



Social Distancing Strategy and Policy



Strategy

Scope

GTG engages with members of the general public to provide tertiary education, regulated vocational training and conference facilities. As a result, there is a high footfall of people travelling to, from and throughout our premises. Social contact can take place for an extended period of time and in some instances in close proximity.

Aim

To adjust current arrangements to mitigate the scope and raise awareness of how to reduce the spread of COVID-19. This includes implementing a Social Distancing Policy, routinely assessing risk, adhering to all control measures and making a commitment to introduce fundamental change to normal practice, when required.

Approach

All persons are advised **NOT** to attend any of our premises if they are showing any COVID-19 symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

In light of the pandemic, it is necessary for us to change our traditional approach to training, conferences and events. To continue to provide a high level of service, we will be adapting our facilities to protect the wellbeing of our staff, apprentices, delegates and visitors. We will provide all attendees with what is required of them to attend the training centre. This includes the attached policy and other interactive tools made available on our website. We will provide joining instructions which will advise that if you are displaying any symptoms of COVID-19, you should inform us as quickly as possible and not attend. We also ask that all persons due to attend our premises take a lateral flow test two days prior, to ensure that it is negative.

GTG is committed to maintaining 'COVID-19-secure' guidelines and we will adhere to the guidance and rules put in place by the UK government. We will also align ourselves with guidance for the education setting as advised by the Department for Education.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response/coronavirus-covid-19-guidance-for-apprentices-employers-training-providers-end-point-assessment-organisations-and-external-quality-assurance-pro#contents>

Roles and responsibilities

Leaders, managers and staff will review the strategy to maintain effectiveness. All persons attending our premises will be held accountable for and must comply with this strategy.

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Social Distancing Policy

Access/egress of premises, including car parking

Each parking bay is a minimum of 2.4 metres wide and customers are advised to reverse park and only attempt to park when there is suitable space available. Please park within the designated lined space and leave enough room for others to safely exit their vehicle. We ask you to be patient and wait until the driver next to you is at a safe distance before you leave your vehicle.

On entering our premises, please wear a face covering as it is a mandatory UK-wide control measure. If you are unable to wear a face covering, please provide evidence of exemption and notify reception immediately upon arrival.

Once on the premises, you will notice that we incorporate social distancing measures such as protection screens and dedicated walkways. You will be invited to check your temperature and sanitise your hands. You will then make your way to reception, provide your name and the course you are to attend.

<https://www.gtg.co.uk/about/newsroom/coronavirus-information/>

There will be no physical interaction, i.e., handshakes or signing in. The passing of documents must only be done if necessary and if they are dry and sanitised. Lanyards/visitors passes will no longer be provided. All attendance should be by appointment only. We have removed pens and stationery from reception. We have appointed key support staff to assist access/egress of persons to avoid choke points/bottlenecks. You will be invited to sanitise your hands upon exit. Please drive in accordance with the on-site speed limit.

Welfare and catering

Catering facilities and staff canteens shall be closely monitored during social distancing restrictions. Break times shall be staggered and coordinated across course schedules for ease of access to communal areas. Please adhere to these times in order to achieve social distancing. Also, please note that you must follow the guided walkways to access these facilities – this may mean a longer route to take at break times. The catering facilities have re-opened and are serving hot and cold food and drinks, please queue responsibly leaving a safe distance between persons. Please wear a face covering while queuing for food. Each catering area has been allocated a supply of hand sanitiser, Covid Guard, tissues and disposable towels for your use.

Temperature testing

We have infrared non-contact thermometers at each of our facilities. We understand that at any time an individual may begin to feel unwell with no direct COVID-19-related symptoms, and so we will take their temperature to support the evaluation of COVID-19 symptoms. In situations where social distancing is not possible, temperature will be checked each day, for example, driver training staff and delegates. Should a delegate or staff member register a temperature of 37.8C (or greater), they shall be sent home immediately.

People who feel unwell while attending GTG

In the event that a person feels unwell with even the mildest COVID-19 symptoms, they will be sent home. They may be required to use public transport and will be provided a face covering to do so safely, or a family member may be asked to collect them. If the person is waiting to be collected, they will isolate in a well-ventilated room with signs to restrict access. If this is not possible, they will be asked to wait in a well-ventilated area at least two metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom. The isolation room/area and bathroom shall be thoroughly cleaned and disinfected using the appropriate cleaning products. Should the person then test positive for COVID-19, they must use NHS Test and Trace, or in Scotland, the Test and Protect service.

Tracing

As part of the national approach to containing the virus, anyone who tests positive will be contacted by their local contact tracing centre to establish not only who they live with, but also who they have been in close physical contact with.

For full information on contract tracing and self-isolation, including what to do if you are fully vaccinated, please use the links below.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>

Please make sure you adhere to any requests and inform GTG and your employer immediately.

