried out as a matter of routine).
- Individuals who are otherwise well with runny noses, sore throats without a fever and mild colds can come to the Academy as normal.

4. What will happen if there is a confirmed case of Covid-19 at the Academy:

- If an individual (student, tutor, or staff member) becomes unwell with symptoms of Covid-19 while at the Academy, then that person must go home and be advised to follow NHS guidance. The NHS advises that the individual book a test as soon as possible.

ALL ACADEMY STUDENTS, TUTORS, MODELS AND STAFF MUST INFORM US OF THEIR TEST RESULT

Academic students/tutors should contact Rebecca Kunzi, rebecca@artacademy.org.uk

Public course students/tutors/models should contact Lucia Blagden

lucia@artacademy.org.uk

- **Where an individual tests negative**, the NHS advises that so long as they feel well and no longer have symptoms similar to Covid-19 they can stop self-isolating.

We will not request evidence of negative test results or other medical evidence before welcoming individuals back after a period of self-isolation.

- **Where an individual tests positive**, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and use the [NHS test and trace service](#) to share this information with the people they've recently been in contact with.

In the event the Academy learns of a positive test result from within its organisation, it will swiftly contact its local health protection team (this team will also contact us directly if they

become aware that someone has tested positive for Covid-19, as identified by NHS test and trace). The health protection team will carry out a risk assessment to confirm who has been in close contact with the person during the period they were infectious.

In this situation we will work with the health protection team to work through the appropriate actions. Based on the advice from the health protection team, we will send home those individuals who have been in close contact with the person who has tested positive, and advise them to self-isolate (at the time of writing) for 14 days since they were last in close contact with the person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The local health protection team will provide definitive advice on who must be sent home. To support them in doing so, we are keeping a record of all individuals in the building at all times.

We will not share the names or details of people with Covid-19 unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the contact who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for Covid-19 starts to feel unwell and gets a test for Covid-19 themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14 day isolation period - this is because they could still develop Covid-19 within the remaining days
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14 day isolation period), their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Source:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

5. Face coverings/PPE:

- In line with the latest scientific guidance from SAGE regarding appropriate measures for Higher Education settings, the Academy has decided that for the safety of all in our community, we will require everyone to wear a face covering while on the premises, including during classes, unless exempt for medical reasons. During classes models will also be exempt.
- Currently, we do not require individuals to wear any additional Personal Protective Equipment (PPE) beyond what would usually be required for a class. PPE, such as visors, may be appropriate for a small number of individuals, and as such will be provided by the Academy.

To request PPE, please contact:

Academic tutors/students - rebecca@artacademy.org.uk

Public course tutors/students/models - lucia@artacademy.org.uk

- In addition to other mitigating actions (ventilation, reduced group sizes, social distancing, personal hygiene, increased cleaning), face coverings act as a source of control and provide some protection to the wearer. There is good evidence for their effectiveness in preventing droplets from being released by an infected person and some evidence that they can reduce the exposure of someone else to those droplets. They may also limit aerosol transmission by capturing droplets at the source and stop them evaporating into smaller aerosols than remain suspended in the air. Their use will therefore have the greatest benefit in scenarios where individuals have to come into close proximity, or are using the same shared space.
- There is also new evidence that loud speech can enhance the risk of transmission. This poses a challenge for the majority of teaching situations, especially during demonstrations and presentations. We recognise that the wearing of a face covering in these circumstances may interfere with teaching and, therefore, a tutor may, where necessary, temporarily remove their face covering (but they must be worn by all other participants).
- Please ensure that face coverings are worn by students in the correct way, bearing in mind if you have any SEN students in your class that may require additional assistance in putting on or removing a face covering and/or PPE.
[How to make, wear and remove a face covering](#)

6. Social distancing, cleaning, hygiene, ventilation:

- Wherever possible, visual cues, way-markers and signage have been installed throughout our buildings to aid and ensure social distancing. Please bear in mind that some individuals may require additional assistance in understanding these protocols.
Caution: Please take extra care when using the stairs and walkways, particularly at Mermaid Court. Wherever possible, try to avoid crossing paths and wear a face covering. A one-way system has been implemented at Newington. At Mermaid Court, alternative entry/exit points can be used in the event of overcrowding. We will keep the situation under review and notify you of any changes.
- The Academy is cleaned daily, with staff performing further cleans of communal areas throughout the day.

- We are asking students to take responsibility for the cleaning of their own workstation and any shared materials, tools or equipment they have used at the end of each class. Please communicate this with students at the start of your class.

Please note this is not intended to be a “deep” clean, rather it is making use of disinfectant wipes, gloves and bins provided in all studios to reduce the risk of transmission through the touching/handling of any contaminated surfaces/items.

- Any props used during the class should be cleaned by tutors at the end of the session. Academic tutors might like to ask their students to help them with this. If there is not time to clean props at the end of the class, please put the props in the quarantine boxes provided in studios and ensure to label the box with your name and the date (post-it notes provided). These props will be removed from use for 72 hours.

We kindly ask tutors to monitor the end of class clean-up. To report any problems, or request more cleaning materials, please contact an Academy technician.

Please ensure that disinfectant wipes including paper towels are put into general waste.

