

# Coronavirus Measures to be followed whilst attending CTC Training Courses



**Please note; we reserve the right to refuse admission or request that you leave the premises immediately if reasonable precautions are not followed and you have or are likely to put others at risk.** This will be at the discretion of the trainer on the day. You can appeal using our appeals procedure at a later date, NOT on the day.

We reserve the right to change the following requirements if Government or local rules and/or guidance changes, or local restrictions are imposed which need to be followed.

We also reserve the right to cancel the course at any time; if we do need to cancel we will endeavour to give as much notice as possible but accept that local influences could possibly instigate immediate actions from us.

1. Do NOT attend the course or enter the premises if you have Symptoms of coronavirus  
The most common symptoms are:
  - a. A new continuous cough; this is where you have a new cough that's lasted for an hour, have had 3 or more episodes of coughing in 24 hours, or are coughing more than usual
  - b. A fever/high temperature (37.8C or greater)
  - c. A loss of, or change in, sense of smell or taste (anosmia)
2. Your temperature may be taken before entering the premises;
  - a. The normal human body temperature remains around 36.5°C to 37°C
  - b. If you show signs of a fever/high temperature of 37.8C or greater you will be refused entry.**
  - c. We reserve the right to check your temperature daily on courses of more than one day duration
3. All current Government guidance and advice MUST be followed at all times
  - a. Maintain 2m social distancing – or 1m with a face covering or other precautions
  - b. Wash your hands regularly for 20 seconds or use hand sanitiser
  - c. Cover your mouth with your sleeve or tissue if you cough or sneeze, dispose of tissue and wash your hands.
  - d. Do not touch your eyes, nose or mouth without clean hands
  - e. Do not gather in crowds
4. It is preferred that you download the NHS Test and Trace app and scan the QR code at the entrance.  
We will provide our full support and any relevant information to the NHS Test & Trace service if contacted by an authorised representative following the course.
5. You MUST maintain 2m social distancing whilst queuing to enter the premises
6. On entering the premises you will be asked to use the hand sanitizer, and will be issued with a mask (unless you have your own) which must be worn at all times until ALL delegates are seated at their desk and have been instructed that you may now remove your mask.
7. Masks MUST be worn when walking around inside the premises

8. Any requests for not wearing masks due to underlying medical conditions or any other reasons **MUST** be received and approved prior to attending. We reserve the right to request confirmation from a medical expert.

**Welfare; the highest level of hygiene MUST be followed at all times;**

9. Use of the toilet;

- a. Maintain the 2m social distancing whilst queueing for the toilet
- b. Use hand sanitiser before opening and closing the door of the toilet
- c. Use a piece of toilet paper to push down the flush handle and then place in the toilet or bin provided
- d. Wash hands thoroughly and dry using hand dryer
- e. Use hand sanitiser again after opening the toilet door to leave

10. Food and eating;

- a. Maintain the 2m social distancing whilst queueing for the kitchen
- b. Masks **MUST** be worn in the kitchen area at ALL times
- c. You **MUST** use hand sanitiser on entering the kitchen area
- d. Maximum of 2 persons in the kitchen area at any time
- e. Do NOT eat or drink in the kitchen area – preparation only
- f. Where possible leave the tops off the coffee and sugar pots to reduce handling
- g. DO NOT HANDLE or fiddle with any items unnecessarily
- h. Toilet paper is available to press down the tap on the boiler, place in bin provided after use
- i. Use hand sanitiser on leaving the kitchen area
- j. Return all cups, glasses, cutlery, etc. to the kitchen sink after use
- k. For you lunch pre-packed food will be provided from the Cornish Oven van (see course details to check that lunch is provided on your course)
- l. Maintain the 2m social distancing whilst queueing
- m. You **MUST** use your mask when approaching and ordering at the van
- n. If you purchase extras at the van the use of contactless payment methods is preferred
- o. We would prefer that you take your breaks and eat in your own transport or outside, weather permitting. You may sit at your desk whilst eating but you **MUST** wear a mask if you get up or when other delegates enter the area.
- p. You must ensure you follow Government guidance on 2m social distancing if you talk to others whilst seated and without your mask on.
- q. No close grouping is allowed; social distancing **MUST** be maintained at all times where possible.

11. Leaving the premisses;

- a. Remove mask and place in bin provided
- b. Use hand sanitiser on leaving

