



L&DA POLICY 019

Covid-19 Policy

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019/1	1.6.2020	None	GJ
019/2	23.6.2020	Update on Prime Minister's Easing of Lockdown Restrictions	MH
019/3	14.7.2020	Update on Health Secretary's statement on compulsory mask wearing	MH
019/4	23.7.2020	Update to wearing of face masks if social distancing is less than 2m	MH
019/5	3/8/2020	Updates from GOV.UK	MH
019/6	18/8/2020	Updates from GOV.UK on staying safe in the workplace	MH
019/7	1/9/2020	Update from GOV.UK on Reporting outbreaks of Coronavirus	MH
019/8	1/10/2020	Update from GOV.UK	MH
019/9	2/11/2020	Update from GOV.UK	MH
019/10	5/1/2021	Update from GOV.UK on Tiers and latest National Lockdown	MH
019/11	2/3/2021	Update on the ease of Lockdown	MH
019/12	1/6/2021	Update on the lifting of restrictions	MH

COVID-19 POLICY

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Statement

At Learning & Development Associates Ltd we are committed to ensuring that all of our training and assessment is conducted in safe environments with acknowledgement and implementation of government guidelines regarding the wearing of appropriate PPE and social distancing procedures.

Learning & Development Associates Ltd will supply all face-to-face trainers with appropriate PPE, including but not limited to face masks, gloves and hand sanitiser. We are also providing our trainers with infrared digital non-contact thermometers.

The Health and Wellbeing of Our People

Our people



- The health and safety and wellbeing of our people is our priority
- We care and have respect for our people for without them we have no business, they are our stakeholders
- We know that the growth and development of our people is paramount
- Whatever our people do, they must do it well
- We want L&DA to be an employer of choice

Coronavirus Disease (COVID-19) : The use of Face Masks

- The wearing of face masks applies when social distancing in the classroom/training venue is less than 2m between trainer/student or student/student and at an individual's discretion at any other time.
- Face coverings (from 24.7.20) are compulsory in shops and supermarkets and fines of £100 for non-compliance can be enforced by police.
- Face masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask
- Avoid touching the mask while using it, if you do, clean your hands with alcohol-based hand rub or soap and water.

- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of the mask), discard immediately in a closed bin, clean hands with alcohol-based hand rub or soap and water.

Working Safely during Coronavirus (COVID-19) : 5 Steps to Working Safely

1. Carry out a COVID-19 Risk Assessment

Before restarting work, you should ensure the safety of the workplace by:

- A risk assessment should be carried out in line with HSE Guidance <https://www.hse.gov.uk/simple-health-safety/risk/index.htm> and use of the L&DA Risk Assessment Form (available to download from the L&DA website)
- Consult with Learning & Development Team and Client L&D/HR Departments with any concerns.
- Share the completed risk assessment form with the workforce and with L&DA QA Department.

2. Cleaning, Handwashing and Hygiene Procedures

You should increase the frequency of your own and your student's handwashing and surface cleaning by:

- Encouraging people to follow the guidance on hand washing and hygiene <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Learning and Development Associates will provide hand sanitiser and nitrile gloves for our trainers. Hand sanitiser should be used in conjunction with frequent handwashing or when handwashing is not readily available.
- Frequently cleaning and disinfecting objects and surfaces that are touched regularly
- Enhancing cleaning for busy areas
- Setting clear use and cleaning guidance for toilets (if applicable)
- Providing hand drying facilities – either paper towels or electrical dryers (if applicable)

3. Help People to Work from Home

Learning and Development Associates take all reasonable steps to help our associates to work from home by:

- Discussing home working arrangements
- Ensuring they have the right equipment, for example remote access to work systems
- Including them in all necessary communications
- Looking after their physical and mental wellbeing

4. Maintain 2m Social Distancing, where possible

Where possible, you should maintain 2m between people by:

- Putting up signs to remind learners and visitors of social distancing guidance
- Avoiding sharing workstations
- Using floor tape or paint to mark areas to help people keep to a 2m distance
- Arranging one-way traffic through the workplace if possible
- Switching to seeing visitors by appointment only if possible

5. Where People cannot be 2m apart, Manage Transmission Risk

Where it is not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- Considering whether an activity needs to continue for the business to operate
- Keeping the activity time involved as short as possible
- Wearing a face mask when the social distancing is less than 2m
- Using screens or barriers to separate people from each other (if possible)
- Using back-to-back or side-to-side working wherever possible
- Staggering arrival and departure times
- Reducing the number of people each person has contact with by using 'fixed teams or partnering'

