

**A number of courses are now available for those requiring mandatory qualifications in order to go to work or go to sea. The following guidelines apply and will be updated in line with Government and Regulatory Body advice. The number of students on each course is significantly reduced to allow for social distancing.**

#### **DO NOT**

- Attend the course if you or anyone in your household have symptoms of COVID-19 or are in self isolation/quarantine.  
A high temperature – this means you feel hot to touch on your chest or back  
A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours  
A loss of, or change in, your normal sense of taste or smell  
In this situation please contact us as soon as possible so that we are able to arrange an alternative course date. (Source NHS)

#### **Please**

- **Persevere with us...**  
if you cannot access an area for a few minutes if extra cleaning is taking place
- **Wash hands on entry to the building and at each break time.**  
Wash hands regularly with soap for 20s, hand washing facilities, hand sanitizer and wipes are available throughout the building.
- **Stay 2m apart – when possible. To assist with this:**  
Spots have been painted on the outside the entrance to the building. Taped intervals through the communal areas inside the building. Markers on the classroom floor to identify where chairs are placed.
- **Show respect to those around you with their personal distance.**  
Markings inside and outside the building are there to help visually see 2m, please be mindful of where you are standing. Please remain in your allocated space during the teaching session.
- **If in close proximity with others use a mask or face covering.**  
Whilst the scientific data suggests wearing face coverings does not protect the individual from catching the virus, it does help prevent the individual who is asymptomatic from passing it on to others. Therefore please bring a face covering with you to use if necessary, this may be at the rare times when someone is passing within your 2m space.

- **Please allow ventilation through the classroom and building by leaving windows and doors open as practicable.**

It maybe slightly colder in the classrooms than we would normally expect, ventilation is important so please consider wearing appropriate clothing, layers work well. We may run some sessions outside weather and conditions permitting.

- **Make your own drinks and bring your own snacks.**

Tea and coffee making facilities are available, clean cups and spoons will be on the side ready for you to use along with single portion milk, tea and coffee. Please bring along your own biscuits/snacks for your consumption. Please ensure you put your cup and spoon in the dishwasher after use. Lunch is individually wrapped and provided, please let us know if you'd like to bring your own.

- **Wipe down surfaces at break times and after use.**

Please clean your workspace at break times, instructors and office staff will be frequently cleaning communal surfaces and door handles throughout the day. Wipes are available in classrooms, where possible we have removed desks and have plastic clip-boards to use if required to make notes.

- **Use of equipment and tools**

For courses which require equipment or tools to be handled, please wipe down after your use and dispose of the wipes in the bins. Gloves will be available if required. Please also wash hands regularly.

- **Be aware of possible 'pinch points' such as staircase and corridors in the building and call out a warning.**

At peak times, movement around the building will be controlled by the instructors/staff. A one-way system maybe introduced for entry/exit of the building during peak times.

- **Instructors/office to decide break times with each teaching group to minimize conflicts.**

It's important for regular breaks during the day, if there is more than one group in the building we will co-ordinate break times to ensure time for making drinks, using the facilities etc.