

# Guidance for Face-to-Face Training at Training for Care During Covid-19

## Equipment and surfaces

All equipment used during our courses will be sanitised at the beginning and end of each day, and in between uses.

Table tops and any other smooth surfaces, including door handles etc. will also be sanitised at the beginning and end of each day and doors will be propped open to reduce touching of door handles. Doors that cannot be propped open, e.g. fire, security and toilet doors, will be sanitised throughout the day.

## Personal hygiene

Participants and trainers are required to wash their hands regularly using soap and water for at least 20 seconds each time, or to regularly use hand sanitiser if unable to access a sink.

This includes

- Upon arrival at the training centre
- After using the toilet
- Before and after eating
- After blowing your nose, coughing or sneezing (NB used tissues must be disposed of straight away into a bin)
- Before leaving the training centre

## Social distancing

Participants and trainers should be mindful of social distancing and keep a distance of at least two meters from others when possible in order to keep social interaction to a minimum.

To assist with this please

- Choose the seat furthest away from the door when entering the classroom
- Do not queue for access to toilets etc. unless you can keep two metres apart
- Do not congregate in groups in the breakout area or when smoking outside

Where delegates will be working within two metres of another person, it is recommended that this is limited to intervals of a maximum of 15 minutes where possible. Examples of this may be where it is necessary for two people to lift an item or person for a safety critical practical task. Appropriate PPE will also be worn.

## PPE

Appropriate PPE will be provided by Training for Care where this is required e.g. for people handling practicals.

Delegates can bring and wear relevant PPE when attending courses, this should include, but is not limited to

- Disposable gloves
- A face mask or visor

The trainer will reserve the right to insist on particular PPE or equipment that must be used and that PPE or equipment brought for personal use is sufficient to protect anyone affected.

Any PPE worn at the training centre must be removed and disposed of in the designated PPE waste bin at the end of each day or course and should not be placed in normal waste or recycling bins.

### Medical and sickness

We expect that delegates will self-assess and not travel or attend if they are displaying symptoms or have any concerns about whether to attend. Anyone who arrives and is clearly unwell will be instructed to leave immediately.

If you experience COVID-19 symptoms whilst attending a course, you must inform the trainer immediately and go home, trying not to touch or make contact with anything in the building. If you are unable to leave immediately you will be placed in an isolated room while you wait for assistance to arrive.

If this occurs, we will conduct full cleaning and sanitisation of necessary areas and equipment and will advise all other delegates. The trainer will also report the incident to senior management to ensure track and trace procedures are followed.

Every situation will be treated sympathetically to avoid embarrassment for the individual and others potentially involved.