

COVID-19 - Delegate Sign-in Policy

March 2022



Delegate's Health

It is the delegate's responsibility to ensure they are Coronavirus free the day they attend training at the Water Management Society office in Fazeley, Tamworth, B78 3QD. If any person attending the training course has either:

- A positive Lateral Flow Test result
- the main symptoms of COVID-19: **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 have noticed you cannot smell or taste anything, or things smell or taste differently.

We respectfully insist that you **Do Not** attend the course. Please contact the WMSoc office to re-book your training course for a later date with no admin charge.

Delegate Conduct

When you arrive at WMSoc for your training course you will be required to follow WMSoc COVID-19 procedures in order to keep yourself, other delegates, tutors and WMSoc staff as safe as possible from being infected by the Coronavirus.

Procedures to Follow

These are the procedures that will need to be adhered to while attending your training course:

- Please use the alcohol based hand sanitiser which will be supplied and available at all times throughout the day.
- Please proceed to the top floor to register your attendance, if you use the lift there is a "1 Person Only" in the lift procedure. If you take the stairs and 2 people need to pass, can the person going up the stairs please turn and face the wall allowing the other person to pass safely. There will be a member of WMSoc staff to greet you and explain any further requirements.
- There will be information provided in the training room on the procedures to be followed throughout the day, please take note of these while waiting for the training course to start.
- There will also be a strict 1 person only rule for the toilets and social distancing guideline will be applied as closely as possible throughout the day.
- Tea and Coffee will be available throughout the day, and these will be served using paper disposable cups and spoons etc, to keep Coronavirus contamination to a minimum. All delegates will be supplied with disposable pens, writing paper pads as well as the delegate pack of course presentation slides.

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Lunch

Individually packed lunches will be supplied by WMSoc. If you have special dietary requirements or if you would prefer to bring your own food, please let us know at least 1 week prior to your training course date. Specific procedures for having lunch will be advised on the day.

Practical Training Area (PTA)

If the course requires use of the PTA, appropriate PPE will be provided. If you have your own PPE and would prefer to wear that, you are welcome to bring and use that. Failure to wear PPE in the PTA when instructed will result in the delegate being removed from the course and sent home, this will also result in a fail as the training course result.

Feeling ill

If a delegate feels ill with Coronavirus symptoms whilst taking part in the training course, they must bring this to the tutor's attention immediately. WMSoc staff will then ask the delegate to leave the WMSoc building and return home to self-isolate and seek medical advice.

The tutor will advise the rest of the delegates that someone has left the training course due to feeling ill and ask if anyone else would like to leave and self-isolate.

NOTE: If a delegate leaves the training course without completing it, they will need to re- book another date and be charged again for that new training course.