

Covid-19: Guidance for visiting Training for Care

Introduction

This is a guide to visiting Training for Care's premises at Logie Green Road during the Covid-19 pandemic. In order to keep workers and learners safe, it is vital that anyone using the building follows this guidance. Use of the building must also be in line with current public health guidance on health, hygiene, and social distancing and any local lockdown areas or restrictions. Any concerns or questions relating to this guidance should be raised with Training for Care's management staff.

Before you come to Training for Care

In line with government advice, you should do a lateral flow test on the day that you are attending Training for Care and should not attend if you get a positive result. ***If you get a negative result but feel unwell on the day that you are supposed to be visiting Training for Care you must under no circumstances attend. Known symptoms of Covid-19 are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.***

Travelling to Training for Care

If you are travelling by public transport you should follow current guidelines e.g. wear a face covering.

Entering the Building

When you arrive you will be asked to 'Check in' using the Check In Scotland QR code. For information on how your details will be used please see <https://www.mygov.scot/check-in-scotland-privacy-policy-venues>. While at Training for Care, a face covering should be worn at all times (unless you have a medical exemption) face coverings are available if required. On entering Training for Care's premises, you must also use the hand sanitiser provided at the entrance.

Social Distancing, PPE and Personal Hygiene

Where possible, social distancing between individuals should be maintained at all times. Face coverings should be seen as an additional safety measure and should not replace social distancing. Proper personal hygiene measures should be taken, hand sanitiser and cleaning wipes are available in all rooms and should be used as needed.

Reception and Waiting Area

Visitors to the building should report to reception but should remain in the hallway waiting area, at a safe distance from the reception desk, while they are signed in by staff.

Training Rooms and Equipment

When entering a training room please choose the furthest away seat to avoid other people entering the room having to walk past you. If you are using computer equipment whilst at Training for Care, please wipe the mouse and keyboard carefully before and after use. Any borrowed stationery should be taken home with you.

Toilets

Hand washing instructions in the toilet should be followed and taps should be turned off using a paper towel to avoid contamination to hands after hand washing.

Waste disposal

The designated waste bin for any used PPE is located by the front door. Face coverings and PPE should not be disposed of in office or classroom waste bins or recycling bins and should not be dropped as litter.

Workers, Learners, Visitors who become unwell

Any worker or learner who becomes unwell while at Training for Care should leave the building immediately. Where this is not possible, you will be taken to an empty room or, if an empty room is unavailable, to a safe outdoor space until you can be collected. Rooms used for this purpose should be thoroughly cleaned afterwards and left unused for 72 hours. The illness will be reported Training for Care's manager so that Covid-19 reporting procedures can be followed.

**Thank you for your cooperation in following this guidance
to keep all users of the building safe**