



Department for the
Economy
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ADDENDUM TO VERSION 1.3 OF THE FRAMEWORK FOR THE SAFE RESUMPTION OF ON SITE EDUCATIONAL PROVISION & RELATED ACTIVITY

**PUBLIC HEALTH AGENCY GUIDANCE AND STEPS TO
SUPPORT SAFE RESUMPTION OF TRAINING IN CLOSE
CONTACT TRAINING ENVIRONMENTS**

**WE ALL
MUST DO IT
TO GET
THROUGH IT**



**KEEP
DISTANCE**



**WEAR FACE
COVERING**



**WASH
HANDS**

While the measures set out below apply for close contact areas of hairdressing, barbering and beauty therapy they should as far as possible also be used to inform revised Safe Systems of Work for sport studies and service element of hospitality.

These measures are based on existing Government guidelines and also include additional measures that further reduce the risk of transmission of the virus between staff/learners working in these training environments.

Providers have already completed appropriate risk assessments and developed Safe Systems of Work (SSOW) in line with previous Government guidance and the DfE Framework for Safe Resumption of On-Site Educational Provision & Related Activity in September 2020. However, when resumption of 'close contact' training environments is permitted to resume, providers will be required to review their risk assessments and associated Safe Systems of Work.

The following section sets out a summary of the measures that apply across all providers in delivering close contact curriculum areas (hairdressing, barbering and beauty).



1. Managing risk

OBJECTIVE: To reduce risk to the lowest reasonably practicable level for staff and learners by taking preventative measures and allow learners to attain their planned level of attainment or qualification for 2020/21.

Providers recognise that they have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures. Providers' staff will work closely with their Health and Safety Managers to ensure everybody's health and safety is protected. The measures below could potentially be augmented by asymptomatic testing when processes are developed. In the context of COVID-19 this means protecting the health and safety of learners and staff by applying the following steps:

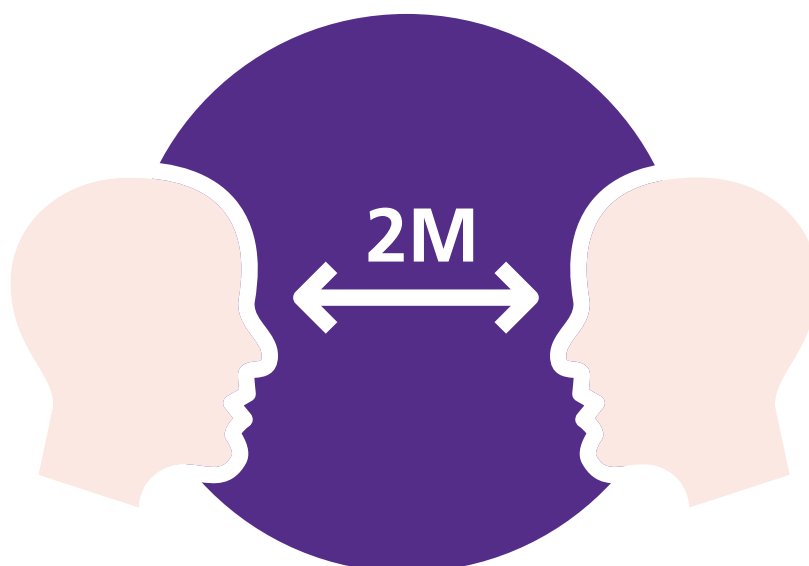
1. Ensuring both staff and learners who feel unwell stay at home and do not attend the providers' premises. The symptoms of COVID-19 are
 - i. a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); or
 - ii. a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); or
 - iii. anosmia - the loss or a change in your normal sense of smell (it can also affect your sense of taste)
2. Providers will increase the frequency of handwashing and surface cleaning to twice daily across all salons and close contact training areas.
3. COVID-19 secure guidelines are followed throughout the building and including close contact training environments.
4. Increased ventilation including use of regular breaks;
5. Allocating equipment and products for the sole use of individual learners thus preventing sharing of same;
6. When in the contact training environments, everyone should make every reasonable effort to comply with the **2 metres** social distancing guidelines set out by the government when not involved in close contact procedures.

