

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

Revised Physical resource capacities to ensure social distancing due to Covid-19

- Booking team must record each delegate contact email address and mobile number to ensure receipt of vital joining instructions before booking
- Delegates will be expected to arrive on time, those arriving by vehicle can park outside in CCTS designated parking places. Entry will be via unit 4 and is subject to registration, remote temperature checks and satisfactory completion of health questionnaire. This will be conducted on a 1st come 1st serve basis.
- Due to ongoing COVID cases face masks/covering should be worn at all times in communal areas and as instructed by any member of staff
- Delegates will have their body temperatures taken by non-touch thermometer and be asked several health questions. Delegates may be refused entry based on the answers/results. Hand sanitiser will be provided and applied before entry.
- Candidates will only be permitted to attend the toilets when given permission by the tutor. Delegates who leave the centre, other than in an emergency or permitted to by the trainer may be excluded from re-entering the centre. Breaks and Lunches should be eaten in cars/vans. (if on foot your trainer will allocate you a space in the break room (subject to availability – 1st come 1st serve)