

Coronavirus Health Checklist

1. Prior to each session we will contact you to check if you are displaying any of the following symptoms:
 - Fever
 - Dry Cough
 - Shortness of Breath
2. Upon arrival at the venue (Partnership for Learning, Training Centre, South Road, Speke, Liverpool, L24 9PZ) a member of their team will take your temperature, you will be required to leave if a high temperature is recorded.
3. Each venue has been selected to meet key requirements including:
 - Size of room
 - Ventilation
 - Arrangements for entering/leaving the building
4. All rooms will be well ventilated, windows and doors will be left open wherever possible and participants should bring any additional layers to counteract this.
5. Limited refreshments will be available in disposable cups. Participants are also reminded that lunch is not provided and should make their own arrangements.
6. All Seating will be arranged with at least 1M social distancing and 2M wherever possible
7. Participants should bring their own pens and notebooks
8. A participant workbook will also be provided which will include the session content
9. Hand sanitiser will be available at all venues

Please see below procedures in place at Partnership for Learning:

In order to protect both staff and clients, a decision has been made that masks will need to be worn when moving around in communal areas of the building. In your own rooms, or hired rooms, this is up to yourselves or your trainers.

We have a small number of masks available, however, it would be appreciated if you could ask delegates to bring their own.

1. The whole building is being deep cleaned and sanitised prior to reopening.
2. There is a new entry and exit system in place. You will enter through the double doors as usual and go up the main stairs. You will exit via the fire exit stairs which come down by Reception. The doors will be split in half with a barrier so there is a one way entry/exit system.
3. There is a maximum of 1 person in the lift at once.
4. All unnecessary areas of the building have been cordoned off.
5. All chairs from landing areas have been removed.
6. There will be no catering facilities until you are advised otherwise.
7. There are hand sanitiser stations located through the building and one outside the entrance.
8. You will need to sign in your own delegates at reception and take them straight to your room. A copy of your register will be taken by reception for our health and safety records.

9. All clients will have their temperature checked on arrival. If you have a high temperature, you will not be allowed to enter the building.
10. A screen has been installed on the Reception desk to protect staff.
11. There will be a skeleton staff in operation to start with, this will be increased as and when necessary.
12. There will be a member of staff cleaning and sanitising the building throughout the day and the whole building will be sanitised again at the end of the day.
13. If there are any further lock downs, local or national, the building will close again.

For further information please contact:

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