



Learner Guidance for Face to face training

The following guidance has been put in place to ensure the safety of all learners and facilitators during the COVID 19 pandemic. This guidance should be read prior to attendance on any training courses held at the Dryden Centre.

- Vulnerable people, pregnant workers; those with existing underlying health conditions should not attend face to face training.
- Start and finish times of training courses have been staggered to reduce the number of people in corridors and communal areas.
- Please do not attend for training if you are showing any signs of COVID 19:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Please remain at home, inform your manager and seek medical advice.

- All learners will have a temperature check before entering the training room, this will be done using a contactless forehead thermometer. Anyone with a high temperature will be asked to leave the training immediately and to contact their line manager.
- Adhere to the social distancing guidance of 2 meters when entering and leaving the Dryden Centre, when moving around the building and in training rooms.
- Rooms have been laid out in classroom style with a 2-meter distance between each learner, please do not move the desks, no more than 11 learners are able to access the rooms at any one time.
- When moving around the building and in the training rooms, please adhere to the one way systems where they are in place. Please refrain from moving around the building unnecessarily, break times will be staggered to reduce the number of people in corridors and common areas.
- All training rooms have hand sanitizer and anti-bacterial wipes, please ensure you sanitise your hands on entering and leaving the training room.
- **No** tea and coffee will be available for learners. Cold water will be available from the kitchen area and paper disposable cups will be available for single use by learners. Learners will need to provide their own refreshments for the duration of the training.
- Pens and paper will not be provided for learners you will need to supply your own personal resources and may be asked to print off notes and handouts prior to the session.
- Facilitators will take a register of learners at the beginning of the session; you will not be required to sign into training.
- During an emergency evacuation, learners are advised that they do not need to stay 2m apart if this is unsafe.
- Windows will be opened during training sessions, but fans will not be used in training rooms.
- PPE is not required unless attending training in First Aid and close contact is required to complete the practical part of the assessment. However, learners will be advised to wear face masks when moving around rooms/ buildings, these can be removed whilst seated at a desk/ table. A supply of face, masks, gloves and visors is available in each training room.

- Domiciliary Care Workers who attend training straight after a home visit, must change out of their uniform and wear a face covering for the duration of the training session.