

Dear Learner

I would like to begin by saying thank you for the continued support we have received from you, our learners. The last year has been very peculiar for everyone and throughout this time of uncertainty you have all remained very patient, understanding and loyal to our staff and service. For this we are extremely grateful. Thank you.

Adult Community Learning Monmouthshire is reopening from April 12th and we are very excited to welcome new and returning learners.

During the recent COVID-19 pandemic we have worked hard to ensure that our ACL centres provide a safe learning environment. Please be assured that your safety and wellbeing will always be our main priority. However, please be aware that we expect all our learners to abide by Welsh Government guidelines for the health and safety of themselves and others. In light of this, we have put a number of safety measures in place and kindly ask for your support and co-operation in minimising the risk of the spread of COVID-19 by following these measures.

When you attend one of our centres for a community learning class you will be asked:

- to sanitise your hands upon entering the building.
- to observe social distancing and stay 2 metres away from the centre staff and other learners – there will be floor markings in the centre and the seating and table arrangements will be organised with this in mind before you arrive.
- to wear a face covering in all public areas of the centre. We encourage the use of face coverings for the duration of the session but understand that this may not be possible for some learners for various reasons, and we will support your choice to remove the face covering when you are seated in your class.
- to take responsibility for your area of learning and any equipment used for the duration of the class – please wipe down your desk area, chair and equipment before you begin to work, and once you have finished the class. Cleaning materials will be provided by the centre.
- bring your own beverages/refreshments – due to COVID-19 restrictions we are not able to provide teas/coffees etc.
- to remain at your desk area during the class unless you need to take a comfort break or leave the building.
- to leave the centre promptly once your class has finished – the centre will need to be cleaned thoroughly before the next class starts and the staff will have a limited amount of time to ensure this is achieved.

We are very pleased to be resuming the delivery of our service and we are doing so with the utmost care. These measures have been set out to ensure the safety and good health of centre staff and learners and we are most grateful for your continued support.

Our priority is to keep you learning and keep you well.

Yours faithfully

Nikki Jones
Adult Community Learning