

## **Guidance for Visiting Training for Care, Logie Green Road during Covid-19**

### **Introduction**

The following 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 required clarification relating to this guidance should be raised with senior management.

***If you 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 to Training for Care by public transport you should follow guidance on face coverings and hand washing.

### **Entering the Building**

On entering the building you must wash your hands for at least 20 seconds or use the provided hand sanitiser. While at Training for Care, a face covering should be worn at all times, unless you have a medical condition which means you are unable to.

### **Social Distancing, PPE and Personal Hygiene**

Social distancing (at a distance of 2 meters) between all workers and learners should be maintained at all times. Face coverings and gloves 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 distance of 2m 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. Toilets will be cleaned regularly.

**Waste disposal**

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. There will be a designated waste bin for any used PPE.

**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 senior management so that, where necessary, procedures can be followed for reporting of Covid-19.

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