

**WORKING SAFELY
IMPLEMENTATION
GUIDANCE
COVID-19**



This document is intended to provide support and guidance to the implementation of the MGTS Policy for the Management of COVID-19 Secure Plan. It covers the three MGTS operational sites, Coventry, Redditch and MGTS Reaseheath Engineering Academy.

The policy and subsequent guidance apply to all office-based staff, Technical Centre delivery staff, Training and Development Advisers working in the office, learners, contractors and visitors.

The adherence of the COVID-19 policy and the associated procedures is the responsibility of ALL employees and learners if we are all to stay safe and compliant

This does not apply to field-based operations (Training and Development Advisers working on customer premises); where additional guidance will be provided.

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Section 1 - General Guidance

- Failure to comply with the Management of COVID-19 Secure policy at MGTS and the supporting guidance will result in disciplinary action being taken
- If any individual develops symptoms of the COVID-19 virus, they should not attend MGTS and seek medical advice
- The following website will provide the guidance required: www.111.nhs.uk/covid-19

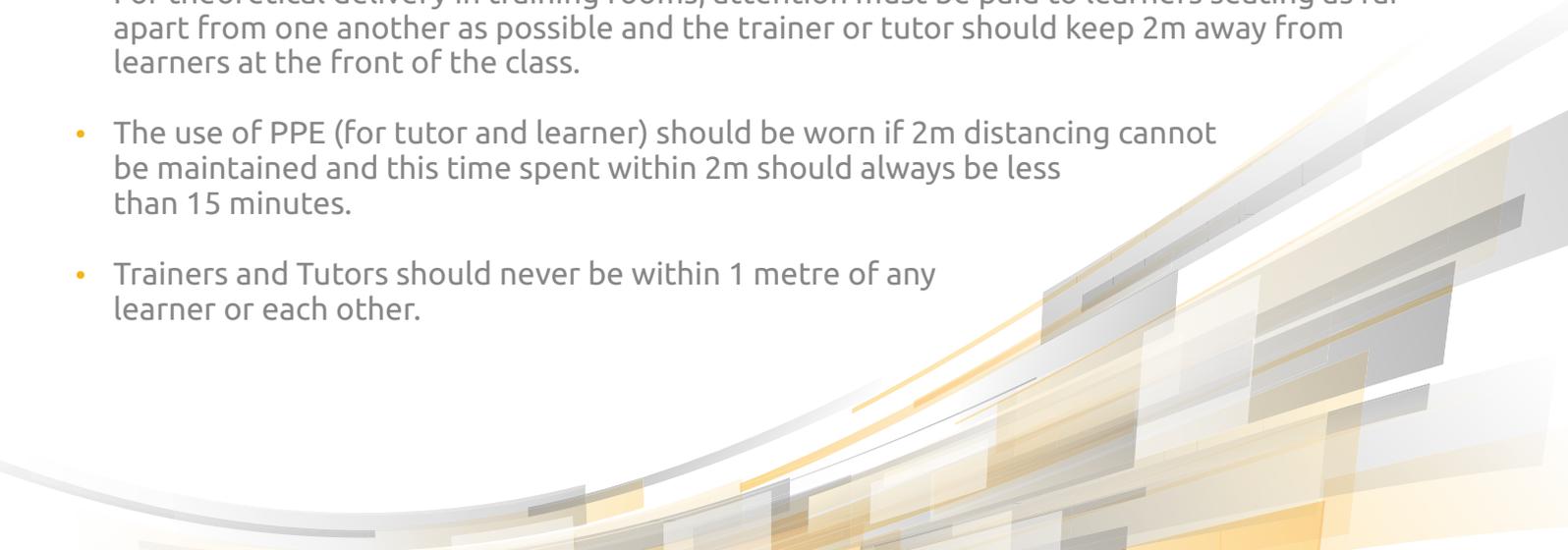
Section 2 - Social Distancing

- All persons on MGTS premises should, where possible maintain the social distancing 2-metre rule from other people. If the 2-metre rule cannot be maintained the 1-metre + rule can be used. This should be for no more than a total of 15 minutes. No person should ever go within 1 metre of another person.
 - Tutors should regularly re-enforce the 2-metre distancing rule when training, where possible.
 - Please encourage others to obey the 2-metre rule, if situations arise where this has been breached.
 - Please observe the site signage in and around the building and comply at all times, especially walkways, which have designated routes.
 - Staff should not share a car.
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Track and Trace

- MGTS are working within the requirements of the governments track and trace service. Details of how this service operates can be found at: www.gov.uk/guidance/nhs-test-and-trace-how-it-works
- In the event that somebody who has been on MGTS premises receives a positive test for COVID-19 then the following people will need to self-isolate for 14 days since they last had contact with the individual:
 - Anybody that has been within 1 metre of the infected individual for any period of time
 - Anybody that has been between 1-2 metres of the infected individual for more than 15 minutes
 - Anybody who has shared a small vehicle (such as a car) with the infected individual
- If somebody shows symptoms of COVID-19 there is no need for anybody to self-isolate until the individual has received a positive test.
- It is not necessary for other members of a household to self-isolate where somebody has been requested to self-isolate through the track and trace service unless the self-isolating individual begins to show symptoms of COVID-19.