If you are unsure about any requests from a tracing centre, remember that they will never ask you to:

- Give any information apart from details of your movements and the people you have been physically close to.
- Phone a premium rate number.
- Make a purchase, payment or donation.
- Offer information about your medical history unrelated to coronavirus.
- Give your bank details.
- Reveal your social media identities or login details, or those of your contacts.
- Give them your passwords, PIN numbers, or ask you to set up any new ones.
- Give them control of your computer, smartphone or tablet, or to download anything.
- Visit a website that does not belong to the NHS or the government.

Please refer to the links below for more information.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing>

COVID-19 testing

If you or someone you live with has COVID-19 symptoms, such as a high temperature, a new and continuous cough, or a loss to your sense of smell or taste, then you can request a test. It is important to get tested within the first five days of displaying symptoms – see the link below for information on how to book a test.

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

Conferences/events

Upon review, and in line with government guidelines for the type of events and gatherings relating to work, we can safely accommodate the maximum numbers of people permitted to attend. Please make contact with our Head of Facilities, Tracey McCallum, for further details on **07795 355355**.

The Facilities team have worked hard to amend centre layouts to comply with government and company social distancing controls.

Training courses

In order to manage the volume of persons attending our premises, training schedules and class sizes will be reduced. Travel around our premises shall be controlled by implementing one-way routes. By maintaining smaller groups, the risk to others shall be reduced by eliminating unnecessary contact with high volumes of people, limiting the risk of direct or indirect transmission. Delegates will be asked to fully comply with our social distancing control measures or risk being removed from the premises. Equipment required to deliver training (i.e., tools, equipment and laptops) will be disinfected before and after use. Cleaning materials have been made available and are as near to equipment/workstations as possible. Delegates are asked to disinfect their tables before and after each training session. The tutors will also routinely disinfect all touch points throughout the training session.

Ventilation

We will aim to utilise natural air flow where possible i.e., open windows and doors. Where mechanical ventilation is in place, this will be adjusted to draw fresh air wherever possible. Further information and guidance can be found here:

<https://www.cibse.org/coronavirus-covid-19/coronavirus-covid-19-and-hvac-systems>

Apprenticeship delivery

We shall amend current practices to incorporate blended learning and provide remote training and assessment, where possible. Physical class sizes shall be managed to ensure that a maximum of 15 are present in any session (control measures allowing). Our delivery practices will adhere to social distancing measures in order to limit the risk of direct or indirect transmission. Equipment required to deliver the apprenticeship (i.e., tools, equipment and laptops) will be disinfected before and after use. Cleaning materials have been made available and are as near to equipment/workstations as possible. We routinely review government guidance. Currently, travel and attendance to an educational setting is encouraged. We shall follow the DofE's systems of control:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#prevention-actions>

Apprentices travel and accommodation

Accommodation providers have implemented strict control measures. For those of you that travel to GTG using public transport, it remains law that you wear a face covering on your journey, so please ensure that you plan your journey in advance and adhere to the safety measures.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-to-wear-a-face-covering>

You must not car share, your employer will pay for public transport to get you safely to your accommodation and training destination. You must adhere to government guidance on travelling safely, and do not put other travellers or yourself at risk.

Once you have arrived at the hotel, you will be provided with instructions at check-in regarding the safety protocols that are in place. You must attend the hotel welcome meeting, whereby further advice and support is provided to keep you safe. You will be transported between the hotel and GTG in an appropriately sized vehicle to achieve social distancing, or in low numbers by private taxi (car). The transport operators have been vetted and their control measures are in line with current government guidelines.

Communication

Expectations will be clearly communicated with floor markings and signs. We will also use our website to clearly set out expectations and measures. Communications will be easy to follow and will highlight everyone's requirements. On arrival at our premises, you will be guided to your classroom. Delegates and apprentices will receive joining instructions which have been adapted to convey course start times, classroom name and any further changes to our premises. During the booking process, attendees shall be asked to confirm that they **DO NOT** have any symptoms of COVID-19, have **NOT** tested positive and have fulfilled any 10-day isolation periods, if necessary.

Cleanliness

Cleaning staff have been suitably trained to deliver a deep and thorough clean of our premises. We will routinely undertake a deep clean of toilets throughout the day and regularly disinfect frequently used surface areas/touch points using disinfectant spray EN 14476.

All workstations will be disinfected by staff at the start and end of the day using 750ml spray mist bottles and the disinfectant solution EN14. We use the three-stage skincare system in the workshop and body repair areas. Staff have been made aware that they are responsible for cleaning their own work area, tools, vehicles and equipment throughout the day. This routine should also be in place when staff change over work zones/shifts.

Waste

Any waste generated from people that are symptomatic, or in an area where people have been symptomatic, should be double-bagged, tied securely and set aside for 72 hours before disposal in accordance with government guidance.

Personal hygiene

We require all persons to maintain good personal hygiene at all times. Tissues, blue roll and other items used to catch a sneeze/cough must be discarded promptly and thereafter, hands must be washed for a minimum of 20 seconds. Avoid touching your eyes, nose or mouth.

