

# COVID-19 TRAINING POLICY

## Introduction

This policy is to cover the reopening of the training venues within Geon Training Solutions, and to ensure that GTS are complying with all the Government Covid-19 guidance.

This policy will be updated in line with the government guidelines. Geon Training solutions will temperature check all individuals attending the course prior to the start of the course, this will be tested with a gun thermometer.

If the course runs over 2 weeks the individuals' temperature will be checked each day.

Training rooms will have all desks facing forward, with the tutor delivering from the front of the room.

If the tutor needs to address individuals at their desks the tutor must wear a mask to protect themselves and the learner

Throughout the course there will be no sharing of resources, to support this each learner will be given an individual learning pack that will include;

- All the relevant workbooks
- Pen
- Pencil
- Rubber



the tutor will allocate a seat for each learner at the beginning of each course, the learner will remain in this seat for the duration of the course.

Geon Training Solutions will ensure that all training venues are cleaned with Anti-Bacterial Solution at the following times

- AM prior to that start of delivery
- Lunch time ready for delivery starting after lunch
- PM at the end of delivery prior to leaving

The learner will leave all resources on the desk at the end of the day, the tutor will collect mark and return to the desk prior to the learners returning.

During Covid-19 GTS are unable to offer inhouse refreshments, GTS will provide a bottle of water which can be refilled by the learner, the learner must take the bottle with them and discard of it within a bin.



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