



Alliance Française

Manchester

Special Covid-19 Procedures for Visitors and Students

Last updated 14/10/2021

These arrangements are frequently amended and subject to change – please check our website for updates shortly before your visit.

Although most legal restrictions in England have now been lifted, we need to retain certain measures to make sure we are doing our best to keep all our staff and students safe.

What we are doing to keep you safe:

- We have conducted a risk assessment for all our activities, which we review regularly.
- We are retaining a distancing of at least 1 metre for seating in classes and between staff.
- Although masks are no longer a legal requirement, they are proven to reduce levels of transmission, and our staff are continuing to wear them (or a plastic visor for teachers in class). We prefer our visitors to wear masks if at all possible, particularly when circulating in common areas such as the toilets and library area, and ask you to consider the health of others when deciding whether to wear one or not.
- We have increased ventilation of our premises, by opening windows and doors wherever possible. N.B. This may make our premises cooler; please dress accordingly.
- We have enhanced cleaning measures in place, including disinfection of touch points and disinfection and airing of classrooms between classes, and are providing hand sanitiser stations.
- Wherever possible, we are staggering class starting times and break-times to avoid crowding in the reception area and reduce mixing.
- Class sizes are reduced to 10 people maximum.

What we ask you to do:

- **Please do NOT come to the premises if** you have any symptoms of the virus, or if you are close contact of a case and you have not had both doses of a vaccine. The three classic symptoms of Coronavirus are a high temperature, a new and continuous cough, and a change in sense of taste or smell, but the symptoms of the Delta variant include diarrhoea, sore throat, muscle or full body aches, feeling very tired, having headaches that last a long time, a blocked or runny nose, or sickness or vomiting.
- **Keep at least 1 metre distance** between yourself and other people on our premises and be sensitive that some may be feeling more vulnerable than others.
- **Wash your hands regularly**, at a minimum sanitising or washing your hands as you arrive and before you leave.
- Observe **good respiratory hygiene** (use a tissue, dispose of the tissue at once, wash your hands).
- Two people maximum in the toilets at a time.
- **Wear a mask** in the common areas: corridor, library and reception; you may remove your mask if you wish and if others in your class agree, when seated at your desk in the classroom.
- **Do not move any furniture** (e.g. classroom chairs).
- **Try not to share equipment** (e.g. pens and pencils).
- **Please talk to us (staff at reception or your teacher)** if you have any concerns – we are here to help.
- Please **observe good hygiene** and exercise due care **if you share food or drink** in the classroom or during the breaktimes.