

**Update: 12<sup>th</sup> June 2020 – Please note the highlighted changes on page 3 regarding travel to site**

## **ALL Staff / Learners**

**Guidance: Return to site with Social Distancing.**

## **YOU MUST READ BEFORE ATTENDING ON YOUR FIRST DAY BACK**

### **Introduction:**

As you will be aware, we are planning a phased return back to on site delivery. We are carefully planning each week as safety of our employees and learners remains our number one priority.

As such, the senior team have been working closely with our operational areas, health and safety, facilities and HR to create a plan and risk assessment of each area.

We are putting in place a number of measures which we are confident that together reduce the risk of infection on site. These measures are stricter than we have operated in the past and include restricting numbers on site, movement of people, declarations from those on site and temperature testing on entry. We do not believe that one measure alone can mitigate the risk but feel that all measures together will create a safe environment for staff and learners.

We anticipate that measures will need to be adapted as we move through this Pandemic and our return and will regularly review the restrictions in line with Government advice and our own site observations.

Everyone on site plays a part in ensuring site safety by remaining vigilant, observing social distancing, reminding others about social distancing and all other measures in place. We appreciate that as you carry out your role, you may need to adapt some of the previous “normal” to new ways of working in line with the measures.

Currently, site remains by appointment or approval until further notice.

Please be assured that prior to the planned return on the 1<sup>st</sup> June, the site will be deep cleaned by Floorbrite our contracted cleaning company.

We have put together this guidance which will be regularly updated and communicated as it changes.

## Signage:

When you come back on site you will see the site has been set up to promote and manage social distancing. You will have seen similar measures in place in Supermarkets / DIY stores so hopefully they will be familiar.

You will see a great deal of new and different signage across site to help inform and guide you – Please ensure you comply with the guidance at all times.

The examples below are just a few of what you will see:



You must take note of all signage across site and ensure that you enforce this with your learners.

Social distancing / washing hands / No spitting / Catch it kill it bin it / Sanitising hands if you can't wash, are key objectives in our management of COVID 19 – Please ensure you comply with all instructions either through signage or via your manager

## Prior to arrival at site

**If you have any symptoms of COVID 19 DO NOT TRAVEL TO SITE – ring in and let us know in the usual way .**

Whilst this wouldn't be our usual approach to managing our site, we are putting in place some relatively strict measures in regards to movements on site and social distancing. These measures will only be temporary whilst we are working through this pandemic and are in place to ensure safety of everyone on site.

Please read below the following measures which you must adhere to:

**1. Travelling to Site**

Employees and Learners must make every effort to travel to site by either their own vehicle, walking or by bike.

If being dropped off by car share the driver MUST be a member of your household.

If your ONLY option to get to site is through the use of public transport and to ensure the maximum safety of those on site we require that you travel on such transport while wearing a face mask.

**2. Parking & Movement on Site**

Upon arrival at site, you will be greeted by a member of the Facilities team who will inform you of where to park. Your designated parking space will be close to the building you will be accessing.

Each day whilst on site, we will be minimising the amount of contact and therefore, you will only be able to access and enter the building in which you will be working or learning. We are not permitting movement around site to ensure that different groups do not come into contact with each other

**3. Refreshments and Lunch**

The site canteen facilities including the use of vending machines remain closed at the present time.

Employees and learners are required to bring a packed lunch and drinks for the day and designated break out space will be provided. Tutors will be required to break and eat their lunch with any delegates as they will be responsible for ensuring that social distancing is maintained during breaks.

Water will be available from water machines but please bring a water bottle as these will not be provided.

Please note that we are minimising the amount of contact and movement on site. In the first instance, the use of Tesco's and any local outlets which might be open for buying lunch is currently prohibited.

#### **4. Smoking on Site**

During Covid-19 we will be relaxing the Smoke Free site temporarily to restrict movement on site. We are not permitting exit of site to smoke and therefore, will be providing a designated smoking area for each group which will be on site and close to the building in which you are located.

Within the designated smoking area, we are permitting one person at a time to smoke to ensure that social distancing is maintained.

This will be reviewed regularly as numbers on site increase.

#### **5. Face Masks and PPE**

We will be trialling the use of Face Masks and certainly for June we will be making the use of face masks mandatory whilst on site for learners and employees. This will be at all times (except for when eating lunch) and is to ensure safety of all.

We will be issuing face masks each day and are asking anyone who has one already to bring their own as we anticipate needing large quantities each day.

This will be reviewed regularly and advice regarding this may change however this will be communicated as and when this does.

