

### Delegate Procedures – COVID-19

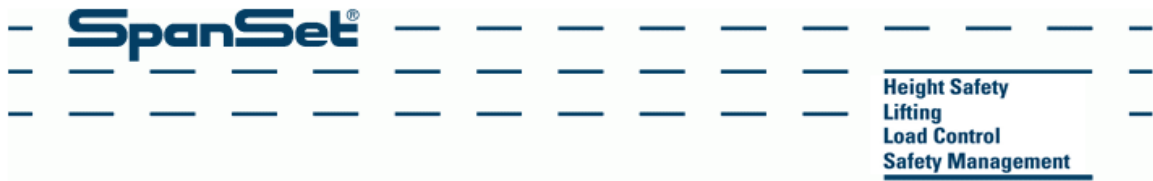
It is vital that all Training Delegates to site are aware of our controls for COVID-19 so that they are able to follow them and we can prevent unnecessary risk to our staff.

Delegates not prepared to follow our procedures or refusing to cooperate must be refused access and requested to leave site.

- A SpanSet Instructor must ensure they occupy the training reception between 8.30 – 9.00am at all times.
- The delegate should not be given entry to reception until a SpanSet Instructor is ready to greet them
- Upon first arrival
  - Training Delegates must report to the training reception and follow the procedures for the Training Centre. Delegates must sterilise their hands on entry

The SpanSet Instructor must go through the following procedure with all Delegates as follows:

- Confirm the course that they are attending
- The delegate must submit / or complete the COVID-19 health screening questionnaire and review the COVID-19 general guidance – Doc Ref: HS31. The completed questionnaire shall be reviewed by the training instructor, to confirm that the delegate is not experiencing any symptoms relating to COVID-19 as set out in government guidance
  - If the delegate is aware of any possible symptoms they must leave site immediately
  - If you plan to be onsite for consecutive days, please immediately advise your SpanSet Instructor if any of your responses change.
- Confirm that Social Distancing must be adhered to whilst on site for their sake and ours, including breaks and lunch.
- All delegates will be signed in by the SpanSet Instructor.
- They are to be given the following briefing
  - They will be escorted at all times whilst on site unless specifically agreed
  - Where it has been agreed they are not to be escorted they must follow the guidance given and remain in the agreed locations at all times
  - If the delegate follows the procedures then they will not be vulnerable to the consequences of “Track and Trace” and neither will SpanSet staff
  - During the course it is important for the safety our staff, instructors and delegates to adhere to the Government guidance in relation to social distancing. At no point during the training course will a SpanSet Instructor spend more than 15 minutes being within 2 metres of you, or at any time be within 1 metre of you. We also ask that you stay 2 metres apart from any other delegates at all times.
  - Hands will be washed or sterilised
    - Each and every time they enter site (including if they return to their vehicle for equipment etc.)
  - Site policy for cleaning items such as equipment or materials is
    - Inform the delegates that all equipment has been quarantined for 72 hours and cleaned prior to issue. Please refer to cleaning guidance document Ref:
  - Welfare facilities are available to delegates, but social distancing and hand cleanliness must be adhered to
  - Delegates are encouraged to use their own Personal PPE during training courses, and to wear gloves at all times for practical training activities.
- The delegate should then be signposted to the training reception TV, where they can view the SpanSet training COVID-19 guidance
- The delegates must remain within the training reception area, whilst maintaining 2M social distancing.
- The SpanSet Instructor will advise that only one delegate must be seated per sofa



- The delegates must remain within this area until a SpanSet Instructor escorts them to a classroom
- Classrooms have been set up to maintain 2M social distancing. This must be adhered to by delegates at all times
- Each delegate will be provided with their own individual stationary, for the duration of the course, which must not be shared
- Training courses on site must be completed with adequate social distancing and personal hygiene
  - If they are concerned about social distancing or personal hygiene during their visit then they must notify the SpanSet Instructor immediately who will address their concerns or terminate the training course
  - Should social distancing not be possible for all or part of the task then training will cease prior to prevent the occurrence and the task reappraised to achieve it
  - The use of PPE in place of social distancing is not seen as an acceptable alternative and will only be permitted if risk assessed and agreed in advance with SpanSet's QHSE Manager
- Upon completion of the Training course the SpanSet Instructor must ensure the delegate completes and signs the COVID-19 declaration – Doc Ref: HS29, and thank them for their compliance.