



## Covid 19: Visitor Guidelines

**Policy Ref: TMP54v1**

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

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**Job Title** Assistant Director,  
Designated  
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**Signed**

**Date** July 2020

**Reviewed By** Martin Heaton  
**Job Title** Director

**Signed**

**Date** July 2020

### Record of Changes

Version	Issue Date	Changes	Initials
V1	July 2019	Initial issue	JM

**Date of Next Review:** July 2021

## Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

## Welcome to TMP College

We are looking forward to seeing you soon.

The health and safety of our staff, learners and visitors has been a priority during the COVID- 19 pandemic.

Our guidelines at the time of writing are based on current conditions, but we may need to alter them as the situation and/or guidance from experts changes.

## Visitor Safety Measures

- Hand sanitizer is available at the entrances to both of our building for your use.
- A member of staff will take your temperature and record it. If your temperature exceeds 37.8 degrees Celsius then you will not be able to enter the building.
- Please wash your hands frequently, with soap and water.
- Stay at least 2m apart from other people and encourage others to do the same. Please socially distance from others while you are on site. We have spaced out furniture, meeting rooms and open spaces. Please do not move any furniture/chairs without checking with a member of staff first.
- We ask that you wear a mask when you are in the presence of others for an extended period of time (e.g., more than 10 minutes) and cannot properly maintain adequate social distancing.
- Use tissues (or your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- We ask that you do not come to TMP College if you are exhibiting any COVID-19 symptoms (cough, shortness of breath, fever, chills, sore throat, loss of taste/smell).
- If you are visiting TMP College for an admissions visit, please only bring one parent/guardian with you. If you require two guests then please let us know in advance.
- Respect and support all of the safety measures that we have put in place.

If you have any questions about health and safety, and especially as it relates to the controls we have put in place to minimise the risk from Covid-19, please do not hesitate to contact Martin Heaton who is responsible for health and safety at TMP College at [martinheaton@music-projects.com](mailto:martinheaton@music-projects.com)

## College Safety Measures

We would also like to make you aware of additional measures we have implemented at TMP College:

- We have enhanced our cleaning provision. We use chlorine-based and anti-viral cleaning products, and new cleaning procedures and protocols have been put in place, including a much increased frequency of cleaning. All staff have received specific training on cleaning for Covid-1
- We will be adding directional markings for certain areas on site to help with one-way traffic flow once classes resume in September.
- COVID-19 safety and informational training will be provided for all employees and learners.
- We have only opened the college to vulnerable young people who have attended in small, consistent groups to minimise mixing. These groups having dedicated classrooms.
- We are enforcing social distancing: verbal reminders and posters are reiterating the messaging.
- We are taking temperatures of all staff, learners and visitors and recording them. If anyone's temperature exceeds 37.8 degrees Celsius then they will not be able to enter the building.
- We have developed a clear protocol and provision in the event of a member of staff or learner presenting with COVID-19 symptoms while at school. This includes clearly defined safe areas for isolation until an individual can safely travel home.
- We are putting in place additional handwashing facilities through renovation work taking place over the summer.
- Hand sanitizer placed at all external entry points and available in all classrooms.
- We will provide tissues to all classrooms, along with lidded waste bins for the safe storage of used tissues.
- Employees have been asked to monitor their health and to not report to work if they are exhibiting any COVID-19 symptoms (cough, shortness of breath, fever, chills, sore throat, loss of taste/smell).

Thank you for your help in making our return to college safe and comfortable. Please let us know if you have any concerns about visiting TMP College. We want to be respectful and considerate of our visitors while safeguarding the health of our community.