Testing for COVID-19

About the NHS Test and Trace Service

- Provides testing for anyone who has symptoms of coronavirus to find out if they have the virus
- Gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had
- Alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus

When to get a Test

- If you have symptoms of Coronavirus (COVID-19) you can ask for a test to check if you have the virus. This is called an antigen test.
- There is another type of test (antibody test) that checks if you have already had the virus. This test is not widely available yet. You can find out more about antibody testing on GOV.UK <https://www.gov.uk/government/publications/coronavirus-covid-19-antibody-tests>

- If you think you may have Coronavirus symptoms, follow Government Guidelines by staying at home.
- If you have symptoms, contact NHS 111 online coronavirus service.
<https://111.nhs.uk/covid-19>
- You can ask for a test for yourself or someone you live with if you have coronavirus symptoms now (a high temperature, a new continuous cough or a loss or change to your sense of smell or taste)
- You need to get the test done within the first 5 days of having symptoms. It is important that you do not wait. **Ask for the test as soon as you have symptoms.**

Self-Isolation for Coronavirus (COVID-19)

Learning and Development Associates will support workers who need to self-isolate and ask them to stay home.

Workers will be told to isolate because they:

- Have coronavirus symptoms and are applying for/awaiting test results
- Have tested positive for coronavirus
- Are a member of the same household as someone who has symptoms or has tested positive for coronavirus
- Have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

Learning and Development Associates will continue to communicate with workers in self-isolation and provide support. This includes allowing people to work from home if they remain well and if it is practicable to do so.

Workers who have symptoms of coronavirus themselves, have tested positive or have had close contact with anyone else who has symptoms or tested positive should alert Learning and Development Associates of this and self-isolate following Government Guidelines.

The NHS COVID-19 App

The NHS COVID-19 app will form one component of the NHS test and trace service. It will complement other forms of contact tracing, helping to speed up contact tracing and to reach people who cannot be reached through traditional forms of contact tracing, such as someone you do not know but you have sat next to on public transport, for example.

The app is currently being trialled on the Isle of Wight before a national rollout.

For further information on the app, please check the NHS COVID-19 App Website.

Learning and Development Associates and our tutors will adhere to GOV.UK Guidelines including individual pre-delivery swab testing if mandated to do so.

I have read and understand the content of this Policy and by signing below, agree to adhere to the guidance and advice as stated therein.

Name of Associate:

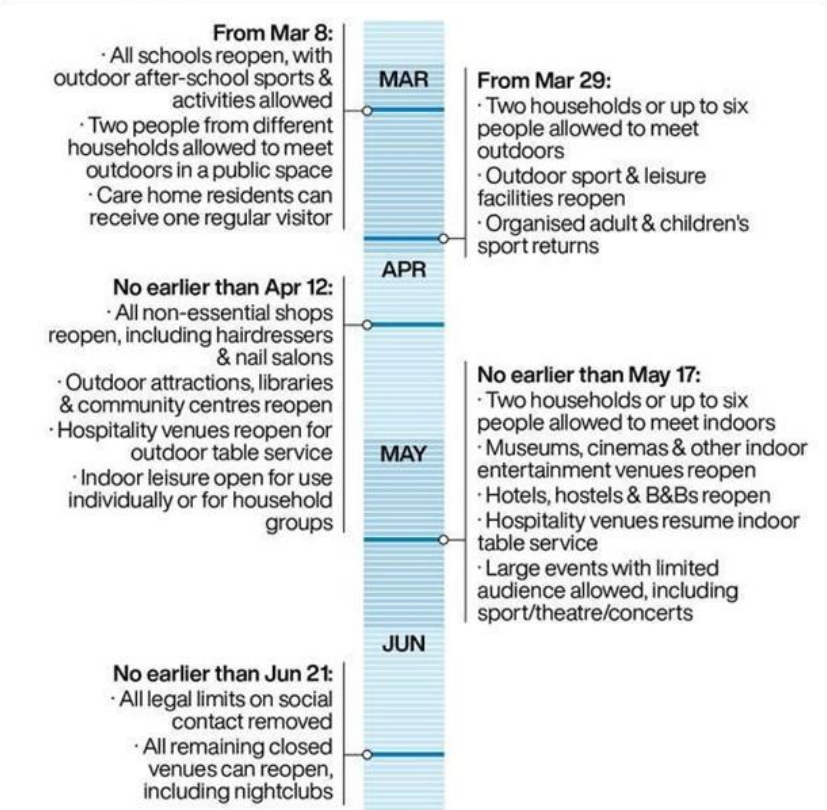
Signature:

Date:

Updates on Lockdown & Coronavirus Advice from GOV.UK

Date	Source	Guidance / Announcement
23.6.20	Gov.UK Press release from PM's office On 23.6.2020	PM announced easing of lockdown restrictions. From 4.7.2020 restaurants and hotels will reopen. Where it is not possible to stay 2m apart, guidance will allow people to keep a social distance of 'one metre plus'. This means staying one metre apart, plus mitigations which reduce the risk of transmission. The PM has been clear that the public must continue to follow social distancing guidelines to keep coronavirus under control. The Government will keep all measures under constant review and will not hesitate to apply the handbrake, or reverse measures, should the virus begin to run out of control. These changes apply in England only.
14.7.20	Health Secretary's Statement on 14.7.2020	Health Secretary Matt Hancock gave a statement confirming that masks are to be compulsory in shops and supermarkets (including cafés and sandwich shops) in England. Face coverings will be mandatory from 24 July 2020 with £100 fines for non-compliance, enforceable by police. This is to help avoid a potential second wave of coronavirus.
3.8.2020	GOV.UK latest updates	Guidance for businesses and organizations on how to recognize, contain and report incidents of coronavirus (COVID-19) see link below: https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19?utm_source=62ffe6f7-4065-4bc2-bdb4-0878a082b807&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly The self-isolation period has been extended to 10 days for those in the community who have coronavirus symptoms or a positive test result. Self-isolation for 14 days is required on arrival to the UK from high-risk countries (this includes mainland Spain, the Canary Islands and the Balearic Islands). You will not be allowed to leave the place you are staying for the 14 days you are in the UK. The UK Foreign and Commonwealth Office (FCO) currently advises against all non-essential travel to Spain (mainland & islands). Guidance for Face Coverings, when to wear one and how to make your own. See link below: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own?utm_source=f57e298d-8bae-4045-8e83-c810011e791&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly
18.8.2020	GOV.UK Guidance Notes	Avoid being Face-to-Face You are at higher risk of being directly exposed to respiratory droplets (released when talking or coughing) when you are within two metres of someone and have face-to-face contact with them. You can lower the risk of infection if you stay side-to-side rather than facing someone. The key thing is not to be too close to people outside your household. If you must, keep it as brief as possible and take extra precautions (face covering, distancing, side-to-side). Keep Hands & Face as Clean as Possible. Wash your hands often using soap and water and dry them thoroughly. Where available, use hand sanitizer outside your home, especially as you enter a building and after you have had contact with surfaces. Avoid touching your face. Keep indoor places well ventilated. Evidence suggests that the virus is less likely to be passed on outdoors and in well ventilated buildings. In good weather, try to leave windows and doors open in areas where people from different households come into contact. Use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximize the air flow rate. Avoid crowded spaces You can lower the risks of transmission by reducing

