

COVID Guidelines

What to do if a delegate or staff member displays symptoms and general Covid requirements



Standard Covid Screening

All Delegates, Visitors and trainers need to have their temperatures checked everyday that they are at a PQMS training centre. This will need to be logged on the sign in sheet every morning.

Should delegate, visitor or trainer fail to meet the temperature requirement they will need to leave site immediately.

Should this interfere with a course booking the delegate will have the ability to reschedule this to a later date at no additional cost.

What to do if a student is displaying symptoms of coronavirus (COVID-19)

If anyone in your setting develops a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.

This person must:

- self-isolate for at least 10 days
- arrange to have a test to see if they have coronavirus (COVID-19)

Covid actions and steps - What to do

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. Ideally the student should travel home by private transport.
3. If the student is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
4. Staff caring for a student while they are awaiting collection should maintain 2 metre distancing. If not possible, wear suitable PPE1. More information on PPE use can be found in the Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.
5. If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. Staff/other students who have had contact with the symptomatic student must wash their hands thoroughly for 20 seconds.
7. Advise the student to get tested and notify you of the results.
8. Once the student has left the premises, thoroughly disinfect/clean all surfaces and touch points they came into contact with (including the bathroom if used).

General Guidelines(COVID-19)

All Delegates, Visitors and Trainers must wear a mask when moving around indoors at the training centres. If they are exempt from wearing a mask due to a medical condition they will need to present an Access exemption card. Please bare in mind that this is not the law.

We should ensure that all people are abiding by these requirements but please be considerate when challenging someone who is not wearing a mask.

Should a Delegates or Visitors not have a mask we can provide them with a disposable mask upon signing in.

In the classroom there is no requirement for anyone to wear a mask and is at the trainer/delegates discretion. Please also ensure that when in the working training area that the 1 Meter + rules are observed.

Further information and guidance

[Access exemption card templates](#)

[regulatory status of equipment being used to help prevent coronavirus \(COVID-19\).](#)

[Further education \(FE\) autumn term guidance](#)

[Actions for FE colleges and providers during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): getting tested](#)

[Guidance for apprentices, employers, training providers, end-point assessment organisations \(EPAOs\) and external quality assurance providers about changes to apprenticeships due to coronavirus \(COVID-19\)](#)