

# RETURN TO TOTAL PEOPLE SITES

Learner Guide



September 2021

# Safely welcoming you to Total People Training Centres

## Welcome

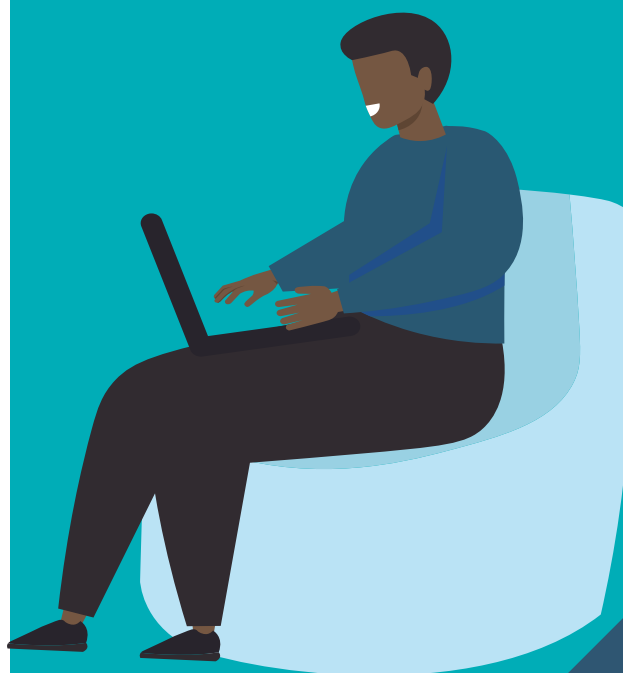
We've put together some important reminders on what to expect, and what you need to know and do, to make sure everyone is kept safe at our training centres.

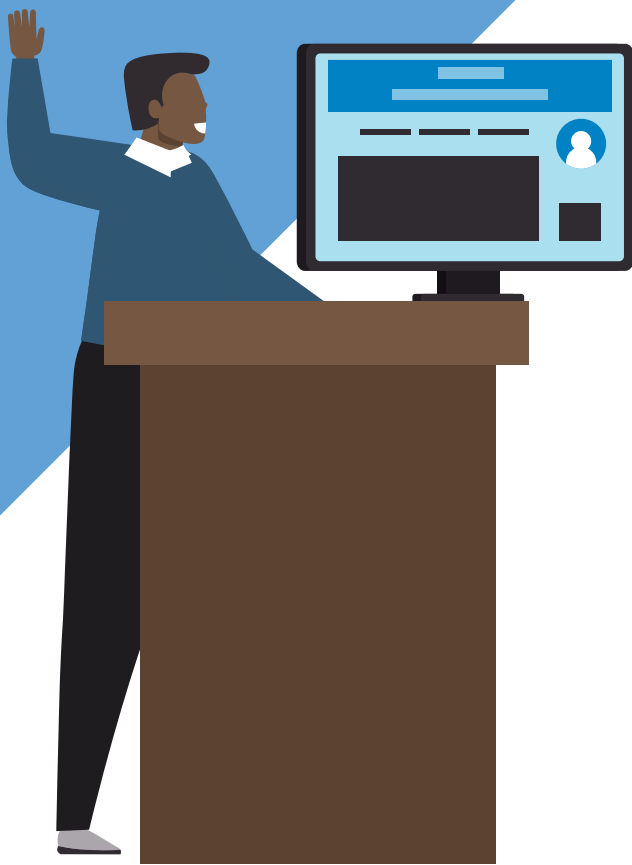
Please take some time to read through this information carefully and remember, if you have any questions, please talk to a member of staff.



## Before you leave home

- Please remember to bring your mask as you will need to wear this during the day when you are outside the classroom or workshop, and for the first few weeks when you are in the classroom or workshop
- Remember your student ID badge
- Remember you need a face covering to travel on public transport and for public areas and corridors in the Training Centre. Disposable masks should be always be put in the bins marked PPE not in the recycle bin
- If you feel ill or have any Covid-19 symptoms (high temperature, new continuous cough, loss of or change in your usual taste/smell) you should not come in to the Training Centre.





## Arriving at the Training Centre

- Only arrive at the time shown on your timetable or at your appointment time. Please go straight into the main entrance
- You will need to wear a face mask/covering in public areas and corridors in the Training Centre. If you want to throw away a disposable face mask/covering before coming into the Training Centre, you should put it in the PPE bin. If you want to keep your face mask/covering you should put it in a plastic bag which is separate to your equipment (pens, papers etc). We'll provide hand sanitiser to clean your hands after doing this
- You should use the hand sanitiser provided each time you come into the Training Centre
- When you come into the Training Centre, a staff member will meet you and help you find out where to go
- Not all classes will start and end at the same time. Your start and end time will be on your timetable. Breaks and lunches will also be at different times.



## In the Training Centre

- Please bring a mask with you
- You must always wear your student ID badge. You will get your ID badge on your first day
- There are signs on site to remind you of ways to keep safe. If you don't understand any of them, please ask a member of staff
- Remember to wash your hands thoroughly with warm water and soap at regular intervals through the day
- Please use tissues to 'catch it, bin it, kill it' when sneezing or coughing and try not to touch your face
- Please don't share items, such as pens and notebooks, with other learners
- You may notice cleaning staff in the building. This is to make sure the building is kept clean through the day.



## Lessons or workshops

- Only go into rooms you are meant to be in. You will be shown to the right room by a member of staff
- Use the hand sanitiser when entering and leaving the classroom
- We'll provide tissues and hand sanitiser in each room. Used tissues should always be put in the bins provided
- Please do not move chairs, tables or IT equipment. Leave them where you find them
- To cut down on the number of people touching surfaces only a member of staff will be allowed to open/close windows. Generally windows and doors will be kept open, so you may need to bring warm clothes on colder days
- The cleaning staff have cleaned all classrooms. You can help to keep things clean and safe by wiping your desk and any IT equipment with the cleaning products provided when you come into the room and when you leave
- Remember to bring the things you need for your lessons – don't borrow or touch anything belonging to others
- If your lesson needs you to use equipment, we will provide this for your own use. This equipment will not be shared
- We will wipe any IT equipment with approved cleaning solutions after each session.

## Wellbeing

- If you feel unwell during the day, you must tell a member of staff and they will help you. Anyone showing Coronavirus signs/symptoms will be sent home to self-isolate. We have a waiting room and a first aider to support you
- If you have any concerns or worries about anything, please speak to a member of staff
- Keep washing your hands thoroughly, and use the hand sanitiser, through the day. Follow the guidance on the posters in toilets and corridors
- We're here to help. Our team are experienced in supporting learners, so don't be afraid to ask us anything.

## We can't wait to see you

- Everyone at Total People is really excited to see you and can't wait to help you learn and achieve your full potential. We want you to feel welcome and relaxed,
- If we all remember it's everyone's responsibility to follow the guidelines and be respectful then we'll be able to keep everyone safe and well
- As the vaccination programme rolls out and the spread of the virus reduces we may be able to review these processes. We will let you know when that happens but in the meantime, please assume that all these plans are in place until you are told otherwise.

## Contact Us

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