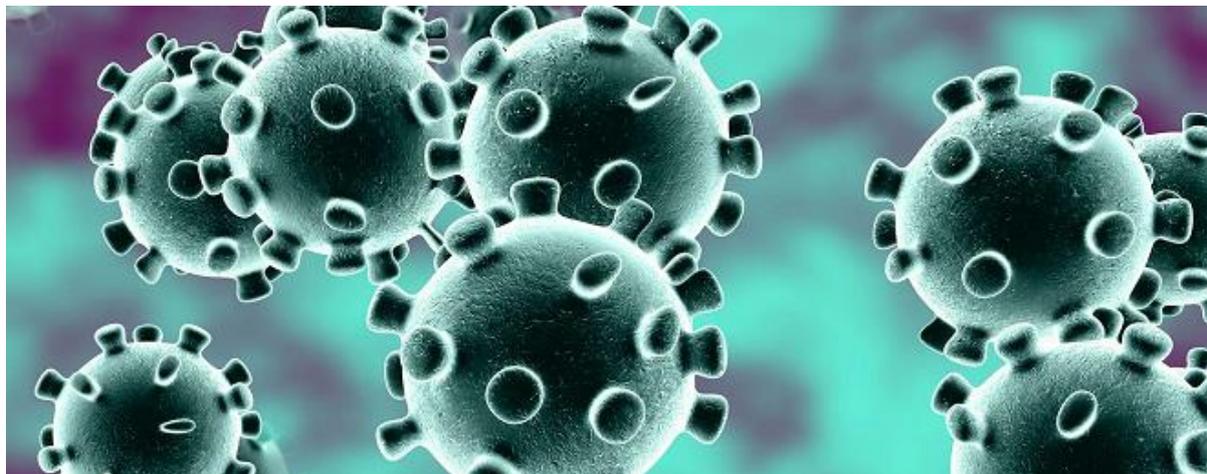




**C&C**training

working in partnership : achieving results

## Coronavirus (COVID-19) Policy



### Introduction

This policy aims to meet the company's strategy for reducing exposure to COVID-19 Coronavirus to our staff, visitors, contractors and delegates. Coronaviruses are mainly transmitted by large respiratory droplets and direct or indirect contact with infected secretions. As coronaviruses have a lipid envelope, a wide range of disinfectants are effective.

As COVID-19 has only been recently identified, there is currently limited information about the precise routes of transmission. C&C Training has decided to follow the advice of Public Health England and The World Health Organisation as follows:

### **The advice for anyone in any setting is to follow these main guidelines.**

1. If you have been in contact with someone with coronavirus or have returned from an affected area identified by the Chief Medical Officer as high risk and you are feeling unwell with a cough, difficulty breathing or fever, stay at home and use the NHS 111 online coronavirus service or call NHS 111.
2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.
3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
4. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

### Additional Measures

In addition to these guidelines C&C Training has identified the need to seek guidance for additional protective measures for First Aid Training due to shared use of Resuscitation Manikins, Confined Space Training due to use of Escape Breathing Apparatus and Train to Face Fit as follows:

### First Aid Training

We continue to follow the guidance issued in relation to CPR Manikins usage and cleaning with the additional guidance issued relating to COVID - 19 from NUCO. This covers the use of first aid gloves and individual face shields to prevent direct mouth or hand contact with the CPR manikin, as well as the use of disinfectant wipes between users of the face and body areas.

In addition to this all manikins will continue to have the replaceable lungs changed at the end of each session to minimise the possibility of infection which is our usual practice. The wipes are Reliwipe Disposable Disinfection Wipes which contain Isopropyl Alcohol at 70%v/v this exceeds current guidelines to disinfect.

### Confined Space Training

We have discussed the pre issue cleaning and checks of Escape Breathing Apparatus with our supplier ORCUS. They advise that all sets are cleaned and inspected prior to issue to our training centres. The cleaner used currently is Bentley Organic. This plant-based Window & Glass Cleaner is formulated without bleach, sulphate or phosphates, to prevent opaquing of the vision panel and is proven to kill 99.9% germs including E.Coli, Listeria and Salmonella and its antibacterial formula leaves surfaces clean. In addition to this agent they are now using an alcohol based disinfectant wipe with 70% IPA alcohol, this level of alcohol meets current guidance to disinfect.

### Face Fit Training

We continue to follow the guidance issued in relation to COVID - 19 from Public Health England. To reduce the risk of contamination when donning a face fit hood, the hood will be cleaned between each use using Reliwipe Disposable Disinfection Wipes which contains Isopropyl Alcohol at 70%v/v this exceeds current guidelines to disinfect.

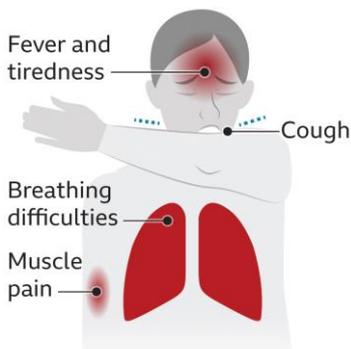
### Cleaning of our Training Centres

We have discussed with both our cleaning suppliers the importance of using antibacterial sprays and disinfectants for cleaning surfaces, and we have received written confirmation from both that they will adhere to this request.

As per normal measures, we will continue to provide antibacterial soap and disposable paper towels for washing and drying of hands. We have also placed reminders in all washrooms to remind staff, delegates and other visitors to wash their hands.

Surfaces within training rooms (e.g. tables) communal areas and kitchens will be cleaned with antibacterial spray throughout the day.

### What are the symptoms?



**If you think you might have the virus, these are the symptoms to look out for**

### What should I do if I feel unwell?



**Ring 111 if you are in the UK, do NOT go to a GP surgery, pharmacy or hospital**



### Currently

We respectfully request that if any delegate is presenting any of these symptoms that they remove themselves from our training environment to protect our other users, staff and visitors. Please do not be offended if we ask likewise and to reschedule your training for a later date. Current Government advice is to self-isolate for 7 days if you have a dry cough or a temperature of 37.8 degrees.

### Conclusion

In the context of the Covid-19 outbreak, our employees and customers safety are of course our top priority. With this in mind, we will continue to follow the recommendations of Public Health England and the World Health Organization (WHO). Our measures will be reviewed as further information is made available.

At this time, it remains **Business As Usual** with our standard terms and conditions of business applying to all bookings, this includes our cancellation terms. We will keep updated on the latest guidance and update our policy in line with Public Health England and the World Health Organisation.

Source: Gov. UK, NHS, NUCO 12th March 2020