



# Our training centres are **COVID secure**



**Expert** trainers

**Accredited** courses

**Exceptional** pass rates

**Trusted** by thousands



# We're keeping our training centres safe

COVID-19 has been an ongoing challenge for all of us this year and many companies have had to respond quickly to safeguard their customers and employees.

This has been no different for Training ByteSize, and the Government guidelines and recommendations to mitigate risk have been taken very seriously by our whole team.

We are now in a position where this guidance has been implemented and we are confident in our ability to mitigate risk for everyone who attends a public classroom course.

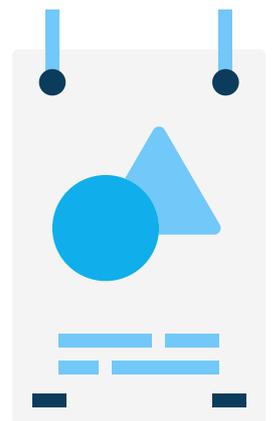
## Our 10 Point Plan

This document details our 10 point plan which tells you exactly how we plan to keep you safe when you attend a classroom course.



## Safety reminders

To support this document, there will be a selection of posters displayed around the training facility reminding delegates of the COVID-19 symptoms, how they can help keep the training centre safe and help to stop the spread of infection.



# 10 Point Plan

## 1. Class size

We have always prided ourselves on delivering classroom training to small group sizes, with no more than seven candidates at any one time.

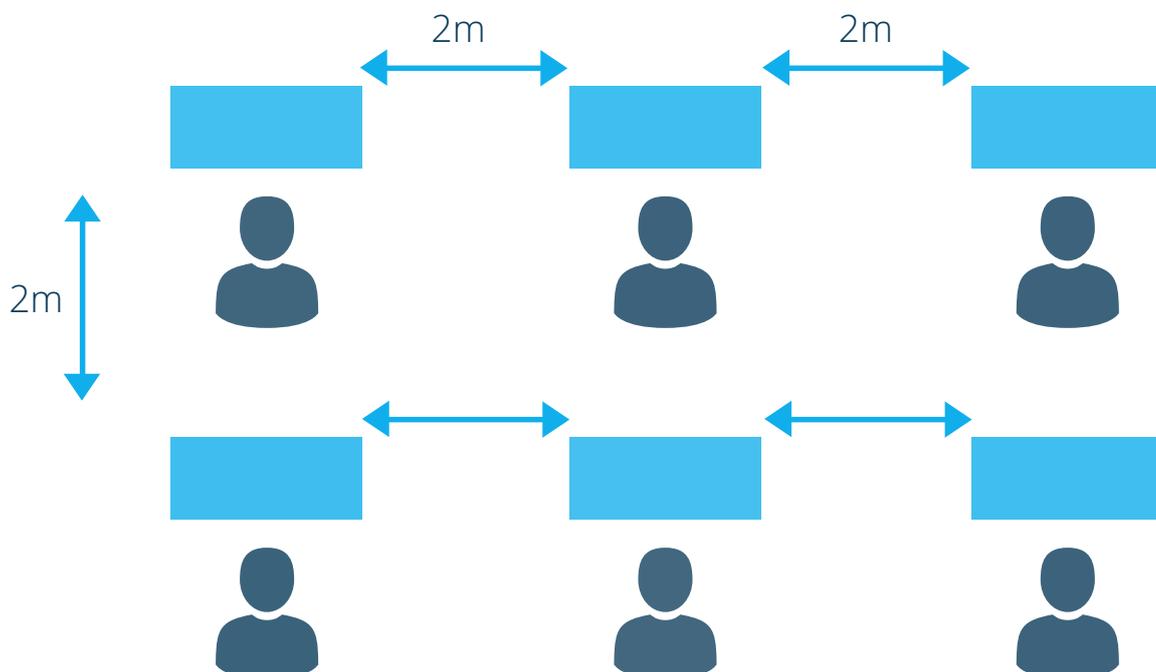
With smaller class sizes candidates feel more confident to ask questions, feel at ease contributing their own ideas and feel less intimidated if they do not understand something. This helps them become more engaged in the learning and gives them the best chance of exam success.

With social distancing now in place, the maximum numbers of delegates for any face to face course will be dictated by the size of the training room to ensure social distancing can be successfully implemented.



## 2. Social distancing

In line with current social distancing guidelines, all delegates will be seated at least 2 metres apart and the trainers will remain at a safe distance at all times. Here is an example of how we will alter our arrangements to ensure the safety of everyone attending.



### 3. Health monitoring

We assure you that Training ByteSize operational staff and trainers will be monitored on an ongoing basis and have their temperature checked to ensure they are fit to work.



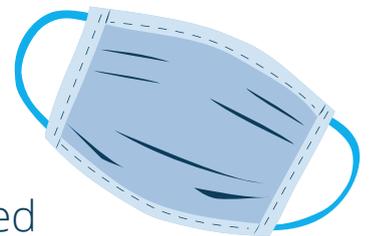
### 4. Symptom monitoring and contact tracing

Anyone showing symptoms of COVID-19 will not be allowed access to the training facility, this includes Training ByteSize staff and delegates. It will be made clear prior to and during the course that if any individual is showing symptoms of COVID-19 they should not attend the training course and seek further guidance. A temperature monitor will be available to monitor staff and delegates.

We are also implementing contact tracing; this means we will record the full name, place of work and emergency contact details of all delegates attending the training. These details will be held securely inline with GDPR regulations and for the safety of everyone.

### 5. PPE

Delegates can bring and wear relevant PPE when attending their course, but this is not essential. Any PPE brought to the training centre must be removed and disposed of by the individual at the end of each day.



Face masks are recommended to be worn during all classroom course's, but this is not essential. The decision will be left to the delegates personal preference and Training ByteSize will ensure there is no prejudice towards any individual if they chose to wear a face mask or not.

### 6. Hand sanitiser

Hand sanitiser to be made available at the entrance of and throughout the training facility. Participants are required to sanitise their hands every time they enter and leave the training room and to wash their hands on a regular basis.



## 7. Disinfection and cleaning

The training facilities will be disinfected on a daily basis, throughout the duration of the training, including prior to and after the training.



## 8. Registration and evaluation

Registration of delegates including attendance taking will, where possible, be done digitally. Where registration is required at the venue then the number of touch points will be reduced to as few as possible.



## 9. Food and drinks

Only bottled or sealed drinks will be provided during the training course, and condiments, tea and coffee, will be laid out to prevent cross contamination.

Meals including refreshments will be pre-packed and consumed at the delegates individual seating in the training facility. If a separate room is available for the lunch break, these rooms will meet the same requirements as the training room.



## 10. Compliance

This guideline forms part of the terms and conditions for attending face-to-face training courses with Training ByteSize during the COVID-19 pandemic.

Any individual not adhering to the rules set out in this guidance will be in breach of terms and conditions and will be asked to leave the training with immediate effect.