Theoretical and Practical Delivery

- Numbers of learners and course delegates will be of limited group sizes exercising social distancing measures where possible.
 - For practical demonstrations, both trainers and learners must wear the personal protective equipment (PPE) provided, (masks and visors).
 - Learners will be grouped into bubbles of no more than 15.
 - Bubbles will have staggered break/lunch times and will be discouraged from mixing.
 - For theoretical delivery in training rooms, attention must be paid to learners seating as far apart from one another as possible and the trainer or tutor should keep 2m away from learners at the front of the class.
 - The use of PPE (for tutor and learner) should be worn if 2m distancing cannot be maintained and this time spent within 2m should always be less than 15 minutes.
 - Trainers and Tutors should never be within 1 metre of any learner or each other.
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Meetings

- Where meetings are unavoidable, select an appropriately sized well ventilated room, with adequate seating to ensure social distancing is possible.
- Limit the number of meeting participants, where possible and observe the 2-metre seating rule.
- Meetings should be kept to a minimum duration.

Car Parking

- On arrival staff, delegates, visitors, contractors and learners should endeavour to park in alternate spaces, leaving a space between each car.

Entering and Moving Around the Building

- Entry to the building should only be undertaken through designated entrances. See plan for the respective sites entrance locations.
- When moving around the facilities care should be taken to follow the signage and use of one-way routes where they are required and signposted. Some corridors are wide enough for it to be safe to pass. Do not stop to talk or congregate in corridors.

Welfare Facilities (breakrooms & kitchen areas)

- To ensure social distancing is maintained and to reduce potential transmission by cross contamination, breakroom and kitchen facilities are subject to the occupancy levels as detailed on signage. Staff kitchens are open only for preparing drinks and food but not socialising. Sanitisation of surfaces is the responsibility of everybody using the kitchen.
- Office staff are encouraged to take breaks at their desks or in the carpark or alone in their vehicle.
- Centre staff and learners have staggered break times and must take their breaks in the designated areas, in the car park or alone in their vehicle.
- Going off site during lunch breaks is permitted but careful consideration should be given before going into different environments and the risk of cross contamination should be given consideration.

Smoking Shelters

- To ensure social distancing is maintained smoking shelters are CLOSED. However, smoking is permitted within the vicinity of the shelter, provided that social distancing measures are maintained.

Toilets

- Toilets and washing facilities are restricted to low numbers of persons using the facility. Signage will indicate the number of persons permitted to enter the facility. Vacate and Engaged signs are mounted on the outside door, to indicate whether in use.

Section 3 - Workstations (office desks, trainer desks, learner workstations)

- Social distancing measures must be maintained where possible.
- Do not share workstations.
- When using communal equipment, for example, photocopier, printer, engineering equipment, sanitisation practices should be undertaken.
- Where possible working directly opposite a person should be avoided. Back to back or side by side working is recommended.

Section 4 - Sanitation and Hygiene

- Sanitisation stations are provided in the following areas:
 - Entrances to the building
 - Office area
 - Centre sections
 - Other areas deemed appropriate
 - Hand washing should take place frequently and for a minimum duration of 20 seconds.
 - Learners and trainers should sanitise equipment as appropriate, but specifically at the start and end of the day.
 - Office staff are responsible for the sanitisation of their own workstation.
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Section 5 - Use of PPE

- Government guidelines state, “workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19, outside clinical settings”. However, MGTS has taken the position of mandating the use of PPE (mask and visor) for learners and staff when carrying out practical demonstrations.

The correct use of such PPE must be followed, guidance can be found at the following website: www.youtube.com/watch?v=NMSqc9SpbJc

- Outside of practical demonstrations the use of face coverings is optional.
- Wearing a face covering is not a reason to become complacent about adhering to social distancing.

Section 6 - Visitors to MGTS

- The term ‘Visitors’ includes:
 - Course delegates
 - Contractors
 - Other visitors
- Visitors in general should be discouraged from visiting MGTS premises.
- For those visitors that are authorised to attend MGTS, they should be informed to report to the Main Reception and call their MGTS contact.
- All visitors are required to sign in and complete the COVID-19 questionnaire and be approved admittance to the premises. This will be their site contact.
- Social distancing measures must be adhered to at all times.

Section 7 - Accident and Fire Evacuation

- In the case of an emergency people do not have stay 2-metres apart to deal with the situation.

Section 8 - Field Operations (TDA site visits)

- Try to avoid or reduce site visits where possible.
- Apprentice reviews should be undertaken by telephone, Zoom or Microsoft teams.
- If a site visit is required, social distancing measures must be maintained, see Section 2.
- Strict adherence to customer Covid-19 health and safety site policies, procedures and practices must be observed and followed.
- Vehicle sharing is not permitted.
- Optional PPE is available upon request.

Section 9 - Health and Wellbeing

- MGTS is conscious of its staff and learner wellbeing at this challenging time. If you feel that you would benefit from support, please approach your line manager or learner support tutor.
- Additional information and support can be found at the following website: www.mind.org.uk

Queries or Questions

- If you have any queries regarding the guidance within this document, which has been drafted from government information please speak to your Line Manager.