7. Where the social distancing guidelines cannot be followed in full, in relation to close contact procedures, further mitigations will apply including;
 - further increasing the frequency of hand washing and surface cleaning;
 - keeping the activity time between learner – learner, learner - client involved as short as possible;
 - using screens or barriers to separate clients from one another;
 - spatially distancing stations to ensure **2 metres** distancing is maintained;
 - learners and staff working in close proximity are required to wear a visor/goggles, a [Type II face mask](#), apron and where possible gloves;
 - where possible screens will be placed between the practitioner learner and the client, working from the back (behind the client) or from the side, regularly circling the client; unless crucial for the treatment, avoiding skin-to-skin contact and using gloves where possible;
 - Restricting engagements for close contact training and assessment within the designated class group. This includes using a consistent pairing system, defined as fixing which learners work together, if learners have to be in close proximity (defined as being anyone being within **2 metres** for more than 15 minutes or having face to face conversations at a distance of **1 metre** or less).

8. Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, providers will consider whether that activity needs to take place, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff and learners.

These steps are expanded further in the rest of this document and providers are expected to implement these in advance of any resumption.

Providers have already carried out an assessment of the risks posed by COVID-19 in the contact training environments. This guidance should be used by providers to identify any further improvements that need to be made. Providers will therefore be required to review all Safe Systems of Work (SSOW) to determine if they may no longer be effective or if there are changes in the workplace that could lead to new risks.



2. Supporting PHA Test and Trace

OBJECTIVE: To support PHA Test and Trace

The Further Education colleges (FECs) will continue to operate the agreed close contact tracing and reporting procedure agreed with PHA. More information is available at [Contact tracing | HSC Public Health Agency \(hscni.net\)](https://www.hscni.net/contact-tracing)

Therefore any learner identified within the close contact class groups identified as a close contact of another confirmed COVID-19 case will be expected to self-isolate for 10 full days after the date of last contact with the positive case. FECs will record and monitor the outcome of the isolation period prior to learners being permitted to return to site.

Learners and staff should also be encouraged to download and use the Stop COVID NI App. More information is available at: [StopCOVID NI contact tracing app | HSC Public Health Agency \(hscni.net\)](https://www.hscni.net/stop-covid-ni) and [Coronavirus \(COVID-19\): StopCOVID NI proximity app | nidirect](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-stop-covid-ni-proximity-app)

The app should be active as much as possible. There may be certain situations in which, based on a risk assessment, the app can be disabled while working, for example where adequate social distancing and added safety measures (for example, perspex screens and PPE) are in place.

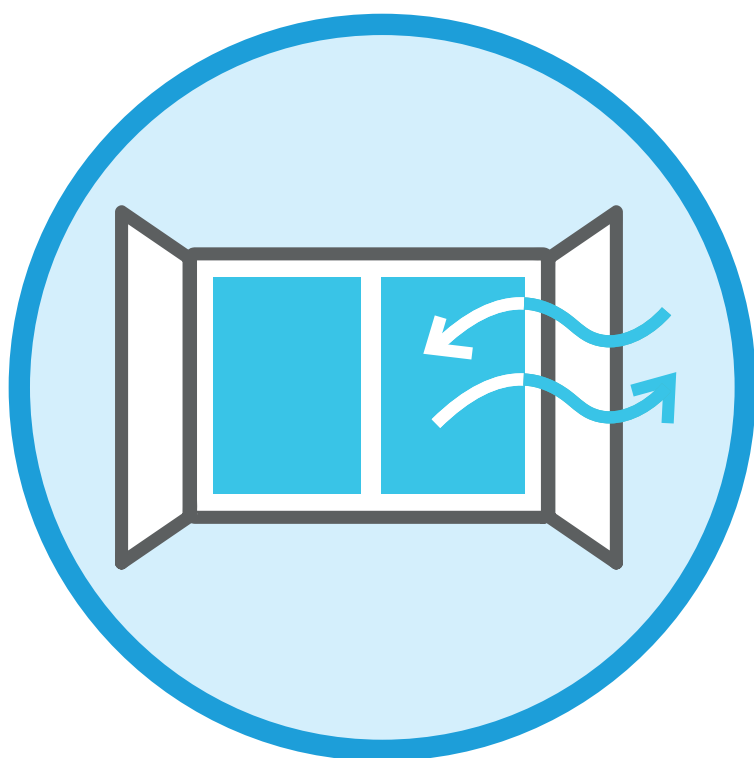


3. Ventilation

OBJECTIVE: To use ventilation to mitigate the transmission risk of COVID-19 within close contact training environments.

Providers recognise that ventilation can be used as a control measure to reduce the risk of transmission of COVID-19 and will therefore take appropriate steps to ensure good ventilation at all times. This includes using regular breaks to permit better air flow within a training environment.

