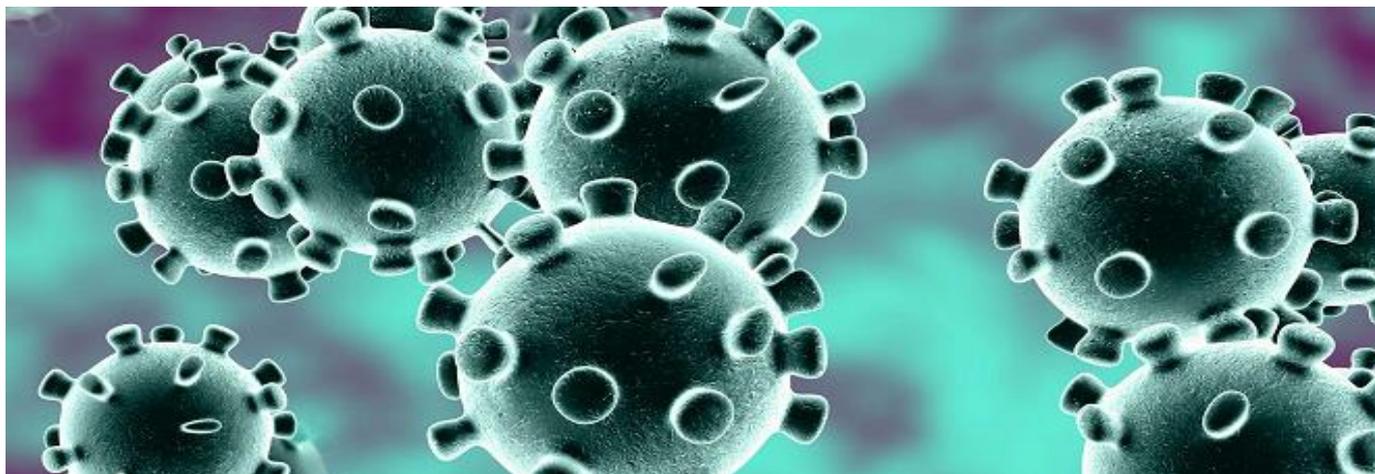




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Coronavirus (COVID-19) Policy



Introduction

This policy aims to meet the company's strategy for reducing exposure to COVID-19 Coronavirus to our staff, trainers, visitors, contractors, and delegates alike. As COVID-19 has only been identified since early 2020, information is being continually updated via GOV.UK, Public Health England and the World Health Organization. C&C Training are continuing to follow these changes and adapt to meet the requirements.

Coronaviruses are mainly transmitted by large respiratory droplets and direct or indirect contact with infected secretions. The guidance remains the same at this time, to continue to protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

C&C Training have increased our cleaning regime, reduced class sizes, introduced social distancing, thermal scanning checks, face coverings in our training communal areas (other than seated at desks), sanitizing stations and implemented the NHS QR Code for Track and Trace to minimise the risk of contact at our centres.

Risk Assessments

We have implemented the following five types of Risk Assessment (which are scheduled for regular review) to protect anyone that enters a C&C Centre:

1. General C&C Training Centre Risk Assessment
2. Training at Customer Venue Risk Assessment
3. Practical Confined Space Risk Assessment
4. Practical First Aid Risk Assessment
5. Practical Train To face Fit Risk Assessment

What are the symptoms?



Prior to attending the centre

We respectfully request that if any trainer or delegate is presenting any of the above symptoms that they advise us and remove themselves from our training environment to protect our other users, staff and visitors. Please do not be offended if we ask likewise and reschedule your training for a later date.

We respectfully request that all staff, trainers and delegates observe current Government advice for self-isolation if they have displayed symptoms, tested as positive or been advised to isolate and do not attend our centres or training courses.

(If you are a delegate, we request you contact your employer, account manager or booking provider and arrange to rebook your course for another date when you are able to meet the above requirements).

Conditions of entry

- 1) Social distancing will be observed on our premises with staff and delegates ensuring they maintain a 2 metre distance between themselves and others. (To assist with this, we have placed markers when queuing to enter the facilities and spaced furniture accordingly. We have also reduced classroom numbers to a maximum of 10 delegates at Leighton Buzzard and 8 Delegates at Bury St. Edmunds).
- 2) Staff, trainers and delegates shall be required to wear a face covering when entering or moving around the training centres, classrooms and toilet areas, these can be removed once seated at their desks.
- 3) Prior to entry staff, trainers & delegates will be asked to comply with a Temperature Thermal Scan to ensure they do not have a temperature.
- 4) Trainers & Delegates will be asked to scan the NHS QR Track and Trace code prior to entering our facilities.
- 5) We have installed hand sanitizer stations at the point of entry, which staff, trainers & delegates must use whenever they enter the facility.
- 6) The kitchen and restroom areas are only to be used by one person at any one time and staff, trainers and delegates will be required to thoroughly wash their hands prior to re entering their work area.
- 7) Delegates will not share equipment unless advised they may do so following cleansing.



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Updates

We continue to check for developments as they arise to mitigate the risk and follow the guidance of GOV.UK, Public Health England and the World Health Organization as follows:

Advice

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 have a 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 is 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.

Cleaning 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.



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 due to use of Escape Breathing Apparatus and Train to Face Fit and Face Fit Test as follows:

First Aid Training

C&C Training 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 resuscitation manikin faces, 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 after each user and at the end of each the session to minimise the possibility of infection, which is our usual practice. The wipes and solutions used are a Disinfectant agent which contains Isopropyl Alcohol at a minimum of 70%v/v this exceeds current guidelines to disinfect.

Confined Space

C&C Training has 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, 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 and Testing

C&C Training 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 or participating in a face fit test. The hood will be cleaned between uses using a Disinfectant agent which contains Isopropyl Alcohol at a minimum of 70%v/v this exceeds current guidelines to disinfect. The nebulisers and vessels shall be cleaned in a hot soapy water solution for a minimum of 60 seconds and allowed to dry naturally between tests and at the completion of testing.

The operative conducting the test will wear gloves and a face mask to perform the test whilst in the proximity of the delegate.

Conclusion

In the context of the Covid-19 outbreak, our employees, contractors and customers safety is of

course our top priority. With this in mind, we will continue to follow the recommendations of GOV.UK, Public Health England and the World Health Organization (WHO). Our measures will be reviewed as further information is made available.

Sources: Gov.UK, NHS, 7th January 2021