

# Our COVID safe training guidelines

April 2022

We are committed to ensuring that our staff and training participants feel comfortable whilst taking part in Outcomes Star training.

This means there are some things we will ask of you when hosting our training and of course some important things you can expect from us, this includes:

## **What we ask of you**

- We will ask you to provide a well ventilated room, with windows, that is large enough to accommodate the training group and allow participants to move around and sit suitably distanced from each other.
- We expect that enhanced cleaning in all public areas (i.e. areas that our trainer will access) takes place.
- We will ask that you provide suitable hand-washing facilities in the building as well as hand sanitiser in the training room.
- We will expect all participants to wash or sanitise their hands at regular intervals

**IMPORTANT**, please note: If, when the trainer arrives at the venue, they don't feel that it meets the required standards and do not feel safe to continue, they may request that the venue is changed / upgraded to meet the guidelines or, if this is not possible, to postpone training. The trainer will contact our office and work with you to resolve any issues.

## **What you can expect from us**

- We will take a register and ask people to provide their full name and a contact email address.
- Our trainer will respect the COVID safe policies in place at your venue. (Please note, however, that it will not be possible for our trainers to wear a face mask throughout the training).
- Our trainer will undertake a lateral flow test on the day before the training and report any positive tests to NHS Track and Trace and isolate in accordance to current guidelines.
- We will continue to monitor all of the latest Government advice and make changes to our operation wherever appropriate.