



## COVID 19 CLASSROOM REQUIREMENTS POLICY

### For Clients Providing a Venue

Training is being allowed to resume once the Government 'Coronavirus Threat Level' is at level 3 in England and at the appropriate level for Scotland, Wales, and Northern Ireland. It is critical that the guidance contained within this document is closely followed for the safety of learners. Please note that Government guidance must be strictly adhered to at all times.

Prior to training commencing

1. All risks identified at the venue must be mitigated.

This will include areas such as room size and limiting the number of learners accordingly to ensure that all learners are always able to respect social distancing measures.

2. Clients and learners should not attend training should they, or a member of their household, have symptoms of COVID-19 or have had symptoms of COVID-19 in the past 14 days.

The symptoms include a new and persistent cough, fever, and loss of smell and/or taste.

3. Clients must have in place a process to 'track and trace' any instances of COVID-19 that may occur during the training course. The simplest way to ensure this is to require all learners to have, and use, the NHS COVID-19 Track and Trace app.

4. The Client must contact Amplio Training if the learners, or a member of their household, display symptoms of COVID-19 within 14 days of completion of training. All other learners must be notified of the situation and asked to follow the appropriate Government guidance.

5. The layout of the classroom to ensure that social distancing is respected by all persons in the training room. Desks must be placed a minimum of 2 metres apart and the room must allow for exit and entry whilst still adhering to these measures.

6. The venue must have:

- Hand washing/toilet facilities and alcohol hand sanitiser
- All chairs and desks light switches, door handles, etc. must be thoroughly cleaned using a suitable disinfectant.