Handwashing is imperative in limiting the risk of spread/contamination. All persons should regularly wash their hands throughout the day, and this should be prioritised over the use of hand sanitisers.

Hand sanitiser and clean as you go stations are set up at key areas/zones. Hand sanitiser must contain a minimum 60% alcohol content in order to be effective. Stock levels will be monitored and replenished routinely from our approved procurement streams.

Important: please note that hand sanitiser is flammable and should not be used by anyone working with hot surfaces or heated equipment. If it is used, it needs to have fully evaporated before continuing with any routine works that involve heat. Keep hand sanitiser away from heat, hot surfaces, sparks, open flames and other ignition sources, and do not smoke/vape if hands are not completely dry.

Personal protective equipment (PPE)

The majority of staff shall not require PPE, other than that deemed necessary for existing job requirements. Likewise, apprentices and delegates shall be encouraged to prioritise social distancing, personal hygiene and cleanliness over the use of personal protective equipment. All learning techniques that would compromise social distancing shall be restricted wherever possible (non-essential). PPE will be made available only if absolutely necessary.

Face coverings

Wearing a face covering or face mask in a classroom setting is not recommended under current government guidelines. Face coverings are beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet. In the UK, it is mandated that staff, apprentices, delegates and visitors wear face coverings when moving around communal and congregated areas. Face coverings must be safely removed when seated in the classroom. You must wear your face covering in line with government advice. Before and after putting it on, you must thoroughly wash your hands, or sanitise, and avoid touching your face. **DO NOT touch the part of the covering that sits directly across your mouth and nose.** If the covering is reusable, you must wash regularly at 60°C.

Face coverings must:

- Cover both your nose and mouth.
- Not be allowed to dangle around the neck.
- Not be touched after being put on - except to remove them.
- Be changed when they become moist or damaged.

Face coverings should not be worn, in any circumstances, by those who may not be able to handle them as directed (i.e., young children). Poor handling may inadvertently increase the risk of transmission.

Field assessing/advising staff

All trainers, assessors, development coaches and health and safety advisors, shall be inducted on changes to their respective departments, roles and individual requirements. Visits to third parties shall be assessed to ensure staff can carry out works safely and remain compliant with government guidelines. In order to keep our staff safe while on third-party premises, we ask staff to carry out a dynamic risk assessment and adopt all control measures required to carry out works; this may include the wearing of face coverings, disinfecting workspaces, maintaining a safe distance and wearing gloves.

Centre-based staff

We have established a hybrid work model for our staff – office-based rotation and working from home. Our staff will also manage processes via email/telephone and remotely via supporting software applications. We will prioritise the use of Teams for work-related meetings. Office environments shall be appropriately spaced to allow for 1 metre+ social distancing with desks set up to support side-by-side or back-to-back work methods. All equipment required for each job function will be disinfected before and after use. Clean as you go stations have been made available and are as near to equipment/workstations as possible. There are protective Perspex screens in place at workspaces where distancing is restrictive.

Document signing and cash handling

The requirement for signatures (both handwritten and digital) should be minimised and proof should be gathered by other means, such as email, photograph or another suitable alternative that remains compliant. Where signatures are contractually necessary, a new pen, gloves and hand sanitiser should be readily available for use.

Card payments and bank transfers should be encouraged wherever possible and the handling of cash eliminated or reduced significantly. Cash should be handled using protective gloves. Carefully remove the gloves and thoroughly wash your hands for 20 seconds before handling any other items.

First aid provisions

If you need to help an individual who is symptomatic and may have COVID-19, wherever possible, place the person away from others. If there is no separate space or it is unsafe to move the injured person, ask others who are not involved in providing assistance to stay at least two metres away. If barriers or screens are available, these may be used. Wear disposable gloves and a fluid repellent surgical face mask, face visor and disposable apron before helping them. Wash hands thoroughly before and after treatment. If there is blood or bodily fluids, segregate the area wearing PPE and place a spill kit or cover with paper towels. Contact the Facilities team to arrange professional cleaning as necessary. Should CPR be required, it is recommended that you do NOT provide rescue breaths and perform chest compressions only. If a decision is made that rescue breaths are necessary, use a one-way face shield, which should be disposed of in line with guidance for medical waste. Thereafter, the first aider should monitor themselves for symptoms and self-isolate for 10 days, if necessary.

Category of individuals

Those classed as high risk or vulnerable **can** return to work and are advised to follow the same guidance as everyone else.

Symptomatic

Any individual with symptoms must **NOT** go to work or attend any GTG premises.

Asymptomatic

Many people with COVID-19 will have no symptoms. Individuals should monitor their own health and work in a manner that does not inadvertently put others at risk.

Note: It is each person's individual responsibility to follow government legislation, advice and guidance throughout the pandemic. We have included some links below.

<https://www.gov.scot/coronavirus-covid-19/>

<https://www.gov.uk/coronavirus>

<https://gov.wales/coronavirus>

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

