

COVID-19 Declaration

To ensure the safety of Staff and anyone who may enter the training centre, it is important that you understand the policies and procedures that should be adhered to; this is to prevent the spread of cross contamination.

The following points must be read carefully, if there are any questions then they should be brought to the attention of the course manager, tutor or instructor.

Social Distancing

Social Distancing should be adhered to, this is to avoid the potential spread of the virus between individuals. Individuals should follow the 2-metre (6.5 foot) gap as recommended by the Public Health Agency.

NOTE: Social distancing must be maintained, both internally and externally. Rules for the training centre includes:

- One person to be allowed to use the toilets at any one time
- One person allowed in the kitchen at any one time
- Learners and visitors to wash their hands for 20 seconds, regularly, with water and soap and understand the importance of proper drying with disposable towels
- Learners and visitors to use the hand sanitisers that are provided and available throughout the centre
- Learners and visitors will also be mindful to catch coughs and sneezes in tissues – Follow the **Catch it, Bin it, Kill it** and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.
- Learners who continuously breach advice and guidance around covid-19 placing learners and staff at risk will be asked to leave the premises and training will be terminated.
- Visitors who breach advice and guidance around covid-19 placing learners and staff at risk will be asked to leave the premises

Symptoms of Covid-19

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace or learning environment, they will be sent home and advised to follow the stay at home guidance.

For clarification to anyone attending the centre, cleaning of the training centre and equipment used will be as follows:

- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, Kitchen, toilets, computers and their stations, reception area using appropriate cleaning products and methods.

I have read the information above; I fully understand my responsibilities and confirm that I will work to the guidelines as set out above.

Learner Signature		Date:	
Provider Signature		Date:	