

PPL Training Policy for the Control of Coronavirus – Updated 16 Oct 2020

Introduction

The aim of this updated policy is to assist employees and visitors to PPL Training in providing further advice on:

- the novel coronavirus, COVID-19 and its effect on society
- what PPL Training are doing to continue the safe delivery of training, along with conforming with the variety of government guidelines to help prevent spread of COVID-19
- a reminder of support information on what to do if someone with suspected or confirmed to have COVID-19

Information about the virus

A coronavirus is a type of virus and as a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever
- loss of taste/ and or smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, further studies have shown the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 24 hours. We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

Local COVID alert levels

With the government being committed to ensuring the right levels of intervention in the right places to manage outbreaks, working with local authorities the overall approach has been simplified, and the introduction of 3 local COVID alert levels.

What local COVID alert levels mean

Local COVID alert levels set out information for local authorities, residents and workers about what to do and how to manage the outbreak in their area. Local COVID alert levels are referred to as Tiers and details 3 local COVID alert levels, along with their associated requirements. It must be stressed however, the majority of the requirements are aimed at the spread of the virus in a social context, however some elements will affect our capability to deliver training.

Local COVID alert level: Medium (Tier 1)

This is for areas where national restrictions continue to be in place.

This means:

- you must not **socialise** in groups larger than 6, indoors or outdoors (other than where a legal exemption applies)
- businesses and venues can continue to operate, in a COVID-secure manner, other than those that remain closed in law
- schools and universities remain open

You must:

- wear a face covering in those areas where this is mandated

You should continue to:

- follow social distancing rules
- work from home where you can effectively do so
- when travelling, plan ahead or avoid busy times and routes; walk or cycle if you can

Local COVID alert level: High (Tier 2)

This is for areas with a higher level of infections where some additional restrictions are in place.

This means on top of restrictions in alert level medium:

- you must not **socialise** with anybody outside of your household or support bubble in any indoor setting, whether at home or in a public place
- you must not **socialise** in a group of more than 6 outside, including in a garden or other spaces like beaches or parks (other than where specific exemptions apply in law)
- businesses and venues can continue to operate, in a COVID-secure manner, other than those that remain closed in law
- schools, universities and places of worship remain open
- you can continue to travel to venues or amenities that are open, for work or to access education, but should look to reduce the number of journeys you make where possible

You must:

- wear a face covering in those areas where this is mandated

You should continue to:

- follow social distancing rules
- work from home where you can effectively do so
- walk or cycle where possible, or plan ahead and avoid busy times and routes on public transport

Local COVID alert level: Very High (Tier 3)

This is for areas with a very high level of infections and where tighter restrictions are in place. The restrictions placed on areas with a very high level of infections can vary, and are based on discussions between central and local government.

At a minimum, this means:

- you must not **socialise** with anybody you do not live with or have formed a support bubble with, in any indoor setting or in any private garden or at most outdoor hospitality venues and ticketed events
- you must not **socialise** in a group of more than 6 in an outdoor public space such as a park or beach, the countryside, a public garden or a sports venue
- pubs and bars must close; they can only remain open where they operate as if they were a restaurant, which means serving substantial meals, like a main lunchtime or evening meal, and they may only serve alcohol as part of such a meal
- schools and universities remain open
- you should try to avoid travelling outside the very high alert level area you are in or entering a very high alert level area, other than for things like work, education or youth services, to meet caring responsibilities or if you are travelling through as part of a longer journey
- you should avoid staying overnight in another part of the UK if you are resident in a very high alert level area, or avoid staying overnight in a very high alert level area if you are resident elsewhere

You must:

- wear a face covering in those areas where this is mandated

You should continue to:

- follow social distancing rules
- work from home where you can effectively do so
- travel to venues or amenities that are open, for work or to access education, but aim to reduce the number of journeys you make

More information can be found on the government coronavirus support website <https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know>

What PPL Training are doing to continue the safe delivery of training, whilst safeguarding their staff and all delegates/ visitors

In conjunction with the PPL Covid Secure Risk Assessment, the following considerations, remain in all venues where PPL Training will deliver training, both in-centre and on-site, is in line with the guidance detailed in:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Training within Local Covid Alert Level Areas

Level – Medium

PPL Training will continue to operate as a business, however in conjunction with the company Covid Secure Arrangements

Level - High

PPL Training will continue to operate as a business, however in conjunction with the company Covid Secure Arrangements

Level - Very High

On-Site Training – In line with the afore stated minimum requirement ie ‘avoid staying overnight in a very high alert level area if you are resident elsewhere’ all on-site training requests shall be deferred until that respective area Local Covid Alert Level reduces to a safer level.

