

COVID-19 Policy

**Date: 1st March 20121** **Review Date:**  March 2022

**Introduction**

ETT have developed a COVID19 Secure strategy and environment for those who are required to attend the ETT. Protecting our staff, apprentices, adult learners and the community from infection is our highest priority.

The potential impact of Coronavirus infection and subsequent transmission to others in the workplace, at home and in society, carries serious health and mortality risks. We take our responsibility to address the risks associated with the virus very seriously. ETT has implemented additional steps to maximise the health, safety and well-being of all customers and AM2 candidates.

**Prior to your assessment**

You are required to complete a pre-screening virus risk questionnaire. This will be sent to you via email. You must complete the short survey to assess and declare your own state of health in terms of virus symptoms and provide relevant details of virus contact history to us before attending the assessment centre. The requirement to complete the questionnaire is a pre-condition of admission to the Centre.

**On arrival to the Centre**

You should arrive at the stated time on your confirmation email to allow for single entry and registration into the Centre. Upon arrival to the Centre the doors will be locked. **We ask that you remain in your car and call the centre on 02825650750** to inform staff of your arrival. If you arrive by foot please wait in the carpark and call the number above. We would ask that you do not gather at the door to the Centre.

You will be informed over the phone when to come to the entrance door and you will be asked to use the hand sanitiser before entering. A member of the team will unlock the door, registration will take place at the reception and you will have your temperature checked using a thermal bullet camera and a digital thermometer to enhance our safety screening and admission process.

If your thermal image displays a high temperature of 37.5 degrees or higher, you will be asked to step outside for a few minutes. You will then be asked to re-enter the building where a second image will be taken. If the temperature is still high, you will be asked to leave the Centre and your test will be rescheduled. Please understand that if this happens, we are only trying to protect our staff and other candidates. We complete the same screening every morning on our staff and any other visitors to the Centre.

**Social Distancing & Signage**

We ask that you follow the guidance throughout the building on social distancing, hand cleaning and the provision and use of PPE. A one-way system of travel is in place from the point of arrival with clear floor markings on where to stand and direction to the test area. Barriers, screens and other protective measures including gloves, masks and sanitizer fluid will be used throughout the Centre.

**Facilities**

Risks associated with tea and lunch breaks mean that you will be required to use your own vehicle to ensure social distancing. Provision of a safe space for non-drivers or those arriving on public transport will be available.

Toilet facilities are equipped with hand-washing and self-clean disinfectant products. Please do not be offended if we ask you to wash your hands frequently. Recent studies suggest that washing your hands at least 6 to 10 times a day makes catching infections such as coronavirus much less likely.

**We are here to help**

If you have got any questions or would like us to take other measures into consideration regarding safety, please feel free to contact us. Our staff are trained to listen carefully and respond helpfully to your personal needs and concerns in light of the COVID 19 virus.