



PLEASE READ

BEFORE PROGRESSING INTO THE MAIN AREA.

STAYING **COVID-19** SECURE

We confirm we have complied with the government's guidance on managing the risk of **COVID-19**

8

STEPS TO **SAFER TRAINING** TOGETHER



We have carried out a **COVID-19 risk assessment** to government guidelines



We have **exclusive use of this facility**



We have **ample space for social distancing** to maintain a 2m distance



We have a **touchless thermometer** to check each attendee's temperature daily



We have **automatic antibacterial dispensers, soap dispensers and taps**



We have **antibacterial care packs** for each attendee of training



We have **cleaning, handwashing and hygiene procedures** in line with the guidance



We have **individually packaged and sealed** disposable lunches and snacks



COVID-19 SITE RULES

Entrance to this site is restricted to only those who accept these site rules and follow them at all times. Everyone entering this site has a duty to ensure of their and others safety.

We expect and require everyone to exercise their due level of social responsibility to keep themselves and others as safe as possible.

- 1 Please do not enter this site if you meet any of the government guidelines that would require you to **self-isolate**. If unsure, ask for guidance.
- 2 If you are at **high risk** from coronavirus, please inform the lead person in the centre on arrival. Higher risk as defined by NHS or Government guidelines. Be advised attendance online is available on these training sessions.
- 3 Avoid congregating in the main entrance area. **A maximum of 2 people** are allowed at any one time.
- 4 Individuals are required to **check their temperature** on each day of attendance. Where their temperature is not in the normal range follow guidance available.
- 5 Anyone in attendance at this site must ensure that we have the **correct phone and email contact details** to hand. If you are a delegate, please update these in your account. For all staff members, please use the My GRCI platform.
- 6 The Training Centre is over 170 m². Please always maintain **social distancing of at least 2 metres**.
- 7 The Training centre has a maximum capacity of **14 seated** and **16 overall people** within the centre at any time. No non-essential individuals should be in attendance.
- 8 The government's guidance on personal hygiene should be followed, **including frequent washing of hands or use of sanitiser**, especially before and after touching frequently used items such as door handles, equipment in communal areas, and food or drink related equipment.
- 9 All food items are **sealed and individually packaged**. No sharing of food is allowed.
- 10 **Face coverings** are not a site requirement, but they may be worn if preferred.
- 11 The site is **well ventilated** with open windows and air conditioning. Windows must remain open and air conditioning remaining on throughout the day.
- 12 Stay in the **same seat or seats** (if doing breakouts) for the full duration of your training or meeting.
- 13 Leave your **desk clear** at the end of each day to enable the cleaners' access to all surfaces.
- 14 Please **wash your hands using soap or anti-bac** before and after using the facilities.
- 15 If, within 7 days, after attending the training you are subsequently diagnosed with COVID-19, you should **inform us as soon as you can** by email to itgtrainingmb@itgovernance.co.uk. If requested to do so we will share all delegate details with the NHS tracking service.