



Classroom Training COVID-19 risk mitigation information

Elecosoft Haddenham, Southampton
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Classroom Based Training COVID-19 Risk Mitigation

Purpose

We offer a range of classroom training for clients at our offices across the UK. Due to the nature of classroom courses, social interaction takes place for an extended period, sometimes in close proximity and with use of shared facilities such as the kitchen, breakout areas and bathrooms. This document is for Elecosoft training delegates in the UK and outlines the risk mitigation measures we have put in place to make the classroom training environment safer while COVID-19 is still a threat.

Aim

In light of the COVID-19 pandemic we have changed some of our processes related to training. Providing a high level of service while maintaining the safety of our staff and delegates is the top priority. Prior to attending any classroom training all delegates will be sent our latest guidance information, including this COVID-19 risk mitigation procedure.

Approach

As a business we adhere to the latest UK Government advice to minimise the spread of COVID-19, implementing social distancing measures, routinely assessing risk, adhering to all control measures and committing to making fundamental changes to normal practice without adversely affecting the level of training service we offer.

Delegates are advised in advance, **NOT** to attend any of our classroom training if they are presenting COVID-19 symptoms as outlined on the [NHS website](#). All delegates are required to complete a health checklist before attending.

We additionally adhere to the '5 steps for working safely' as released by HM government and take measures using recent guidance for offices and educational settings:

- [Steps to working safely](#)
- [Office and contact centre guide](#)
- [Further education guide](#)

Roles and responsibilities

Training Managers will review the procedures regularly to ensure continuing effectiveness and adherence to the latest government guidance.

All delegates have a responsibility to keep themselves, our staff and accompanying delegates safe.

Delegate information

Communication

- During the booking process all delegates are asked to confirm that they **DO NOT** have any COVID-19 symptoms, have not tested positive, and have fulfilled any 7- or 14-day isolation periods necessary.
- All delegates are required to complete a health checklist before attending.
- Delegate joining instructions are sent in advance. These outline course start times and set out on-site expectations.
- Guidance notes are clearly displayed as posters, floor markings and signs.

Personal hygiene

- We require all delegates to maintain personal hygiene, at all times and follow the on-site advice.
- The COVID-19 virus may remain viable on items of clothing for up to 72 hours, so please wear freshly laundered clothing and routinely launder clothing throughout the course duration, this includes jackets/outerwear.
- Tissues, blue roll, and other items used to catch a sneeze/cough must be discarded promptly and thereafter, hands washed for a minimum of 20 seconds. Avoid touching your eyes, nose, or mouth.
- Hand washing is imperative in limiting risk of spread/contamination. Please regularly wash your hands throughout the day - this should be prioritised over the use of hand sanitisers.

Personal Protective Equipment (PPE)

- We do not routinely supply PPE, although a small supply of masks and gloves will be available. Please prioritise social distancing, personal hygiene, and cleanliness.

Face coverings

- Wearing a face covering or face mask in an education setting is not mandatory, under current government guidelines.
- Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops. This does not apply to education settings and therefore we do not require staff or delegates to wear face coverings.
- Through personal preference you are welcome to wear a face covering, however it must be worn in line with government advice:
 - Before and after putting it on you must thoroughly wash your hands and limit the times you touch your face.
 - If the covering is reusable you must wash regularly at 60°C.
- Poor handling of face masks may inadvertently increase the risk of transmission.

Arriving and departing the training venue

- Please arrive no earlier than 15 minutes before the course start time.
- If you arrive before this time, please wait in your vehicle or safely outside so we can stagger the arrival of any Elecosoft employees and delegates to the training venue, preventing bottlenecks in the building.
- A doorbell positioned outside of the main door will alert the Trainer of your arrival. Please wait outside the entry doors until your Trainer greets you.
- On arrival at our premises, you will be invited to sanitise your hands and your Trainer will be available to guide and assist you.
- Hand sanitiser stations are set up at the main entry/exit point and within the Training Suite, please use these freely & regularly.

- In the training centre your Trainer will complete check-in and provide further welcome instructions.
- There will be no physical interaction i.e. handshaking or signing in.
- You will be invited to sanitise hands before exiting the building.
- Please exit safely, always allowing a 2-metre distance.

Classrooms

- In order to maintain social distancing class sizes have been reduced.
- Training delegates have the sole use of the training facilities and movement around the building will be limited, unless going outside during breaktimes.
- Delegates will be asked to comply in full with our social distancing measures within the Training Suite and when moving through the building.
- Equipment such as keyboards and monitors will be disinfected before use and will not be shared.
- Cleaning materials are available in the Training Suite.
- Our cleaning staff regularly deep clean our offices and training rooms at the end of each day.
- Frequently used surface areas/touch points shall be disinfected regularly throughout the day.
- All workstations are disinfected at the start and end of the day.

Refreshments and catering

- Drinks will be provided on arrival and at break times.
- A kitchen/drinks station is available to make hot drinks.
- Each delegate will be provided with their own refreshment pack containing cups, individual packets of biscuits, tea, coffee, milk & sugar. A supply of cups will be available, however you may wish to bring in your own lidded drinks cup and water bottle.
- Please bring your own lunch as food catering will not be provided for hygiene reasons.

Feeling unwell during or after attending

- If you feel unwell, with even the mildest [COVID-19 symptoms](#), you must report this to your Trainer and you will be asked to immediately leave the training session.
- If you need collecting, you will be offered a room in which to wait, which is signed to restrict access.
- If you need to go to the bathroom before leaving the building, you should use the separately marked bathroom.
- The isolation room and bathroom are thoroughly cleaned and disinfected daily using appropriate cleaning products.
- If you test positive within 7 days of attending a training course you must use the [NHS Test and Trace](#) service, however please also contact us immediately so we can inform other delegates and staff members accordingly and advise they self-isolate for 14 days.

Waste management

- Any waste generated from delegates or staff where they have been symptomatic will be double-bagged, tied securely and set aside for 72 hours before disposal in accordance with government guidance.

Contact information

Any questions on this document please contact training@elecosoft.com.