

Guidelines to be followed by all students and tutors on in person courses

We are very happy to be able to start running some courses in person again. Please read this guidance carefully so that you know what is expected of you at our courses to help keep us all safe.

Students

To help keep us all safe, we ask that you

- do not come to the course if you are feeling at all unwell
- wear a face covering to all courses unless exempt
- use the hand sanitiser provided
- maintain social distancing – 2 metres where possible – from other students and tutors at all times. The room will be set up to allow this distancing and will be well ventilated (windows/doors open where possible). We will also take regular breaks outside the room to allow the room to be ventilated.
- use the bins provided. Anything left in the room after the course will be disposed of.
- if you wish to take notes, please bring your own paper/pen/device to do so (there will be no paper handouts or equipment provided)
- bring your own bottle of water – we cannot provide refreshments. We will let you know if the venue has a water dispenser and/or disposable cups.

You will be required to wear a mask in NHS Trust venues. Masks will be provided.

Other venues will have their own guidance to follow – you will be informed what to do at least one week before the course.

Tutors

In both NHS Trust and external venues tutors (as NHS staff) must wear a mask, social distance from each other and students, and use the hand sanitiser provided.

All tutors must complete a lateral flow test **before** and **after** the the course (**at your earliest opportunity**). C&I staff can collect these from St Pancras Hospital (check the latest staff bulletin email for details, external tutors please ask your co-tutor to get tests for you if you do not have access to any). If you cannot complete lateral flow tests, please speak with a Recovery College manager at least 24 hours before the course.

Additionally, in other venues tutors should also follow the particular guidance for that venue – you will be informed what this is at least one week before the course.