In Centre Training – With the additional minimum requirement for High Risk areas being ‘avoid staying overnight in another part of the UK if you are resident in a very high alert level area’, this is the responsibility of the affected delegate employer, and out of the control of PPL Training, however they will still be required to conform to the requirements of the Covid Secure Arrangements, declaring their health condition, lack of symptoms etc on a daily basis, via the Delegate Sign In/ Registration process.

Generic Covid Secure Arrangements

Buildings/Facilities

- A mobile phone Registration System will ensure all visitors to centre are aware of controls within building, along with timings and classroom allocation to minimise traffic throughout buildings.
- Registration System to also incorporate Delegate Sign In (for fire register purposes) and a mini health questionnaire/ declaration.
- Course start times, and breaks, to be staggered to manage delegate traffic flow, and observe social distancing requirements

Offices

- Those who are able to work from home shall do so, or part time hours adjusted to accommodate available space. This MUST be approved by line management prior to doing so.
- Office layouts rearranged to ensure that a two-metre gap is maintained during the working day.
- Clear desk policy at the end of working day, throughout, to allow for full cleaning of desk surfaces
- Utilise any un-usable classroom as expandable office space.
- Office managers to ascertain the maximum number of staff their office can accommodate whilst maintaining the social distance.
- Work rotas and start finish times to be amended to ensure that max numbers are not exceeded during the day.

Classrooms

- Classroom desks arranged to ensure 2m social distancing throughout. Maximum delegate numbers York 9 delegates Slough 8 delegates (however dependent upon actual room size)
- Clear desk policy at the end of working day will allow for full cleaning of desks/ wipeable surfaces
- Group exercises to be removed from course syllabus due to close contact
- Any laptops/ IT equipment used to facilitate exams will be thoroughly cleaned before and after each use
- Course documentation to be issued as a complete document, at the beginning of the course, to minimise multiple exchanges of paperwork

- Gloves to be worn during setting up of classrooms and the exchange of any paperwork/ marking of exams etc. along with the full sanitisation of hands.

Practical Areas

- Practical exercises to be carried out in maximum groups of 3 (York) or 4 (Slough) maintaining 2m distancing. Face coverings to be used in Practical Facilities areas.
- Delegate traffic to be monitored and controlled by respective tutors
- Courses to be split into all available buildings to enable utilisation of all practical systems, and achieve natural separation
- All test/ practical equipment used to be sanitised before and after use

Shared Areas

The toilets to be deep cleaned at least daily (see infection control).

- Toilet use to be restricted to one user only. PIR Activated Red/Green lights installed on each door, where multiple occupancy possible. Locks to be fitted to all doors to reinforce effort.
- All staff/ delegates using the toilets must observe meticulous standards of personal hygiene, I.E wash hands thoroughly in hot water and soap and dry off.

Use of the kitchens should be managed and with social distancing requirements maintained

- Any table (if other than the work desk) used to take refreshment will be wiped down after every use.
- Delegate lunches will be provided as a dedicated packed lunch, and consumed in class or outside
- No ceramic mugs to be used by delegates. Paper cups to be supplied with Coffee/ Tea/ Milk/ wooden spoons/stirrers etc to be provided as individual sachets/ units. Gloves to be worn during stock replenishment
- Drinking water dispensers sanitised at least daily
- Increased supply of foot operated bins to allow for the potential increase in waste.

Infection Control

The offices and classrooms shall be deep cleaned every night including

- Sanitisation of all desk tops, chair arms and controls
- Wiping of all telephones, computer keyboards /mice etc with an anti-bacterial cloth
- All toilets and kitchens will be sanitised
- All kitchen appliances will be sanitised
- Supplies of soap/ hand sanitisers will be topped up
- Bins for paper towels and other contaminated waste to be emptied into main dustbin and bins sanitised
- All hand rails on stairs, door handles (interior and exterior), key pads, frequently used surfaces to be cleaned and sanitised, routinely.