#### **6. Cleaning**

Prior to your arrival, FloorBrite have completed a deep clean of all the areas. The site will be cleaned each day and regular cleaning will take place.

All employees on site will be required to regularly sanitise / disinfect the equipment and/or areas in which they are working to support the clean site environment.

#### **7. Hand Washing / Sanitising**

Regular handwashing remains the best way in which to reduce the risk of Covid-19.

To support this, we will be setting up hand sanitiser stations in each area and both learners and employees will be required to use this on entry to the building.

Additionally, we are asking that hand sanitisation is completed regularly and that tutors take breaks at appropriate points throughout the day for themselves and delegates to wash their hands.

## **8. Toilets**

The use of toilets will be available however we will be minimising these in the first instance to one person at a time within the toilet area.

## **9. Kitchen Facilities**

The use of kitchen facilities will be available however we will be minimising these in the first instance to one person at a time within the kitchen area.

We are also asking that employees use hand sanitiser or wash their hands prior to using any of the kitchen facilities and wipe down with disinfectant the kitchen areas used after use.

## **10. Entry to Site**

You will be provided with a set time in which to access site.

We will be operating a signed declaration of health each day and will be conducting temperature checks. Please see below the access to site instructions later in this guide.

We hope to not have to refuse entry onto site for any employee or learner however we do reserve the right to refuse entry onto site. Refusal of entry will be granted for:

- Unsatisfactory health declarations
- Unsatisfactory temperature checks
- Employees or Learners not adhering to measure in place

## **11. GDPR and Data Protection**

For those who are permitted entry to site, we will be collating and storing employee and learner health declarations in a secure place however will not be recording any temperature information.

For those who are refused entry to site, we will be collating and storing health declarations, temperature status (red, amber or green) and recording the rationale for refusal.

We will store this information for no longer than is necessary. As Covid-19 symptoms usually show within 14 days, we will store this information for up to six weeks from the date of entry or refusal of entry after which time, this information will be destroyed.

## **12. Instructions for Entry to Site**

### **Arrival at site (First Day)**

**Access Badges** Please don't forget to bring your badge – it's been several weeks since you were last on site and it's easily done!

### **Instructions for Arrival:**

Please be advised that we will be staggering start times therefore, please do not arrive more than 5 minutes to your allotted time. This is to reduce queues onto site and ensure that our facilities team are able to manage the numbers entering site safely.

#### **1. Go and park up in the following areas:**

All Engineering – Hargreaves Carpark

Automotive – Cowburn area Carpark

AMAC – Greenwood Car park

Scaffolding – Outside scaffolding centre

#### **2 Important- DO NOT go into any building at this point.**

**3. Walk to the security office** at the side of Hutchinson building.

**4. There may be a queue** – please join it and ensure you are socially distanced

**5. Your temperature will be taken** with a thermometer “gun” held 1-2” away from your forehead – The person carrying out the test will be wearing PPE ( face mask / visor ) to protect themselves and you. (Your temperature will be checked every morning you attend site)

**6. At security** they will issue you with a declaration document which you must read, date and sign. (From day 2 you will simply sign in on a form to confirm you are free from symptoms)

**7. If the temperature reading is ok** you are then free to go to your training area and begin setting up ready for class delivery. If your temperature reads as high you will be asked to go home and seek medical advice.

**8. You will be issued with a surgical mask each day or you may bring your own which you must wear at all times in class or the workshop, outside you MUST keep social distance.**

Whilst wearing masks you must still ensure that social distancing is maintained – the masks are used to reduce the risk when social distancing is briefly not achieved

**9. Follow this process every day** you attend site except you will not be required to sign the declaration form again – we will check your temperature and you sign in confirming that you are free from symptoms

**Once on site please note the following arrangements.**

- The westwell building is closed - NO ENTRY.
- The access gate at the side of westwell from the Harwood St Carpark will remain locked at all times.
- You must stay in the building you are learning in – there should be no requirement to move to another building unless it is for teaching purposes and this has been pre-approved.
- Follow social distancing at all times.
- While learners are in class you must ensure they are practising and maintaining social distancing and challenge them if you see breaches of this.
- Break areas will be defined and you must maintain social distancing
- Kitchen areas may be used by staff on a 1 in 1 out basis to make a hot drink or retrieve packed lunches from the fridge
- Tutors MUST remain vigilant and enforce these measures at all times with their delegates and other tutors, this to ensure social distancing is maintained
- One way systems are in operation in several areas of site – Please ensure you follow these where they are in place.
- You must stay on site at all times – No visits allowed to Tesco's or fast food outlets.
- In regards PPE – you will be required to wear the normal PPE for the activity you are doing.