Good ventilation can be different for areas depending on how many people are in there, how the space is being used, and the particular layout of the area. Therefore providers will need to consider the particular ventilation requirements in the area being considered for use. Additional advice on ventilation can be found at [Ventilation and COVID-19 | Health and Safety Executive Northern Ireland \(hseni.gov.uk\)](https://www.hseni.gov.uk)



4. Providing guidance and instruction to learners

OBJECTIVE: To make sure learners understand what they need to do to maintain safety.

Steps that will usually be needed:

1. Providing clear guidance on expected learner behaviours, social distancing and hygiene before arrival, when scheduling work with other learners, and on arrival, explaining to learners that failure to observe safety measures will result in potential disciplinary action.
2. Providing written or spoken communication of the latest guidelines to learners prior to operating close contact environments.
3. Learners will be taken through a revised induction programme to remind them of all COVID-19 measures in the provider's premises including on-site protocols, hand washing, navigation within buildings, rules for shared areas and key facilities, and measure applicable to close contact training environment.
4. Ensuring latest guidelines are visible throughout the entire premises.
5. Informing learners that they should be prepared to remove face coverings, if asked to do so, by staff for the purpose of identification.
6. Where necessary, informing learners that the provider will enforce disciplinary measures including immediately suspending learners not adhering to COVID-19 measures.

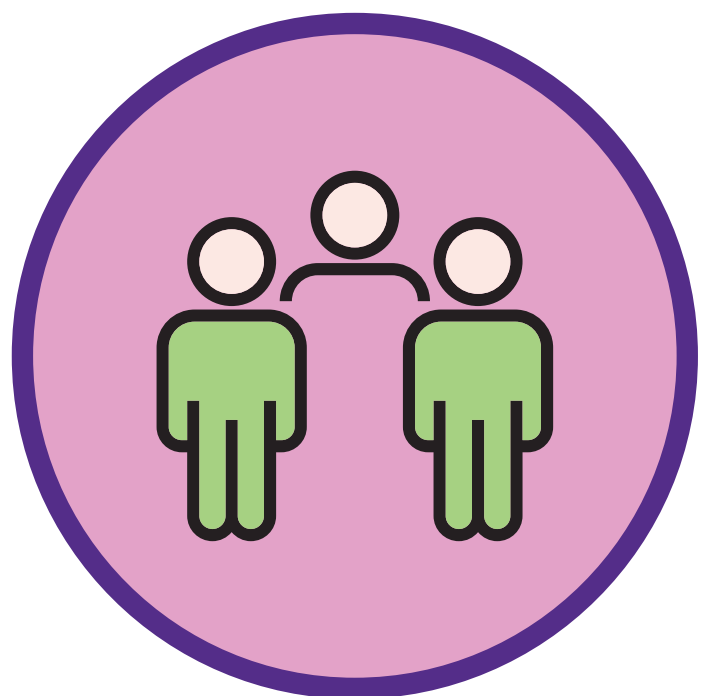


5. Moving around close contact training environments

OBJECTIVE: To maintain social distancing as far as possible while learners and staff move within the training environment.

Steps that will usually be needed:

1. Implementing physical changes like barriers or screens between, behind or in front of workstations where possible, such as between client learners, at wash stations, and in reception areas.
2. Providing floor markings and signage to remind both staff and learners to maintain social distancing wherever possible, particularly in interaction zones.
3. Introducing more one-way flow in high traffic areas.



6. Close Contact workstations

OBJECTIVE: To maintain social distancing of at least 2 metres between individuals when they are at their workstations.

For learners who work in one place, workstations should allow them to maintain social distancing wherever possible.

Workstations should be assigned to an individual learner as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.

If it is not possible to ensure working areas comply with **2 metres** social distancing guidelines then providers should consider whether that activity needs to continue training or assessment purposes, and if so take all mitigating actions possible to reduce the risk of transmission.

Steps that will usually be needed:

1. Reviewing layouts and processes to maintain **2 metres** social distancing between learners being served simultaneously, ensuring there is sufficient spacing between learner client chairs, for example, closing off alternate chairs.
2. Using floor tape or paint to mark areas to help people comply with social distancing guidelines.
3. Using screens to create a physical barrier between workstations, where this is practical. This will not be required between the learner practitioner and learner client when the practitioner is wearing a visor/goggles, [Type II face mask](#), apron and where possible gloves.
4. Using a consistent pairing system, defined as fixing which learners work together, if learners have to be in close proximity.
5. Minimising how frequently equipment is shared between learners, frequently cleaning between use and assigning to an individual where possible.
6. Using disposable items where possible, for example nail files, and ensuring non-disposable items e.g. face visors are cleaned and disinfected or sterilised regularly.

