

Method Statements - Covid-19 meet and greet Method Statement/ procedures

Revised Physical resource Capacities to ensure 2m separation due to Covid-19

Start times staggered to ensure social distancing

| Resource Name | Max Student Capacity | Entrance & Exit | Mandatory Earliest Start Time | Break Time 10 Mins | Lunch Time 45 mins | Break Time 10 Mins | Mandatory Latest End Time | Designated toilet |
|---------------|----------------------|-----------------|-------------------------------|--------------------|--------------------|--------------------|---------------------------|-------------------|
| Classroom 4 | 4 | Unit 4 | 08:30 hrs | 09:45 | 12:00 | 14:00 | 16:00 hrs | Unit 6 Workshop |
| LPG Room | 4 | Unit 4 | 08:45 hrs | 10:00 | 12:15 | 14:15 | 16:15 hrs | Unit 4 Gdn |
| Classroom 3 | 5 | Unit 4 | 09:00 hrs | 10:15 | 12:30 | 14:30 | 16:30 hrs | Unit 6 workshop |
| Classroom 2 | 6 | Unit 6 | 09:15 hrs | 10:30 | 12:45 | 14:45 | 16:45 hrs | Unit 4 Gdn |
| Classroom 1 | 12 | Unit 4 | 09.30 hrs | 11:00 | 13:00 | 15:00 | 17:00 hrs | Unit 6 Reception |
| Computer Room | 6 | Unit 6 | 10.00 hrs | 11:30 | 13:30 | 15:15 | 17:00 hrs | Unit 6 Reception |

- **Booking team must record each delegate contact email address and mobile number** to ensure receipt of vital joining instructions before booking
- Delegates must arrive timely and park in CCTS designated car parking spaces. Delegates should **stay in their car with the windows up until approached by a member of CCTS staff who will issue instructions** (Delegates on foot should be asked to maintain 2m social distance & be prioritised for entry to the centre). Delegates will only be allowed to enter one at a time and must maintain social distancing while waiting to enter.
- **Delegates will have their body temperatures taken by non-touch thermometer and be asked a number of health questions.** Delegates may be refused entry based on the answers/results. Hand sanitiser will be provided and applied before entry.
- Delegates permitted entry must be pre-registered and will be given a **classroom seat number and go immediately to their seat. Await further briefing and instructions from the Tutor.** The seat number is assigned to the delegate for the duration of the course to ensure social distancing. Candidates will only be permitted to attend the toilets when given permission by the tutor (to ensure social distancing). Delegates who leave the centre, other than in an emergency or permitted to by the trainer may be excluded from re-entering the centre. **Delegates should bring a pack lunch.** Breaks and Lunches should be eaten in cars/vans ensuring social distancing. (if on foot your trainer will allocate you a safe room (subject to availability – 1st come 1st serve)