



# Training Delegate Handbook

## Attending a course at a Swagelok Training Academy during COVID-19 Restrictions

### Introduction

Due to the Coronavirus pandemic, we have implemented strict social distancing and hygiene measures to ensure we continue to protect the safety of our delegates, our associates, our partners and everyone around them. This handbook outlines what Swagelok Scotland, Teesside & Ireland has done and provides guidance on what we expect you to do to help us maintain a safe workplace.

Strict adherence to the instructions and requirements within this guide will ensure a safer working environment for everyone, will reduce the likelihood of viral transmission, and will help us work towards more normal operations in the future.

This document contains the following sections:

- Pre-Course Attendance Requirements
- Hand Hygiene
- Social Distancing
- Circulation and Interaction
- Use of Personal Protective Equipment (PPE)
- Lunch and Refreshments
- Cleaning
- Emergency Arrangements
- Temperature Checking

### Pre-Course Attendance Requirements

You will be issued with an electronic course registration form, a COVID-19 Screening Questionnaire and a copy of our COVID-19 Training Delivery Risk Assessment prior to attending our training academy.

Please ensure all forms are completed and you review the risk assessment before attending our training academy otherwise, you may not be permitted to enter the building.

The following considerations should be taken:

- If you are considered moderate or high risk, or someone you live with is, we advise you to postpone your attendance. For example:
  - Those with underlying health conditions or anyone with a shielding letter
  - Those who are pregnant
  - Those who have persons within their household with underlying health conditions (so as not to expose them to risk)
- Should you or any member of your household display any symptoms associated with the virus (persistent cough, high temperature or loss / change in sense of taste / smell), you are not to attend our Training Academy for at least 14 days.

**Note** - please visit the NHS website for guidance on risk levels and testing: [www.nhs.uk/conditions/coronavirus-covid-19](http://www.nhs.uk/conditions/coronavirus-covid-19)

- If you suspect you have any symptoms whilst at our training academy, you must inform a member of staff and leave the premises immediately. Should this situation arise, we shall issue guidance to all delegates on appropriate actions.



## Hand Hygiene



Good hand hygiene is one of the most effective measures to prevent the spread of the coronavirus. Your hands should be washed with soap and water for a minimum of 20 seconds.

This should be done frequently, especially if coming into contact with frequently touched surfaces i.e. door handles, work surfaces, tools, etc. Hand sanitiser will be provided and is to be used where soap and water are not available.

As a minimum the following should be observed:

- Use the sanitiser station outside the training academy before pressing the call button or operating the door
- Hand washing on arrival into the training academy
- Use anti-bacterial wipes to clean your mobile phone
- Hand washing before and after break times and lunch
- Hand washing before leaving the toilet
- Hand washing before you leave the training academy at the end of the day
- Please do not shake hands with anyone

You should not be offended if others remind you to wash your hands – we all easily forget at times.



## Social Distancing

**You must maintain a minimum distance of 2 meters from other people at all times.**



This requires everyone to be aware of others, to be considerate when we walk throughout the building and to be accommodating of others.

To facilitate social distancing:

- You will be assigned a seat and desk space in the training room - we ask that you do not approach or use another desk or location within the training academy.
- Personal items such as coats must be stored at your workstation and not in communal areas.
- There are floor markings and barriers to help you maintain social distancing.
- You may be asked to stay within the training room at break times other than to go to the toilet or get a refreshment.

## Circulation and Interaction

You must adhere to the social distancing measures that we have implemented at the training academy. Please follow all directions given by the trainer. Observe all signage, follow queuing and follow one way, stop and go flow systems.

- Toilet arrangements for the training facility will be explained to you. This will include:
  - The requirement for only one person at a time to access the toilet area.
  - Cleaning materials will be made available to facilitate cleaning of surfaces, handles, etc., by those using the facilities.
- Be considerate of other car park users. If possible, leave wider spaces between parked cars and maintain social distancing whilst outside.
- Consider how you move about within the building waiting on others to pass through doors, standing back to allow others to pass, etc. Whilst it may be courteous, current social distancing does not require you to hold doors open for others.



## Lunch and Refreshments

Lunch and refreshments will be provided to you on an individual basis.

Lunch will be in accordance with social distancing rules and may be held within the training room if the canteen area will not permit such rules.



## Cleaning

We will be working with our contract cleaners to ensure the training academy is subjected to the very highest standards of cleanliness. Our cleaners will give the academy a thorough cleanse at the end of each working day.

In addition to our nightly cleaning procedure;

- Your desk/workstation area will be cleaned before the training course. Materials will be available for additional cleaning if required.
- Tools and equipment will be cleaned before the course, you will be asked to clean tools after use and before returning to the storage area.
- You will be asked to leave clear desks at the end of each day and on completion of your course.
- Cleaning materials will be used to wipe door handles and other touch point surfaces as required during the day.
- On leaving the toilet area, you are encouraged to wipe down handles and taps with the wipes available.

## Emergency Arrangements

Our fire risk assessment and evacuation procedures remain the same. The expectation is that the number of persons within any location will be less than during normal operations.

If there is an emergency evacuation please make every attempt to maintain social distancing if possible, without endangering life. At muster points you are to maintain social distancing. It would be advantageous to carry hand sanitising liquid in an evacuation to clean hands that may have been used to open doors.

## Use of Personal Protective Equipment (PPE)

**In line with Government advice, the wearing of face coverings will be mandatory whilst in the training academy. Exemptions to this are if you have a health condition or disability where a face covering would be inappropriate. A face mask will be issued to each delegate on arrival.**



The use of PPE normal to training activities will continue, such as wearing of safety glasses or protective gloves. Where possible you should bring your own PPE as detailed in the course joining instructions.

The use of appropriate PPE will also assist where social distancing cannot be maintained. Reasons for breaking the social distancing guidelines may be to undertake a task to maintain safety or critical actions, for example, when two persons are required to lift a heavy weight. When using PPE, the following guidance is given:

- Wash hands before and after your use of PPE
- Refer to instructions on the correct method to wear and remove PPE
- Care is to be taken on the correct disposal of used PPE
- Change gloves / masks on a regular basis - a mask must be removed and replaced if damp

## Temperature Checking

We will be conducting temperature checks at all our facilities. Further instruction will be issued by our associates regarding this procedure upon your arrival.

## Questions?

Everyone is encouraged to ask questions with regard to the content of this document and to highlight any concerns or issues they have with attending our training academy.

These can be raised with our Training Services Manager, Sam McCulloch, email: [sam.mcculloch@swagelok.com](mailto:sam.mcculloch@swagelok.com) or call: 01224 759916.