

## TALENTED TRAINING LTD

### COVID-19

In line with the Government Guidelines for the Further Education (FE) this document covers the precautions must be taken whilst on site to ensure both staff and learners are safe. This guidance covers all FE institutions including Independent Training Providers.

Details of the guidance can be found at <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

#### **The following measures are mandatory and must be followed at all times:**

- All visitors to the building must sign in the visitors' book
- All visitor must have their temperature taken and recorded
- All learners must have their temperature taken before they enter a classroom
- Use of face coverings is mandatory in all public areas, including corridors
- Hands should be cleaned more than usual – there are gels in key places around the building
- Cleaning will take place more regularly, with all equipment, tables and chairs being sanitized after use
- Contact between staff and staff and learners should be minimised
- Where appropriate, or necessary wear relevant PPE

#### **Risk Assessment:**

There is a risk assessment in place and this has been updated to cover local lockdowns.

#### **Measures within Rooms**

- A safe distance between staff and learners must be maintained at all times
- Staff should maintain distance from learners at all times, staying at the front of the room and away from colleagues where possible.
- Avoid close, direct contact and minimise time spent within 1 metre of anyone
- All learners should be encouraged to maintain distance

#### **Measures Elsewhere:**

- Groups should be kept apart
- There should be no large gatherings within the centre
- Break times and lunch times should be staggered to avoid contact between groups in the corridors

#### **Local Outbreaks:**

Should further measures be introduced either locally or nationally due to a spike in infection rates, Talented Training will respond accordingly and put in place additional measures to ensure staff and learners are safe

#### **Delivery:**

The majority of teaching and learning delivery will take place online with only small groups being taught face to face in the centre.

Where face to face delivery needs to take place, numbers of learners in rooms will be capped to ensure social distancing can be maintained at all times.