

STAFF COLLEGE MEMBERS SAFETY MEASURES

If you have any symptoms of Covid-19 please follow government guidance and do not attend your training session. Please inform us at the earliest opportunity.

 Social Distancing	<p>Your meeting room will be set out for members to easily maintain 2m distancing between everyone. Please do not move chairs and tables and ask your Directing Staff if you need anything.</p> <p>Please also follow the guidance and signs within the venue.</p>
 Group size	<p>Our maximum group size will be 10 people to reduce the risk of transmission.</p> <p>Where working with a cohort of more than 10, we will only deliver face to face elements in these smaller groups and will not bring together the groups for cohort sessions, instead delivering the same programme in parallel to each group.</p>
 Face Coverings	<p>Please ensure that you follow government guidance and the requirements from the venue for the wearing of face coverings in public areas.</p> <p>You will not be required to wear face masks within the training rooms as we will ensure you can keep your distance from other members. You are welcome to wear a mask should you feel more comfortable doing so.</p>
 Hand Washing	<p>Ensure that you wash your hands periodically throughout the day. Hand sanitizer stations have been set up throughout the venue.</p>
 Breaks for refreshments and lunch	<p>Where possible if refreshments and lunch are being provided, we will arrange for these to be provided in each syndicate room.</p> <p>If the venue is unable to accommodate this, we will stagger refreshments and lunch breaks to minimize the number of people in communal areas.</p> <p>When lunch is not provided, you may want to consider bringing your own lunch.</p>
 Directing Staff	<p>Your Directing Staff will confirm any specific safety measures and guidance being implemented at the venue and share this with all members at the start of the day.</p> <p>If you have any questions, please ask and the Directing Staff will find out.</p>
 Emailed paperwork and online forms	<p>To minimize risk, we will provide paperwork for your programme via email. You will receive the programme prior to the course, and slide-sets after.</p> <p>We will email links for you to complete course evaluations online. Please help us to do this by ensuring we have your up to date email address.</p>
 Emergency procedures	<p>Follow the fire evacuation procedures for the venue while continuing to ensure social distancing when evacuating and at assembly points.</p>
 Contact tracing	<p>If you develop symptoms of Covid-19 within 14 days of attending a programme, please inform us.</p> <p>We will ask you to provide your email address and mobile telephone number to help us assist contact tracers with tracking all fellow members of your group.</p>