

COVID19 - Training

These guidelines are based upon and should be read in conjunction with the advice provided from **Public Health England, Public Health Wales and Health Protection Scotland**, which provides the most up to date advice from the UK Government on what everyone should do following the outbreak of the **Coronavirus (COVID-19)**.

We expect all workers to follow the advice from the UK Government on Social Distancing where possible and support the national effort to protect citizens and workers.

Social distancing in the training environment

All candidates, please bring:

- Your own pencil
- Your own pen
- Sanitising hand gel for your personal use during the course (Some available at Centre)
- Your own food
- Your own water
- Your own face mask and gloves

DO NOT:

- *Cough Sneeze on anyone intentionally or Otherwise*
- *Cough without covering your mouth and nose*
- *Touch ANYTHING you do not need to touch*
- *Spit, at all, other than into a tissue and then dispose of SANITARILY.*

All persons on training or assessment courses must:

- Sit at least one desk away from every other candidate (2 mtrs)
- Respect other candidates' personal space and their beliefs
- During physical activities, work at least 2 metres apart. Where this is not possible and not safe to do so then good practice will mitigate the risk.

If you need to cough or sneeze, this should be into a tissue and **SANITARILY** dispose of immediately. If you do not have tissues, cough and sneeze into the crook of your elbow (if unsure then google it or if you know how to DAB, imitate this. Bins are provided

For travelling to courses or assessments:

- Do not share transport, use own vehicle. If this is not possible, clean all contact surfaces and sit one seat away from others.
- If four people turn up in one car, we will turn you away
- Travel direct from home to our facility
- if you are using public transport, maintain a seat distance between yourself and others.
- Upon arrival at our facility, wash your hands with soap and warm water and use the hand sanitiser you brought (Or on-Site Sanitiser)

Using Welfare:

- We will be staggering use of toilets, only one person to be in the toilet at any one time.
- Wash your hands with soap and warm water before using the toilet.
- Wipe down the toilet seat after use, using an antibacterial wipe provided.
- Wash your hands with warm soap and water after using the toilet and use Sanitiser
- Anyone found not adhering the above will be sent home.

If you need to sign anything, wear your gloves, maintain a 2m distance from others and use your own pen. Sit at least one chair distance (2mtrs) between each other. If you need to cough or sneeze, do this into a tissue and **SANITARILY** dispose of the tissue immediately, then wash your hands with soap and water and Re Sanitise.

Courses may be recorded during your attendance for records purposes, footage will not be shared outside of the company and will be used solely to facilitate internal Verification exercises – material will not be shared externally.

Developing Symptoms During an assessment or Training course

If you become unwell with coronavirus symptoms (a continuous cough or a high temperature) you should:

- inform your trainer/Assessor immediately and go home,
- avoid touching anything,
- cough or sneeze into a tissue and **SANITARILY** dispose of immediately,
- if you do not have tissues, cough and sneeze into the crook of your elbow.
- Avoid unnecessary contact with anybody else



Please look after yourself and your colleagues just by having a conversation and checking in on one another.

Signed:

Date: