



# POST COVID-19 POLICY

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## Statement

At Learning & Development Associates Ltd we are committed to ensuring that all of our training and assessment is conducted in safe environments with acknowledgement and implementation of government guidelines regarding the wearing of appropriate PPE and social distancing procedures.

Learning & Development Associates Ltd will supply all face-to-face trainers with appropriate PPE, including but not limited to face masks, gloves and hand sanitiser.

## The Health and Wellbeing of Our People

### Our people



- The health and safety and wellbeing of our people is our priority
- We care and have respect for our people for without them we have no business, they are our stakeholders
- We know that the growth and development of our people is paramount
- Whatever our people do, they must do it well
- We want L&DA to be an employer of choice

## Coronavirus Disease (COVID-19) : The use of Face Masks

- Face masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask
- Avoid touching the mask while using it, if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of the mask), discard immediately in a closed bin, clean hands with alcohol-based hand rub or soap and water.

## **Working Safely during Coronavirus (COVID-19) : 5 Steps to Working Safely**

### **1. Carry out a COVID-19 Risk Assessment**

Before restarting work, you should ensure the safety of the workplace by:

- Carrying out a risk assessment in line with HSE Guidance  
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- Consult with Learning & Development Team and Client L&D/HR Departments
- Share the results of any risk assessment with the workforce and on the Learning & Development website

### **2. Cleaning, Handwashing and Hygiene Procedures**

You should increase the frequency of handwashing and surface cleaning by:

- Encouraging people to follow the guidance on hand washing and hygiene  
<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Learning and Development Associates will provide hand sanitiser and nitrile gloves for our trainers. Hand sanitiser should be used in conjunction with frequent handwashing or when handwashing is not readily available.
- Frequently cleaning and disinfecting objects and surfaces that are touched regularly
- Enhancing cleaning for busy areas
- Setting clear use and cleaning guidance for toilets (if applicable)
- Providing hand drying facilities – either paper towels or electrical dryers (if applicable)

### **3. Help People to Work from Home**

Learning and Development Associates take all reasonable steps to help our associates to work from home by:

- Discussing home working arrangements
- Ensuring they have the right equipment, for example remote access to work systems
- Including them in all necessary communications
- Looking after their physical and mental wellbeing

### **4. Maintain 2m Social Distancing, where possible**

Where possible, you should maintain 2m between people by:

- Putting up signs to remind learners and visitors of social distancing guidance
- Avoiding sharing workstations
- Using floor tape or paint to mark areas to help people keep to a 2m distance
- Arranging one-way traffic through the workplace if possible
- Switching to seeing visitors by appointment only if possible

## 5. Where People cannot be 2m apart, Manage Transmission Risk

Where it is not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- Considering whether an activity needs to continue for the business to operate
- Keeping the activity time involved as short as possible
- Using screens or barriers to separate people from each other (if possible)
- Using back-to-back or side-to-side working wherever possible
- Staggering arrival and departure times
- Reducing the number of people each person has contact with by using 'fixed teams or partnering'

## Testing for COVID-19

### About the NHS Test and Trace Service

- Provides testing for anyone who has symptoms of coronavirus to find out if they have the virus
- Gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had
- Alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus

### When to get a Test

- If you have symptoms of Coronavirus (COVID-19) you can ask for a test to check if you have the virus. This is called an antigen test.
- There is another type of test (antibody test) that checks if you have already had the virus. This test is not widely available yet. You can find out more about antibody testing on GOV.UK <https://www.gov.uk/government/publications/coronavirus-covid-19-antibody-tests>
- If you think you may have Coronavirus symptoms, follow Government Guidelines by staying at home.
- If you have symptoms, contact NHS 111 online coronavirus service. <https://111.nhs.uk/covid-19>
- You can ask for a test for yourself or someone you live with if you have coronavirus symptoms now (a high temperature, a new continuous cough or a loss or change to your sense of smell or taste)
- You need to get the test done within the first 5 days of having symptoms. It is important that you do not wait. **Ask for the test as soon as you have symptoms.**

## **Self-Isolation for Coronavirus (COVID-19)**

Learning and Development Associates will support workers who need to self-isolate and ask them to stay home.

Workers will be told to isolate because they:

- Have coronavirus symptoms and are applying for/awaiting test results
- Have tested positive for coronavirus
- Are a member of the same household as someone who has symptoms or has tested positive for coronavirus
- Have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

Learning and Development Associates will continue to communicate with workers in self-isolation and provide support. This includes allowing people to work from home if they remain well and if it is practicable to do so.

Workers who have symptoms of coronavirus themselves, have tested positive or have had close contact with anyone else who has symptoms or tested positive should alert Learning and Development Associates of this and self-isolate following Government Guidelines.

## **The NHS COVID-19 App**

The NHS COVID-19 app will form one component of the NHS test and trace service. It will complement other forms of contact tracing, helping to speed up contact tracing and to reach people who cannot be reached through traditional forms of contact tracing, such as someone you do not know but you have sat next to on public transport, for example.

The app is currently being trialled on the Isle of Wight before a national rollout.

For further information on the app, please check the NHS COVID-19 App Website.

Learning and Development Associates and our tutors will adhere to GOV.UK Guidelines including individual pre-delivery swab testing if mandated to do so.