



CUSTOMER STAYING SAFE AT THE TRAINING CENTRE

We have created a safe training environment for our staff and customers, but we need your help to keep it that way.

PLEASE FOLLOW THESE INSTRUCTIONS WHEN YOU ATTEND STEVE WILLIS TRAINING LTD

Before you come:

- If you are unwell or showing any symptoms of Coronavirus, PLEASE DO NOT COME TO THE CENTRE, call us to rearrange. If you have close contact with anyone who has symptoms or has tested positive, **providing you have been double vaccinated** and have no symptoms, you should perform a lateral flow test daily for a 7-day period. If the result is negative daily, you may carry on as normal.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

What to bring with you:

- **Face Mask/Covering** is required for all customers when inside SWT buildings (including classrooms), unless exempt.
- **Bring a packed lunch** and any refreshments you'll need during the day.
- **Bring your own PPE** We do have PPE at the centres, but using your own PPE is much safer.
- **Bring warm clothes** – doors and windows will be open to ensure safe levels of ventilation so classrooms and workshops may be colder than normal.

When you arrive:

- Park in the car park and **wait in your vehicle**. A member of staff will meet you and take you straight to where you need to go.

During your course:

- **Please keep to your designated space**
- **Avoid unnecessary movement around the training centre if possible please.**
- **Remind other people to maintain a safe working environment.** If someone gets too close to you, please ask them politely to keep to their designated space.

How we keep you safe:

1. We maintain well-ventilated areas such as indoors with windows open.
2. We have arranged our classrooms areas to avoid face to face contact.
3. Provide areas for you to wash your hands with soap and water or use hand sanitiser regularly throughout the day.
4. We request that you cover your nose and mouth when you cough and sneeze.
5. Ask that you stay at home if unwell, to reduce the risk of passing on other illnesses onto colleagues, and others in your community.
6. Ask that you consider individual risks, such as clinical vulnerabilities and vaccination status.

Thank you for your cooperation

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