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COVID-19 Classroom Training Policy v1.0 June 2020

What we have done:

- Provided hand washing and sanitation facilities
- Reduced class sizes
- Implemented social distancing measures
- Deep cleaned training rooms and facilities
- Reduced shared contact points
- Provided appropriate PPE, where required
- Revised any practical exercises to reduce shared contact
- Instigated a cleaning program for any practical exercise equipment
- Removed any shared documentation and provided any training materials digitally, where possible

What candidates must do:

- **Not** attend any training course if they, or any member of their household, display any of the following symptoms of COVID-19:
 - A new persistent cough
 - A high temperature
 - A loss of sense of taste or smell
- **Not** attend any training course if they are required to self-isolate
- Be willing to submit to a temperature check
- Maintain a 2-metre distance from others and avoid any contact
- Wash hands and/or use hand sanitiser when entering or exiting training rooms and regularly throughout a training course
- Inform us if they develop any symptoms of COVID-19 during a training course
- Feel free to bring and use their own PPE (such as face masks or gloves), although any required PPE will be provided
- Inform us if they display any symptoms of COVID-19 up to 14 days after completion of a training course so that other candidates and relevant health authorities may be informed

This policy has been developed in line with the latest guidance from Public Health England and the Health & Safety Executive and will be subject to regular review.

Signed:

Print: J M Pike Managing Director

Date: 10/06/2020