

## **Justin Craig Education Policy on bookings affected by the COVID-19 outbreak**

*Version C: This policy applies to current bookings but may be updated for future bookings.*

### **Restrictions on attendance**

Justin Craig Education (JCE) are mindful of the current situation concerning the outbreak and will put the health and safety of students and staff at the forefront of any decision concerning the running of our revision courses.

Guidance from the Government is being updated daily and can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

### **Precautions being taken at JCE centres**

In order to minimise spread of germs at our centres and protect students and staff, we will be implementing a number of protective measures, as follows:

- Advice will be given to students and staff at our Welcome Talk, about the necessity of good handwashing, hygienic coughing and sneezing and to inform their tutor if they are feeling unwell.
- Regular disinfection of door handles, taps and other high-risk surfaces.
- Our class sizes are small which will enable the tutor to monitor students for any relevant symptoms.
- Anyone with flu-like symptoms will be not be permitted to attend classes.

### **Refunds for non-attendance or cancellation**

Full refunds will be provided by JCE in the following circumstances:

#### **1) JCE unable to provide course**

If JCE is unable to provide the course at the original centre and is unable to provide an alternative course on the same dates within a 10-mile radius of the original centre located within the M25, or within a 20-mile radius of the original centre located outside the M25.

#### **2) Student is affected by an outbreak**

If, on the start date of the course, the student's circumstances mean that they should be excluded (e.g. self-isolating) according to the Chief Medical Officer for England's advice. If proof is readily obtainable, JCE may require it in order to qualify.