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**Returning to face to face teaching**

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# **A guide for Adult learners**

## **Covid-19 Guidance**

**This guide outlines the key steps to be taken at the teaching centre to prevent the spread of the virus**

Our face to face lessons were suspended temporarily in response to the Covid-19 situation. Now, in line with the Ministry of Health and Family Welfare, Government of India guidelines, we will slowly be transitioning back to a physical classroom taking as many precautions as possible and relying on your assistance during this process. The Indian government guidelines state it is crucial to remain vigilant as India is one of the most affected countries by Covid-19. We have a major role to play to keep the teaching centre safe if we are to stop the spread of this disease.

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**We would therefore be grateful if you would take time to read and understand the following information:**

### **Arriving for class**

- On approaching the British Council teaching centre social distancing of 1 metre must be maintained at the security check. Student ID cards will be checked.
- It is mandatory that everyone has to sanitize their hands before entering the premises.
- It is also mandatory to use the footbaths provided.
- The correct hygiene techniques are demonstrated by posters and notices throughout the teaching centre.
- All students and staff members must wear a face mask when on British Council premises. (Face masks will not be provided).
- Temperature checks will be conducted prior to entering the premises using no-contact thermometers. Any person recording a temperature above 98.4 F or 37 C will not be allowed inside the building.
- Social distancing of 1 metre is to be maintained throughout the building and in classrooms. This rule will be strictly adhered to. Please follow the entry and exit walkways which are clearly marked.
- A member of teaching centre staff will be available at the main entrance to help with any queries.

### **Disinfection**

- There will be regular disinfection of surfaces throughout the building. Disinfection of classrooms will be carried out before and after each class.
- Hand sanitisers will be provided in all classrooms.

### **During class**

- Students should avoid contact with other students and should always kindly follow social distancing guidelines stipulated by the Ministry of Health and Family Welfare.
- We are strictly following the government guidelines of the maximum number of students permitted per classroom. The guidelines of 1 metre distancing are displayed in each classroom and must be followed.

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- Students will be instructed where to sit by the teacher. Students must avoid sharing belongings such as books and stationery items. Please note that we will not provide any stationery and students are required to bring their own.
  - Handouts and worksheets will not be provided. The teacher will make use of your coursebook and students can make notes in their notebooks.
  - Students must follow the teacher's instructions when participating in classroom activities. Always remember to maintain 1 metre distance even when talking to the teacher or other students.
  - Students are permitted to bring their own water bottles into the classroom but refrain from eating food items.
  - Water dispensers are available throughout the building and may be used at any time. Before using the water dispensers please ensure that you have washed your hands or used the hand sanitisers provided.
  - Students may use the bathroom facilities when necessary. Supervisors will ensure that a maximum of five students can enter at any one time.
  - The café will not be open until further notice.

## Leaving procedures

- Break times and start/end times of classes will be staggered. This is to avoid overcrowding in common areas.
- When classes have finished, students will be reminded of social distancing of 1 metre to be maintained when leaving the building. Students will be guided to the main exit by teaching centre staff and security guards.
- Gathering inside the premises will be not allowed.
- Wherever applicable the safe collection policy for child protection will apply.
- Students should avoid contact with other students and should always kindly follow social distancing guidelines stipulate by the Ministry of Health and Family Welfare.

## Safeguarding

- In order to safeguard others, prompt action will be taken if any medical condition or symptom is noted and the person will immediately be taken to the British Council isolation room for further action . Please inform your teacher or a British Council staff member if you have any concerns.
- Students failing to comply to the above regulations will be reported to a member of the academic management team and will be required to leave the premises.