- Models have been encouraged to bring their own blankets, however clean Academy blankets are available in plastic boxes in each studio and will be cleaned between use. For long-poses, blankets can be returned for subsequent use to the appropriate box (labelled by day). Used blankets should be placed in black bin liners provided for collection and washing. If cushions are used, a clean blanket should be placed on top.
- Any unused paper should be placed inside the quarantine box. Please ensure to label it (post-it notes provided) with your name and the date. Unused paper will be quarantined for 72 hours.
- Ensure wherever possible that windows are kept open (though should be closed at the end of the day).
- Door closer guards have been installed on several fire doors at Newington, enabling them to be left open while studios are in use. We will in due course install these on certain doors at Mermaid Court as well.
- Help us to ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach - **any used tissues must be disposed of in general waste (not recycling).**

7. Toilets, handwashing facilities

- Automatic antibacterial soap dispensers have been installed outside each studio (Mermaid Court/Newington) for individuals to use upon entering and leaving. Hand sanitiser is also available at entrances and in communal areas.
- Soap and paper towels have been provided in all studios with built-in sinks. **Please ensure that any paper towels used to dry hands (or clean surfaces) are disposed of in general waste.**

- There is signage and guidance throughout our buildings, though please bear in mind that some students may require additional assistance in understanding and adhering to them.

Mermaid Court:

- Given the variety of activities and different groups of people using the site, toilets have been allocated per studio. There are signs in studios and on toilet doors. A ground-floor toilet has been retained for staff and tutors.
- Studios without built-in sinks (Workshop/Studio 3/Digital suite) should use the hand-washing facilities in communal areas and/or their designated toilet - signs in studios and on toilet doors.

Newington:

- At Newington, currently, we haven't found it necessary to allocate toilets per cohort, however we will keep the situation under review, and notify you of any changes.
- Handwashing facilities with access to hot water can be found in the downstairs and outdoor toilets.

8. Art packs and materials

- Wherever possible materials, tools and equipment etc should be allocated per student. If this is not possible, materials, tools and equipment will be allocated per class and cleaned and/or quarantined between uses.
- Any items used by students should be cleaned at the end of each class (see section 6).
- Gloves and cleaning materials have been provided in all studios.
- Any protocols specific to individual settings/activities - eg the Print Studio, Wood & Metal workshop have been discussed and agreed separately with the relevant tutors.
- Materials packs will be available at the beginning of the term for students to collect from their studios. Please encourage students to take them, and any other personal belongings, home at the end of each class, however space is available in studios and/or the student storage area (please ensure students write their name, class and studio on packs).

9. Class start, end and break times

- Class start, end and break times have been staggered.
- At the time of writing, the access code is not being given out to public course students - public course students are required to join an external queuing system to gain access to the building. Access to 165a and our Newington site is controlled via an Academy staff member; access to 1 Mermaid House is controlled by the tutor/s.
- All tutors have previously been made aware of their class start, end and break times. Please do adhere to break times as we cannot allow more than 12 individuals from the same class and/or bubble to use the barn at any one time.

- In order to ensure that social distancing is maintained in communal areas, if students and/or tutors arrive early for your class, we would ask that you proceed straight to your studio and not to occupy the barn. While we want students to be punctual, please avoid arriving excessively early. We also request that you leave studios and buildings promptly at the end of the day (other than personal studio spaces) and refrain from occupying the barn at the end of the day.

10. Use of communal areas

Mermaid Court:

- The barn can accommodate up to 12 individuals from the same class/bubble at **scheduled break times only**. Students are not permitted to use the barn before or after class.
- The kitchen can be used by 1 person at a time for handwashing and waste disposal only. The majority of kitchen appliances have been removed, and those that remain are for use by staff and tutors only.
- Students are encouraged to bring their own reusable mugs to use with the coffee machine (free hot water and paid for hot drinks available). Drinks-making facilities for staff and tutors are provided in the staff room, which can accommodate up to 2 individuals at any one time. Staff and tutors are permitted one free hot drink a day from the coffee machine - please ask in the office for the card.
- Weather permitting, please encourage students to take breaks outside. In the event of bad weather, students are permitted to eat in studios however must dispose of any food and/or waste.
- We are actively promoting deals and discounts available in local cafes/restaurants available so keep an eye out for updates.

Newington:

- The kitchen has been converted into personal studio space, and so is not available for food/drink prep, or storage. Students may continue to use the sinks for handwashing and washing tools.
- Tutors may use the fridge in the staff office.
- Drinking water will be available on site - currently bottled water; however we will be installing a water cooler imminently.
- The public studio has been converted into a breakout space for students temporarily in need of extra space (daytime only, evening classes are still scheduled to run).

11. Shop, printing, library

- Students may purchase items from the shop; however browsing won't be permitted at either site. Students are strongly encouraged to pre-order shop items by emailing their orders to:

Public students - info@artacademy.org.uk

Academic students - sales@artacademy.org.uk

Academy staff will then prepare these orders for students to collect from reception. Ad hoc shop sales can be accommodated, however students may need to join a queuing system outside the office. No cash.

There will be a list of shop items on display outside the office at both sites.

Shop times are as follows:

Mermaid Court: 9:30 - 10:30am; 12-2pm; evening - open all evening

Newington: AM

- Students can continue to send print out requests to aaprintout@artacademy.org.uk. Print-outs will be available for students to collect at shop opening times. Students based at Newington, should write NEWINGTON in their subject line; students based at Mermaid Court should write MERMAID COURT in their subject line.
- The library is currently closed to physical browsing. Students will still be able to borrow books, by requesting them via email to aimee@artacademy.org.uk for later collection. Upon return books will be quarantined for 72 hours before being made available again. Full library access will be reinstated when safe to do so again.