		<p>the number of people you come into close contact with. (i.e. avoid peak travel times on public transport or densely crowded areas) Small groups in small spaces pose a risk as well as large, close crowds. Businesses should take reasonable steps to avoid people being gathered together, by reducing density in meeting rooms and social spaces, allowing the use of more entrances and exits and staggering entrance and exit points where possible.</p> <p>Face Coverings should be worn at all times on public transport, in hospitals and other enclosed public spaces where social distancing is not possible and where you come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas. Evidence suggests that wearing a face covering does not protect you however if you are infected but not yet developed symptoms, it may provide some protection for others you come into close contact with. Face covering do not replace social distancing and if you have any symptoms you must get a test. Wash your hands before putting on a mask and once taken off. A face covering must cover the nose and mouth.</p> <p>When at Work or in business or public premises, follow the advice on site</p> <p>Employers, business owners and organizations have a duty to assess and manage risks to your safety in the workplace and on their premises. The government has issued guidance for employers and businesses on coronavirus. This includes guidance on how to make adjustments to help you maintain social distancing. It also includes guidance on hygiene, as evidence suggests that the virus can exist for up to 72 hours on surfaces. Therefore, frequent cleaning is particularly important in communal areas like: *door handles, *lift buttons, *communal areas like bathrooms, *kitchens, *tea points. You can see further information on guidance for employers and businesses on coronavirus here https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>
1.9.2020	GOV.UK latest updates	<p>Updated guidance on Reporting outbreaks of coronavirus (COVID-19) for businesses and organisations on how to recognize, contain and report incidents of coronavirus (COVID-19). See link here: https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19?utm_source=600fc3f8-aebe-4948-a5bf-596f50821969&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly</p>
1.10.2020	GOV.UK latest updates	<p>16.9.2020 Local restrictions in place for Birmingham, Sandwell & Solihull</p> <p>18.9.2020 Stronger measures & local restrictions in parts of the North East</p> <p>18.9.2020 New restrictions for Wolverhampton, Oadby & Wigston, parts of Bradford, Kirklees & Calderdale.</p> <p>18.9.2020 Lancashire, Merseyside, Warrington & Halton escalated to areas of intervention.</p> <p>18.9.2020 NHS Test & Trace in the Workplace see link here: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=0fd4d0af-b499-43bc-b9e9-f7bddca0bfd3&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly</p> <p>24.9.2020 NHS COVID-19 App was launched across England and Wales, download the App to your phone and follow the guidance. You can scan the QR codes when visiting cafes, restaurants and other public areas to register your visit. Please see further information here: https://www.gov.uk/government/news/nhs-covid-19-app-launches-across-england-and-wales?utm_source=c3eb838c-3d2c-4cf1-8f2d-1adfa30ea86b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly</p>

2.11.2020	GOV.UK latest updates	<p>In addition to Tier 3 restrictions in certain areas of England, new national restrictions are being introduced to England from 5 November until 2 December 2020. https://www.gov.uk/guidance/new-national-restrictions-from-5-november Public sector employees working in essential services, including education settings, should continue to go into work . The risk of transmission can be substantially reduced if COVID-secure guidelines are followed closely. (Thames Water have issued L&DA with a Keyworker Letter which will be issued to any trainers who will be delivering training to Thames Water employees in November/December 2020. This letter enables accommodation to be clarified as essential for front line working and therefore may be requested to view by the hotel on check-in)</p> <p>Information for Wales: https://gov.wales/coronavirus & https://gov.wales/keep-wales-safe-work</p>
5.1.2021	GOV.UK updates	<p>Further Tier restrictions have been put into place across the UK. Refer to Gov.UK for your local Tier and the associated restrictions. From 5.1.2021 England has entered a lockdown until potentially mid-February 2021. For further information please refer to National lockdown: Stay at Home - GOV.UK (www.gov.uk)</p>
2.3.2021	GOV.UK update on easing of lockdown in England	<p style="text-align: center;">Easing the lockdown in England</p>  <p>From Mar 8:</p> <ul style="list-style-type: none"> · All schools reopen, with outdoor after-school sports & activities allowed · Two people from different households allowed to meet outdoors in a public space · Care home residents can receive one regular visitor <p>From Mar 29:</p> <ul style="list-style-type: none"> · Two households or up to six people allowed to meet outdoors · Outdoor sport & leisure facilities reopen · Organised adult & children's sport returns <p>No earlier than Apr 12:</p> <ul style="list-style-type: none"> · All non-essential shops reopen, including hairdressers & nail salons · Outdoor attractions, libraries & community centres reopen · Hospitality venues reopen for outdoor table service · Indoor leisure open for use individually or for household groups <p>No earlier than May 17:</p> <ul style="list-style-type: none"> · Two households or up to six people allowed to meet indoors · Museums, cinemas & other indoor entertainment venues reopen · Hotels, hostels & B&Bs reopen · Hospitality venues resume indoor table service · Large events with limited audience allowed, including sport/theatre/concerts <p>No earlier than Jun 21:</p> <ul style="list-style-type: none"> · All legal limits on social contact removed · All remaining closed venues can reopen, including nightclubs <p>Until these potential dates, you should still stay home and only go out for essential journeys; to shop for food, attend medical appointments, to give care, for exercise, for any of the exceptional circumstances as stated on the GOV.UK website or if you are an essential worker. It is advised that you should still work from home if you can do so.</p>
1.6.2021	GOV.UK lifting of restrictions	<p>UK Restrictions are due to be lifted on 21 June 2021. However, the current infection rates of the Indian variant may have some bearing on this, meaning that the date of full lifting of restrictions may be delayed. Advice will be given in the coming weeks once data has been reviewed.</p>