

Cambridge Safety Covid-Secure Procedures

Face Coverings

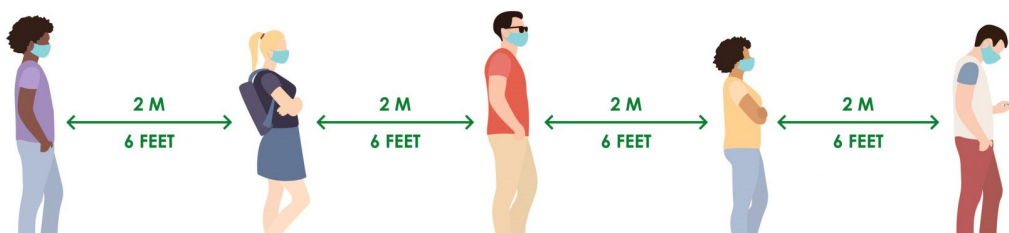
We ask that all delegates wear a face covering on entering the building and moving around the building, you can remove your face covering when sat at your desk in the training room and at your table in the rest area. Cambridge Safety employees will be wearing face coverings whilst moving around the building and when in closer contact with delegates. Please bring your own face covering. If any delegate has a medical reason for not wearing a face covering please inform us prior to the start of your course.



When you arrive

We will stagger delegates entering the building. A Cambridge Safety employee will welcome you at the door, take your temperature* (with a contactless scanner), sign you in and explain our procedure.

***Please note** that if you have a repeated “hot” temperature recording we will not be able to admit you into the premises and you will need to return home.



Rest Area

We have placed a number of hand sanitiser stations around the building.

We have spread out the chairs in the rest area

Catering and Refreshments

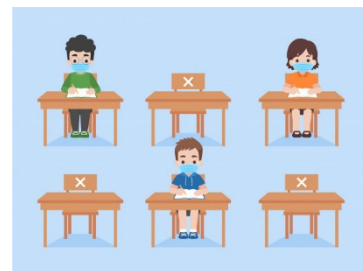
Lunch – Our caterer will be providing individual covered lunch trays



Training Room

We have reduced our group sizes. The desks are all forward facing and placed 2 meters apart. The tutor will have a designated area more than 2 meters away from the nearest delegate, and any time they need to approach any delegates they will wear a face covering.

Whenever possible we will have the windows open to increase ventilation so please bring a jumper etc. in cooler weather.



Cleaning Schedule

Cambridge Safety employees will be regularly cleaning the “hot spot” areas, this will be after the class has begun, after every break and at the end of the day. Areas include the hand rails, door handles, toilets, tables, rest area worktop, hot water tap etc.

What we are asking from our delegates:

- Please **do not attend** if you or a member of your household has any corona virus symptoms (high temperature/new persistent cough/loss of sense of smell/taste) or if you have been abroad and are required to quarantine for 14 days as per the latest Government instructions. We have developed a wide range of videos to cover our sessions to assist delegates unable to attend the classroom.
- **Sanitise** your hands regularly – through handwashing for at least 20 seconds or using hand sanitiser, especially before you enter the rest area and training room.
- Keep **2 meters apart** from others where possible and wear a face covering whilst moving around the building.
- Follow and adhere to Cambridge Safety instructions.
- **Be kind** – this has been a very difficult period for everyone and different people are handling it in different ways. Please do not hesitate to speak to a member of staff if you have any worries or concerns.