



**Oxford Applied Training**

## **OAT COVID-19 Policy**

**With these uncertain times, OAT strives to ensure the safety of all staff, learners and visitors in all offices and learning settings. It is vitally important to follow OAT and government guidelines. Most importantly:**

### **Stay Alert**

### **Control the Virus**

### **Save Lives**

OAT trains and supports learners within apprenticeships. We are acutely aware of our responsibility as a trainer provider to the individuals we engage with on a regular basis. This includes staff members, learners, employers and families. During the current COVID-19 outbreak we take our responsibility to do as much as we can to reduce the spread of the disease.

OAT aims to ensure that:

- We create a safe and clean environment within all premises from which OAT operate
- Social distancing rules within the offices will be adhered to at all times
- Personal Protective Equipment (PPE) will be available to all staff members, learners and visitors to OAT premises

### **To ensure a safe and clean environment**

- OAT have performed a deep disinfecting clean of all surfaces where COVID-19 could persist.
- The reception desk will be staffed and staff, learners and visitors given new guidance for how to use the building
- Access to kitchens will be limited to designated staff who will make teas and coffees for their colleagues, learners and visitors
- There will be no access to microwaves
- There will be maximum numbers of staff allowed in each room
- Staff will work remotely as much as possible
- Hand sanitizers have been provided at each door point
- Face masks are available for those who want to wear them
- Personal kits will be provided for all staff and learners (hand sanitizer, disinfectant wipes, face masks)
- Classroom layout have been re-arranged to allow for social distancing

- New signage is in place to warn of the risks of COVID-19 and appropriate steps to take to avoid spreading the disease
- Our Health and Safety Manager will sign off on all our plans

## **Provision of PPE equipment**

The following PPE equipment will be provided:

- Disposable Face masks
- Hand Sanitiser
- Sanitising wipes for equipment
- Disposable gloves

## **Before attending our offices**

Please ensure that you:

- Do not leave home if your temperature is above 37.7 degrees
- Do not leave home if you have a new and continuous cough
- Do not leave home if you have received a confirmed diagnosis for coronavirus (COVID-19) in the last 14 days
- Do not leave home if you live with, or have you been in contact with (in the last 14 days) anyone that has a high temperature or a new continuous cough?
- Clean your laptop, tablet and phone on entering and exiting site
- Wash your hands on entering and leaving the site (following handwash guidance)
- Alcohol gel should be used where hand washing facilities are not available
- Avoid touching your face
- Bring your own drinks
- Bring lunch from home and consume at your desk or off the premises
- Do not stand outside chatting or having a cigarette with anyone
- Do not wear the same clothes two days in a row and wash your clothes when you return home
- Tie back long hair should be tied back
- Complete OAT COVID-19 infection control training

## **Working on employers' premises**

We have created specific guidelines to staff and learners about how we will operate on customer's premises. At this time we will limit visits to learners in their work-places, as much as possible, delivering on-line wherever we can. We will work with our customers to understand their processes and will only allow our staff to visit if we believe these processes are sufficiently robust to protect our own employees.

## **Working in Training Centres**

We have created specific guidelines which will be published to staff and learners about how we will operate as we re-open our training facilities.

### **Symptoms of COVID-19**

- A fever (high temperature- 37.7 degrees Celsius or above)
  - A cough- this can be any kind of cough, not just dry
    - Shortness of breath or breathing difficulties

Should you identify that you have any of the above please notify HR immediately and call 111 should you feel you need to.