



## Mac-Ed Training Academy

Due to the current pandemic of the coronavirus (COVID-19), Mac -Ed Training Academy has made many changes following the Welsh Government guidelines, to enable us to be ready to see you all again as soon as possible.

Our priority is to keep you as safe as possible, therefore the following practises are now in place for when you can visit us next.

- All staff will be wearing face shields, face masks, gloves, and aprons.
- All visitors should arrive to sessions on time, with minimal bags and personal belongings.
- When entering the academy, you will be required to have your temperature taken and recorded and sanitise your hands. The academy will issue you with face masks, gloves, and disposable aprons to wear during your visit to the premises.
- You will be required to bring your own paper and pen to the course to reduce cross infection.
- Within each session learner numbers will be low and must maintain social distancing guidelines.
- We have increased the frequency of cleaning in the academy including making sure that common surfaces, toilets door handles etc. are wiped clean using disinfectant products. Wherever possible we will use single use items during a treatment that will be disposed of safely after use in order to protect you from cross infection. All disposable items are bagged and safely removed from the treatment area between each learner and client.
- All tools and equipment will be disinfected or sterilised in line with manufacturer's instructions for your safety. All salon laundry is washed at 60 degrees centigrade.
- If any of our staff feel ill or have symptoms of COVID-19, they will self-isolate immediately and not come into the academy. This may mean that we must cancel your classes at short notice. We appreciate that this may be inconvenient, but it is done entirely for your own safety. If your class is cancelled, you will be able to re-book again or ask for a full refund if the is applicable.
- If you experience any of the Covid-19 symptoms, please inform us immediately.
- If you or any of the people you live with feel ill or display any symptoms of COVID-19 – please advise us as soon as possible and **DO NOT COME TO THE ACADEMY FOR YOUR SESSION.**
- Risk assessments have been carried on all treatments and services. We are confident that we can continue to provide these safely.
- To avoid handling of cash, we would prefer if you could pay for your treatment by card or in advance using bank transfers.

All procedures have been implemented for your safety and that of our staff. We will continue to take advice from the Government and the NHS regarding safe practice and will amend them, as necessary.

Thanks, you in advance for your understanding.

*Alison Edwards and Emma Macmillan*

**Date: 30/06/20**