7. Cleaning

7.1 Before reopening

OBJECTIVE: To make sure that any close contact area that has been closed or partially operated is clean and ready to restart, including:

- ▶ **an assessment for all close contact training environments, that have been closed, before restarting work**
- ▶ **cleaning procedures and providing hand sanitiser, before restarting work**

Steps that will usually be needed:

1. Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.
2. Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. Guidance can be found here - [Ventilation and COVID-19 | Health and Safety Executive Northern Ireland \(hseni.gov.uk\)](https://www.hseni.gov.uk/guidance/ventilation-and-covid-19)

7.2 Keeping the Training Environment clean

OBJECTIVE: To keep the training environment clean and prevent transmission by touching contaminated surfaces.

Steps that will usually be needed:

1. Spacing class activity to allow for frequent cleaning, disinfection and sterilisation of work areas, tools and equipment between uses, using usual cleaning products.
2. Frequent cleaning of objects and surfaces that are touched regularly, including door handles or staff handheld devices, and making sure there are adequate disposal arrangements for cleaning products, for example touch free bins.
3. Clearing training environments/salons and removing waste and belongings from the work area at the end of a class.
4. Sanitising any reusable equipment, including client chairs, treatment beds, and tools, such as scissors after each client session, and at the start and end of each class.

5. Using disposable gowns for learners and staff. Where this is not possible, use separate gowns (and towels as usual) for each client learner, washing between use and disposing appropriately as required. Towels should not be shared in any setting.
6. If cleaning after a known or suspected case of COVID-19 then providers should refer to the following guidance - [Cleaning your workplace to reduce risk from Coronavirus \(COVID-19\) | Health and Safety Executive Northern Ireland \(hseni.gov.uk\)](https://www.hseni.gov.uk) and [COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
7. Encouraging staff and learners not to wear their uniforms at home or to and from the provider's premises, to change uniforms on a daily basis and to wash immediately after use. Providers may need to consider a relaxation on the wearing of the providers' assigned uniforms to permit learners to wash these items between classes.
8. Providing extra non recycling bins for learners to dispose of single use face coverings and PPE. You should refer to [guidance](#) for information on how to dispose of personal or business waste, including face coverings and PPE.

7.3 Hygiene: handwashing, sanitation facilities and toilets

OBJECTIVE: To help everyone keep good hygiene through the working day.

Steps that will usually be needed:

1. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and avoiding touching your face.
2. Reinforcing good handwashing technique and increasing handwashing during and in between classes.
3. Providing learners with access to tissues and informing them that if they do need to sneeze or cough, they should do so into the tissue, which should then be discarded appropriately and that they should wash their hands thoroughly or use hand sanitiser after using a tissue.
4. Providing regular reminders and signage to maintain hygiene standards.
5. Unless crucial for the treatment, change practices to avoid any potential skin to skin contact or use gloves where possible.
6. Providing hand sanitiser in multiple locations in premises in addition to washrooms.
7. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
8. Enhancing cleaning in all areas, but particularly ones used regularly and of frequently touched surfaces e.g. door handles.
9. Providing more waste facilities and more frequent rubbish collection.
10. Providing hand drying facilities – disposable paper towels are preferred where possible or electrical dryers.

7.4 Changing rooms and showers

OBJECTIVE: To minimise the risk of transmission in changing rooms and showers.

Steps that will usually be needed:

1. Discouraging the use of changing rooms wherever possible. Where the use of shower and changing facilities is unavoidable, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.
2. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.

7.5 Handling goods, merchandise and other materials

OBJECTIVE: To reduce transmission through contact with objects in the premises.

Steps that will usually be needed:

1. Encouraging increased handwashing and introducing more handwashing facilities for workers and clients or providing hand sanitiser where this is not practical.
2. Implementing enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus.
3. Putting in place picking-up and dropping-off collection points with technician staff where possible, rather than passing goods/equipment hand-to-hand.
4. Allocating equipment and product for the sole use of individual learners;
5. Enforcing cleaning procedures for goods and merchandise entering the site.
6. Preventing any equipment being taken home.
7. Cleaning should also take place before and following client learner use.
8. Minimising person-to-person contact when accepting deliveries by creating pick-up and drop-off collection points for deliveries entering the premises.
9. Ensuring that equipment entering a person's home is thoroughly cleaned, disinfected or sterilised before use and between clients, with usual cleaning products.
10. Minimising learner client contact with testers, for example, staff demonstrating testers from a distance or facilitating the use of testers.