



Elklan Training Ltd
Policy in regard to Corvid-19 Pandemic for Commissioners of
Elklan Training (17.03.2020)

In as far as is possible Elklan Training Limited is currently operating 'Business as Usual' in regard to its services.

We are following UK government and NHS guidance and reviewing our policies in line with changes and updates in that guidance.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

This policy is therefore superseded by any variations in that guidance. It is for organisations who have commissioned Elklan to directly deliver training to their employees.

1. Day to day Infection Control:

In order to increase infection control measures, and in line with our responsibilities regarding maintaining the safety and wellbeing of all our learners, and tutors the following procedures are now be in place and MUST be followed at all times:

- 1.1 Where face to face training is not possible Elklan will provide access to our secure and stable webinar platform 'Go To Meeting' to facilitate online delivery.
- 1.2 If training is being offered face to face any person entering the training venue must immediately wash their hands and/or use hand sanitizer where provided.
- 1.3 All Tutors working for Elklan during the current pandemic must follow the written guidance (Appendix 1) in effective hand washing.
- 1.4 Tutors must follow the hand washing guidance; ensuring hands are washed for at least 20 seconds at regular intervals, of a maximum of 2 hours, throughout the day, including prior to eating/handling food.
- 1.5 Tutors commissioned by Elklan to deliver training are to avoid using public transport as much as possible during these duties.

2. Scheduled Training Courses:

- 2.1 Whether or not scheduled face to face training delivery will continue will vary according to:
- 2.1.1 The policy and anxiety levels of commissioning organisations, host organisations, tutors and learners.
 - 2.1.2 The health and self-isolation status of learners and tutor and will be determined on a project by project or course by course basis, as appropriate, by Elklan Directors and Commissioners.
- 2.3 Elklan reserves the right to cancel courses, refunding fees, where learner numbers are so low as to make training ineffective for learning purposes, non-viable financially or where no tutor is available. However, efforts will be made to reschedule training or for training to be delivered on line/remotely in preference to this.
- 2.4 Elklan is not able to refund fees where an individual learner cancels attendance. However, where an individual learner misses training sessions as a consequence of the pandemic, Elklan will endeavor to offer remote support, e-learning and 'catch up' sessions.
- 2.5 Where a commissioning organisation cancels training as a result of coronavirus policies, including the non-availability of a suitable venue, Elklan will similarly make efforts to reschedule training or to deliver training on line/remotely. If this is not possible then the commissioning organisation will be liable for the full fee for the training.

3. Training Delivery

- 3.1 Tutors and learners are only to attend face to face training sessions if they are well and do not have a fever or persistent, dry cough. The tutor will confirm this with all learners at the beginning of any training event and any learners not able to confirm will be asked to leave at once.
- 3.2 Should any learner or tutor present with fever or new dry cough during a face to face training event then the training will be discontinued, and attendees asked to leave.
- 3.3 The Elklan tutor will facilitate learners in carrying out regular hand washing during face to face training.

4. Sickness and Self Isolating:

- 4.1 Elklan tutors running Elklan commissioned courses are to follow Government guidance in regards to self – isolating:

Elklan is reviewing this policy daily in response to the guidance and is operating the policy in conjunction with our Business Continuity Policy.

Appendix 1: Effective Hand Washing

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):



1. Wet your hands with water.



2. Apply enough soap to cover your hands.



3. Rub your hands together.



4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.



5. Rub your hands together and clean in between your fingers.



6. Rub the back of your fingers against your palms.



7. Rub your thumb using your other hand. Do the same with the other thumb.



8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.



9. Rinse your hands with water.



10. Dry your hands completely with a disposable towel.



11. Use the disposable towel to turn off the tap.

If you do not have immediate access to soap and water then use alcohol-based handrub if available.

When should you wash your hands?

You should wash your hands:

- after using the toilet or changing a nappy
- before and after handling raw foods like meat and vegetables
- before eating or handling food
- after blowing your nose, sneezing or coughing
- before and after treating a cut or wound
- after touching animals, including pets, their food and after cleaning their cages

Washing your hands properly removes dirt, viruses and bacteria to stop them spreading to other people and objects, which can spread illnesses such as food poisoning, flu or diarrhoea.

It can help stop people picking up infections and spreading them to others.

It can also help stop spreading infections when you're visiting someone in hospital or another healthcare setting.