



COVID-19 STATEMENT

Returning to Education and Staying Safe

8th October 2020

Introduction

CTS have welcomed learners back safely to the classroom from September 2020, ensuring that all learners can benefit from their education and training in full. We believe it is vital to return to education for educational progress, well-being and the wider development in terms of steps towards work and a career.

Following up to date Government Guidance CTS have:

- Undertaken a risk assessment and continue to review guidance and the system of controls, which is to minimise the risk of coronavirus (COVID-19)
- Communicated and trained this to staff
- Inducted learners on how to be safe at CTS
- Introduced a COVID Safe Agreement with learners

CTS will continue to review Public Health Guidance and are committed to working with local authorities to contain local outbreaks and to communicate important changes in guidance to all of the CTS community.

CTS are committed to supporting and educating learners on the virus and how to keep safe. As of this date we have no confirmed cases of COVID-19.

What are the symptoms?

The main symptoms are one/or more of the following:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

What do we need to do differently?

CTS are continuing to monitor government guidance to ensure that we create a safe learning environment. Learners will receive some face-to-face teaching as well as some virtual/remote learning. We have introduced group bubbles and ensure our Study Programme and Adult Learners have dedicated floors in the building. Not all learners will attend at the same time, this will enable us to manage the number of learners in the building at any point in the day and avoid large gatherings.

CTS anticipate that all of the health and safety measures currently in place now will stay in place, these include:

- Social distancing measures in communal areas and toilets
- Staggered start and finish times

- Classroom layouts/reduced class sizes to support social distancing
- Perspex Screens
- Class seating plans
- Hand sanitisation stations in communal areas and all classrooms
- Regular cleaning processes
- Provision of individual stationery
- Face masks are not mandatory in classrooms or in communal areas, however learners are supported to wear them if they choose
- All our learners will be given a face to face induction into the building and the changes and will be provided with a learner handbook
- Use of translated Public Health messages where needed

CTS will require learners to always follow official advice too:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work
- Use hand sanitiser gel if soap and water are not available
- Cover your mouth and nose with a tissue or your sleeve when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards
- Try to avoid close contact with people who are unwell
- Do not touch your eyes, nose or mouth if your hands are not clean
- Follow advice on face masks/coverings

What do I do if I or my household develops symptoms?

CTS have created a handy guide to advise learners what to do. All reception staff are trained to provide advice via the telephone and you can find the guide displayed in our classrooms.

How do I book arrange a COVID test?

If you or a household member has symptoms you can book a test online at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

If you are unable to do this, it is important that you call CTS on 0114 263 6570, so that we can advise you further. You MUST get tested if you or a household member have symptoms.

Use of the Test and Trace app

To support NHS Test and Trace we encourage staff and learners to download the app. More information can be found at:

<https://www.covid19.nhs.uk/>

FAQ's

Q: How do I get to CTS if I cannot walk or cycle?

Start and finish times will be different for each group of learners and avoid peak travel. As you will be aware, face coverings are required at all times on public transport (for children over the age of 11). The government has asked us to have a process for ensuring face coverings are removed when learners and staff who use them arrive at CTS and this is communicated to all learners. Our Induction will include information and guidance on this.

Q: How do I enrol?

Our enrolment team are busy carrying out the next stage of enrolments. We are able to do this via phone and video call or face to face. To enrol you can call 0114 263 6570 or email info@ctstraining.co.uk. Our friendly staff will guide you through booking an enrolment interview.

Q: Can I still learn at home if I am isolating?

If you well enough to do so tutors will ensure you continue with your learning remotely.

Q: I cannot undertake remote learning, as I do not have the skills or equipment

Our enrolment team will assess your abilities to remote learn and agree how you will be able to undertake your course. This may include financial support for a device* or providing you with skills to become digital.

*subject to eligibility

Further support

Our Support and Safeguarding Team are here to support you in returning to CTS and keeping safe and well.

If you want to discuss any safeguarding concerns call the Safeguarding Team on 0114 263 6570.

Useful Websites

General Health

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Mental Health and Wellbeing

<https://www.sheffieldmentalhealth.co.uk/support/door-43/>

<https://youngminds.org.uk/find-help/looking-after-yourself/coronavirus-and-mental-health>

<https://www.samaritans.org/>

<https://www.mind.org.uk/>



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