



RETURNING TO CLASSROOM LEARNING WITH QA

Our measures and protocols to create a safe training environment.

We understand that many learners are eager to return to classroom training.

We are committed to providing the same high quality learning experience for our learners whilst providing peace of mind that we have necessary and proportionate protocols in place to create a safe learning environment.

V1.5 APRIL 2021





AHEAD OF YOUR VISIT

PRE-OPENING

- A Covid-19 risk assessment of training space and buildings has been carried out by our independent health and safety consultant
- A full disinfectant clean of the venue has been carried out using recommended COSHH chemicals for Covid-19
- All desks, chairs and equipment will be sanitised clean before the start of each course. Classrooms and breakout areas will be deep cleaned at the end of each day of the course
- All operational staff will be monitored weekly and will have access to lateral Covid-19 tests

TRAVELLING TO AND FROM OUR TRAINING CENTRES

- We have converted space in our training centres to create additional storage for bicycles and scooter storage

ON THE DAY

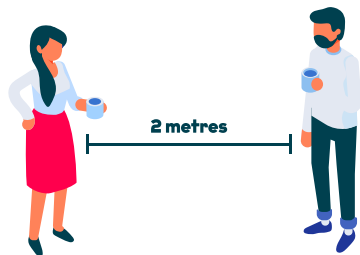
- QA Operational Staff will conduct a morning inspection of all areas before the venue opens each day



WHAT YOU WILL SEE IN OUR CENTRES

ARRIVING AT THE CENTRE

- We are staggering start times to reduce morning pinch-points
- On arrival, you will be welcomed by QA staff at the building entrance, who can give directional support and advice on safety protocols
- We are reducing the touch points at the QA reception desk – you will only be asked to announce your name as registration will be contactless
- A hospitality bag will be offered to all delegates with biscuits, fruit, tissues and a safety and directional advice guide for the day (fresh bag daily)



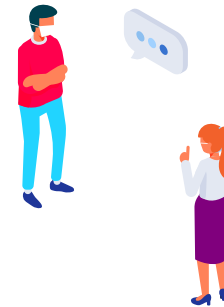
SOCIAL DISTANCING

- We have reduced the capacity (on average to 35%), for each of our training rooms to ensure there is 2m social distancing between all delegates and the trainer
- A reduced number of available toilets to allow for social distancing and more frequent cleaning
- All breakout areas have been reviewed - seats and tables have been removed to ensure 2m social distancing
- We have also converted some classrooms to create additional breakout space
- Where required, we have put in place a one-way system around the building
- We are reducing lift capacity
- Stair access routes are highlighted





FOR YOUR SAFETY DURING THE DAY



SAFETY STEPS

- Masks and gloves are available at reception. We request that masks are worn in all delegate communal areas, but it is not mandatory in the classroom or seating in the break-out space where the furniture has been positioned to meet the two metre social distancing requirements
- Sanitiser stations will be available for you to use in all receptions, breakout space and classrooms
- All air conditioning will be put onto maximum flow to allow maximum air ventilation
- We have an increased cleaning regime in place which is recorded for key areas including break out spaces, toilets and reception areas

FURTHER INFORMATION

- Covid-19 safety and awareness signage has been installed throughout our training centres
- All delegates will receive updated course joining instructions with safety information
- For any further questions on the day, please visit the QA reception desk where the team will be very happy to assist you and offer any advice






WORKING WITH NHS TEST AND TRACE

We are working together with the NHS Test and Trace Service to help stop the spread of Covid-19.

As part of this, when a learner enters our site we will encourage them to complete a short form with details of name, contact telephone number and the dates they are on site.

As per the government guidelines, these details will be retained for 21 days from the final training date, to enable contact tracing to be carried out during that period.

All contact details will be filed in a secure area, access permitted to only those who have a legitimate interest in obtaining access and then destroyed in line with data protection legislation. We will only share further information with NHS test and trace where it is specifically requested.





Like to book a classroom training course with QA?

Visit: www.qa.com/reopening

Email: info@qa.com

Call: 0345 074 7995