Staff

- All staff are fully aware of the virus, the symptoms, the requirement to self-monitor and the need for social distancing
- All staff know, and accept, the actions to be taken should they experience any symptoms personally, observe them in a colleague or observe/ receive a report from a delegate/ associate

Support Information - Procedures upon detection of employees and visitors who are unwell

Employee has been in close contact with a confirmed case of COVID-19 but has not attended work since

- Employees are advised to call 111 for advice and may be advised to self-isolate
- Employees should contact 111 for further advice if they develop symptoms
- Manager to confirm if the employees has had contact with work colleagues away from the workplace

Employee has been advised by 111 to self-isolate

- Employees advised to follow self isolation guidance as published by Public Health England
- Managers to keep in regular contact with employee to ensure further advice is sought if symptoms develop
- Managers to arrange remote working, if possible and employee is well enough to do so
- Managers to notify response team of all self-isolation cases that have been advised by 111
- Managers to make senior management aware of contact the employee may have had with others after potential exposure and prior to self-isolating
- Managers to process any sick pay for the self-isolation period, that the employee may be eligible for

Employee / visitor falls ill whilst at a PPL Training location and believes they may have been exposed to COVID-19

- Employee/ visitor is isolated in a separate room or an area at least 2m apart from other employees
- Employee/ visitor is instructed to call 111 to seek advice
- Employee/ visitor is provided with a face mask and with disposable tissues to cover their mouth and nose whilst coughing or sneezing.
- Employees instructed to avoid touching surfaces
- Employee/ visitor to go home / attend doctor or other action as advised by 111
- Employee manager to contact senior management, or Visitor to follow own internal processes, to report if self-isolation has been recommended
- Manager to follow up the results of any medical tests the employee takes

Employee / visitor falls ill whilst at a PPL Training location and has no reason to suspect they may have been exposed to COVID-19

- Employee should be sent home and should contact a doctor or 111 if required
- Employee should confirm the outcome of any medical guidance to their manager

Support Information - Procedures upon confirmation of positive test for COVID-19

Permanent Employee tests positive for COVID-19

- Public Health England Health Protection Team will contact the management responsible for the work location to discuss and advise
- Closure of the workplace is not automatically recommended
- Advice will be provided on identifying and isolating any other contacts and will contact them to provide advice.
- Managers will notify senior management on confirmation of a positive test.
- Response team will advise other employees at the work location of the positive case and provide further guidance based on the Health Protection Team advice

Associate tests positive for COVID-19

- PPL Training will contact the Client(s) to whom the associate is assigned (or has been assigned in previous 14 days, if more than one Client)
- Public Health England Health Protect Team will contact the management responsible for the Client work location where the associate is assigned, to discuss and advise
- Advice will be provided on identifying and isolating any other contacts and will contact them to provide advice.
- Managers will notify senior management on confirmation of a positive test.
- Managers and senior management will engage with the Client to establish the advice that should be provided to other associates at the Client location

Client confirms their own employee tests positive for COVID-19

- Manager will notify senior management
- PPL Training will discuss with the Client to understand the advice they have been provided and take appropriate action for our own associates

Support Information - Procedures for other impacts from COVID-19

Client closes their work location as a result of COVID-19

- PPL Training will work closely with the Client to minimise the impact to associates.
- Remote working or sourcing alternative assignments would be considered

Employees do not wish to attend work as they believe the risk of contracting COVID-19 is too high

- Employees may request paid or unpaid leave
- Employees may be allowed to work remotely if their role can accommodate this

Support Information - Personal Hygiene awareness

1. Cover your nose and mouth with a tissue when coughing or sneezing
2. Dispose of dirty tissues promptly in the bin
3. Maintain good indoor ventilation
4. Avoid sharing food, crockery, utensils and other personal hygiene items
5. Avoid physical contact such as shaking hands and avoid touching your face or rubbing your eyes
6. Maintain good personal hygiene, including hand washing with soap and water, or the use of hand sanitizing rubs
7. Proper hand washing requires soap and water. The constant rubbing action helps soap break down the grease and dirt that carry most germs. Washing your hands for at least 15 to 30 seconds with soap and water does not just make your hands smell fresh but also reduces germ count by up to 99%

8. Follow these simple steps to keep your hands clean:



Hand-washing technique with soap and water



Wet hands with water



Apply enough soap to cover all hand surfaces



Rub hands palm to palm



Rub back of each hand with palm of other hand with fingers interlaced



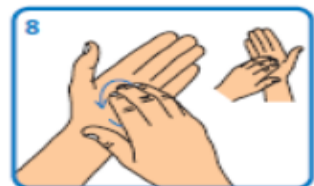
Rub palm to palm with fingers interlaced



Rub with back of fingers to opposing palms with fingers interlocked



Rub each thumb clasped in opposite hand using a rotational movement



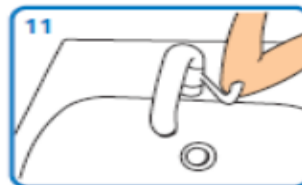
Rub tips of fingers in opposite palm in a circular motion



Rub each wrist with opposite hand



Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel

Source: NHS