



Alliance Française

Manchester

Special Covid-19 Procedures for Visitors and Students

Last updated 20/01/2022

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

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.
- We request that all students and visitors wear a face covering at all times when on the premises, except while seated in the classroom, unless exempt. Staff will wear face coverings or a transparent visor at all times.
- 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 Covid, if you have tested positive 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 most commonly reported symptoms of the Omicron variant include headache, fatigue, sneezing and a scratchy sore throat.
- **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** at all times in the premises, except when eating/drinking and when seated in the classroom, unless exempt.
- **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.