

## COVID-19

We have been carefully watching the development and media surrounding the spread of the Covid-19 virus. To protect our learners, employers, partners and team members we would like to make the following statement.

1) All visits, courses and applicants enrolling onto a course will be carried out as normal and in accordance with the most recent Government recommendations, however this will be reviewed if the situation deteriorates.

All learners will be asked prior to the visit whether they have

- a. travelled overseas since the start of 2020
- b. any symptoms of Covid-19
- c. been in contact with anyone with the symptoms of Covid-19
- d. been advised to self-isolate

Equally all Steadfast trainers & tutors will be asked to report to a senior member of staff if they have

- a. any symptoms of Covid-19
- b. been in contact with anyone with a confirmed case of Covid-19
- c. been advised to self-isolate

If any of these scenarios apply, the visit/ courses will be postponed and, where possible, alternative arrangements sought (including the possibility of remote learning support etc.).

2) All visits will continue as normal, unless either the applicant, learner or employer experiencing any of the above.

3) We will continue business as normal. Should the situation deteriorate, this will be re-evaluated.

4) Steadfast Training staff have been requested to avoid both hand shaking and close contact with others (1 metre distance as recommended by government sources). Please do not take offence at this; we are trying to keep our team safe and prevent the spread.

5) We are circulating information relating to Covid-19 to all parties to distribute information and help prevent the spread of the virus.



6) We will respect individual employers' decisions in relation to their own Health & Safety processes relating to the Covid-19 virus in such circumstances we will provide remote and distance learning to maintain learner progress and compliance. Please contact your Key account manager in the first instance.

7) In the extreme circumstance that we are required to close the office, we have contingency plans to enable the business to continue operating as far as possible on a remote and/or skeleton basis and we would look to update you should this situation occur.

8) The safety and health of both our team and those we meet is paramount therefore we will do all we can as a business to ensure our actions minimise the impact of Covid-19 on all our learners and customers.

### **MOST COMMON SYMPTOMS OF COVID-19**

- Dry cough
- High temperature/fever
- Shortness of breath

### **RECOMMENDED PRECAUTIONS TO PROTECT YOURSELF FROM COVID-19**

- Regular hand washing with soap and water for at least 20 seconds
- Using regular hand sanitiser gel
- Cover your mouth or nose with tissue rather than your hand when coughing and sneezing
- Put tissues in sealed bin as soon as possible
- Avoid close contact with others who are unwell
- Avoid touching your face

### **WHAT TO DO IF YOU THINK YOU HAVE COVID-19**

- Remain at home and self-isolate
- Do not visit your GP or hospital
- Use the NHS 111 online Corona Virus service for further advice: <https://111.nhs.uk/covid-19>

