

Coronavirus COVID-19



Classroom Training Guidelines

Physical Distancing

- Delegate numbers will be restricted in each class to ensure physical distancing can be appropriately applied. This will be based on the available room size, up to a maximum of four delegates.
- A two metre distance should be kept between delegates and trainers at all times.

Safe Working Areas

Boundaries of individual work spaces will be marked out by the trainer using tape to help ensure physical distancing (*Note: these areas will each require a desk, chair and workable wallspace**). Delegates will be restricted to their own safe working area during training.

Training Equipment

- Single-use whiteboards will be provided by the trainer and set up in each safe working area prior to the start of training. Delegates will dispose of their own whiteboards at the end of training.
- Delegates will be given a dedicated, pre-sanitised box of applicable training equipment. This equipment must not be shared with anyone else, and all unused equipment must be returned to the box at the end of the session.

Classroom Preparation

It is the responsibility of the delegate's employer to ensure that all surfaces in the training room are appropriately cleaned before the arrival of the trainer. All other preparation tasks, including the application of single-use whiteboards and distribution of training equipment, will be completed by the trainer with the use of disposable gloves and a face covering before each class begins.

Hand Washing & Respiratory Hygiene

- Hands must be washed with soap and water for a minimum of 20 seconds, or with hand sanitiser, before entering the classroom, and throughout training when appropriate.
- If anyone needs to cough or sneeze during a class, they should do so into their elbow or a tissue. Tissues should then be binned and hands rewashed or sanitised.
- Everyone should try to refrain from touching their eyes, nose and mouth as best they can.

Breaks & Lunch

Delegates will be required to bring their own food and drink. A packed lunch would be ideal as this will limit the need for exiting and entering the training room, and we would suggest that delegates consider bottled drinks or cans that can be easily discarded once consumed, as opposed to using on-site mugs or glasses.

**Workable wallspace - flat walls clear of any fixtures, decorations or windows.*