With the Lifting of national legal restriction on the 19th July Reflections Training Academy will be making some adjustments to the safety measures in place however a number will remain in place to ensure the safety and wellbeing of learners and Reflections team members. These additional measure will be in place and reviewed 13th August 2021

Learners attending the Academy will be given expected arrival time for them to arrive on each scheduled training day (this must be adhered to at all times to ensure the smooth running of training sessions and ensure the safety of all). Please note any late arrivals will be notified to your employer and repeated punctuality issues will be addressed via the learner conduct policy

**Please note** you will be required to queue on entering the building and to follow our respectful distancing policy. We will promote a no congregation policy within all areas of the academy.

We understand that each Learner has individual needs however there is an expectation that all learners will take part in the lateral flow testing programme. The result of each test needs to be reported using the NHS Test self-report website: <https://www.gov.uk/report-covid19-result>

Learners will also need to inform Reflections of the result each test by sending a copy of the test result email/text received to their Tutor prior to attending training. This can also be forwarded to [covid@reflectionstraining.co.uk](mailto:covid@reflectionstraining.co.uk)

If you register a positive test result, you will need to stay home and self-isolate unless you have a negative PCR COVID test, again informing the training academy of this.

If the result of the test is unclear (void) you will need to carry out another test.

Reflections will provide you with a box of 7 lateral flow tests and further tests will be issued as and when required

At reception a temperature check will be taken followed by a sequence of questions. You will be required to sanitise your hands and move directly to your located training area. A clear bag will be provided to place all your belongings in.

**Please note** there will be no social gatherings and therefore the chill out room will remain closed until further notice. You will also be required to remain within your bubble in your training room unless directed by your tutor to attend another room (such as for online exams, Maths and English workshops)

Tutor and Learner to ensure trolly is ready at designated dress out and Learner equipment and styling area/chair are sterilised. **Tutor** and **ALL** learners **MUST** wear a **Mask** at all times during the client service and in close contact.

Tutors will ensure all chemical treatments be available in dedicated area. Learners to follow the mixing guidance in zones provided.

Client Appointments will be pre-booked, walk in appointments will be monitored at busy periods. Queuing and respectful distancing will be required for all clients.

Reception will inform all training rooms of client arrival and again all clients will follow the safety checks and again will be provided with a clear bag for all personal belongings and advised on how to enter in to the training room.

Clients will be strongly advised to wear appropriate face coverings during their time in the academy.

Thermometer test: If temperature taken falls above 38C the learner or client will not be able to remain in the academy

Dress Outs, no client consultation cards, refreshments or magazines will be made available.   
  
Consultation takes place with learner talking behind client.  Any colour charts used only learner to touch and disinfect after.

Learner to gown clients using the disposable gown/towels.

When shampooing client - Client to undo face covering but hold over mouth.

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Cut and blow-dry as normal using sterilised equipment. Keep hairdryer straighteners etc plugged in to avoid keep changing plugs. No sharing of personal equipment is permitted. Academy equipment must be cleaned between each use i.e. straighteners.

When completion of the service, remove gowns and all disposable items and place directly in the bins provided. Where non disposable gowns and towels have been used these go directly in to the wash basket and washing machine.

On service completion and when it is safe to do so clients will make their way to the reception as directed by the learner. Academy Team member to take bill.

Use of the toilet facility must be reported to an Academy team member to ensure cleanliness of these areas is maintained   
  
Rebook client’s next appointment.

Ask client to use Anti-bac before leaving Academy.

Reception to disinfect till, card machine etc

Tutor and Learner to disinfect dress out, chair, trolley and sterilise equipment.

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