

## **Face to Face Post Lockdown Update** 29/04/2020



To all our learners and their parents we would like to extend a warm welcome to Post Lockdown South Africa as of this Friday.

We would 1stly like to set our learners and their parent's minds at ease with some good news during these troubled times by confirming that training will be commencing this Monday 4<sup>th</sup> of May as per previous notification. These will start off on a digital platform which will be explained in more detail lower down in section 5. ☺

Term1: 4 May to 17 July  
Term 2: 27 July to 30 Sep  
Term 3: 5 Oct to 23 Dec

The Department of Education has set out a strict guideline for Standard Operation Procedures for all schools and colleges to implement after the lockdown to allow physical access to the school building for learners and parents which we have been implementing and should be finalised during this coming week.

### **Proposed Precautionary Measures**

Although we follow the required Beauty Industry/College hygiene and sterilization regime on a daily basis, the following will be implemented and will be applicable to all staff and students on re-opening.

#### **(1) General**

- Hand Sanitizers Units placed at all entrances including class rooms.
- 1 x Face shield and mask supplied to all staff and students.  
Face shields and mask will be the property of the student.  
Face shield to be left at the college on learners desk/plinth, learner must wear mask upon entering and collect face shield from class immediately once cleared to enter the building.
- Declaration - that they have not suffered any flu-like symptoms in the last 2 weeks prior to reopening
- Declaration - face masks to be worn should if they will be making use of public transport/visiting public places and they must adhere to social distancing
- Absolutely no borrowing/lending one anothers' kits/equipment/towels etc
- Hands to be washed and sanitized before being allowed to use, microwave or kettle
- Learners to provide their own crockery and cutlery (NO SHARING)
- Hands to be washed and sanitized after using the above
- During theory, adhere to social distancing rule where possible
- Facilitator to maintain 1m rule as much as possible
- Increase air flow and ventilation by opening windows rather than the use of air conditioners
- Ensure all areas with high level of traffic is disinfected at least once a day (stairs railing, door and windows, teaching and learner aids etc.)
- Each Beauty student's work station will be allocated relevant electrical equipment which will be disinfected before and after use – must be documented

**(2) On Arrival:**

- Hands washed and sanitized on entry – must be documented. Instructions on how to correctly wash hands has been placed at entrance and in all bathrooms and classrooms basins
- Temperature to be taken – must be documented
- Declaration that they are not feeling ill or have a fever or flu-like symptoms - must be documented
- Face shield to be put on
- Lecturers will demo and discuss the correct method of sanitizing, washing hands aswell as the correct removal of masks and gloves.
- Utensils, kit etc. and workstation to be disinfected/sanitized before class begins -must be documented.

**(3) During the course of the day**

- Face shields to be worn by all staff and students for the duration of college hours. If this limits practical's ie. application of make-up then the applying student must be wearing his/hers
- Gloves to be worn where possible and if practical to do so, and the correct protocol of removing and disposing strictly adhered to.
- Regular washing and sterilizing of hands
- Regular wiping down of face shields
- Hands to be washed and sanitized each time student leaves and enters the classroom
- End of class – Sanitize work area- must be documented
- Wipe down face shields and store in closed container – must be documented
- Wash and sanitize hands before leaving college – must be documented.

**(4) Additional information on contact classes:**

- Classes to be staggered to avoid congestion at the entrance:  
Beauty 1: 9:00 -13:00  
Beauty 2: 9:00 – 13:00  
Make-up & Aesthetics: 12:00 – 16:00  
Make-up & Prosthetics: 12:00 - 16:00

**IMPORTANT:** Learners will be informed on which days they can come in for contact lessons by their lecturer.

- Short Courses: Beauty 14:00 – 16:00  
Short Courses: Make-up and SFX 9:00 – 11:00
- Learners attending short courses need to provide a medical certificate or equivalent clearing them for class and must follow the same procedure as the full time learners when entering the building.

### **(5) Digital classes:**

- Week 1: 4 to 8 May
- Face to Face will endeavour to re-create a learning environment to resemble the physical classroom environment as close as possible.
- To ensure as much social distancing as possible our theory and practical demonstration where possible will be conducted over the following systems:

#### **ZOOM & Google Classroom**

##### **ZOOM:**

This is a digital video conference system allowing the lecturer to see and communicate with the student's as well as use teaching aids like PowerPoint and Videos



ZOOM Beauty 1 & 2 classes will be Monday to Friday 9:00 – 13:00

ZOOM Make-up/Aesthetics/Prosthetics classes will be from 12:00 – 16:00

The staggered times will remain in place for the digital classes so that learners who struggle with the digital platform after the 1<sup>st</sup> week will be able to physically attend the same class in person at the college. (Week 2: 11 – 15 May)

Lecturers will also have a one on one ZOOM meeting with each student once a week to ensure learner is up to date and address any concerns, student can at any time request more than one meeting during the week.

##### **Google Classroom:**

The Google Classroom system will allow easy uploading and downloading of assignments/ project briefs and general notes.



### **(6) Requirements and set up for the learners at home:**

We recommend you set up in a room with minimal distractions and background noise for the best learning experience with a desk or table.

Both Zoom and Google Classroom is free to download and can be used on the following devices:

Laptop

PC

Tablet

Mobile phone

If you have access to a computer and a mobile then we suggest you download them on both systems/devices.

#### **DATA Usage:**

**Learners who don't have access to WIFI at their homes need to inform their lecturers and then the college will assist the learner in that regards.**

### **(7) Practical Application:**

This will be discussed with the learners in more detail by their lecturers.

Make-up:

Learners are permitted to do the make-up looks on themselves or a willing family member at home during digital classes.

Beauty:

Learners are permitted to do treatments on family members or friends during digital classes.

Prosthetics:

Casting and sculpting can take place during the digital classes.

### **(8) Products:**

As learners start new modules wherein they will need the new module's kit or products we will have collection days scheduled for the learners to enable them to continue certain practical work at home. For example if the Prosthetic learners need to cast a sculpture they will be able to collect the casting kit and under Zoom supervision and assistance commence with the casting during digital class, same with the Make-up learners going into SFX make-up applications or Beauty learners into Aromatherapy.

### **(9) Conclusion:**

Thank you for taking the time to read through this document. The above systems and procedures are being implemented to safe guard and protect our learners from Covid19 as well as ensure they remain on schedule with their learning programme.

We would like to thank the learners and parents for their support and understanding as we navigate these stormy waters together as a family 😊

