

## Revised Centre Attendance Guidance During COVID-19

Please read through the following COVID-19 guidance notes before you attend Southampton Engineering Training Association Ltd. (SETA) to undertake your Training or Assessment Course.

### On Arrival

1. Candidates are to arrive at SETA 10 minutes before their Course or Assessment start time and be wearing a face covering
2. On arrival, candidates will remain 2 meters apart as guided by markings and signage affixed in prominent positions within the car park area. When they arrive, an allocated person will be in reception to meet and greet, and to:
  - a. Check candidates are wearing a face covering. If not covering is worn, entry can be prohibited
  - b. Candidates will be called to the muster point of main reception, where identity will be checked, against attendance register
  - c. All candidates will sign in and out using the self-service iPads located in 1<sup>st</sup> avenue reception and record their temperature on the iPad, using the non-contact wrist scanners adjacent to the iPads and complete the COVID self-declaration
  - d. SETA's track and trace QR code is available on the iPad, whilst signing in or available throughout the centre. The use is encouraged but is not compulsory
  - e. If the temperature is high, a discussion will commence why this might be; did they cycle, walk, run to Centre? Are they wearing heavy clothing or, a thick jumper or coat?
  - f. If no explanation is provided, they must be sent away and this recorded on the register
  - g. If there is an agreeable explanation, candidates will sit/settle for 10 minutes in/out of their vehicles, then take again when they return
  - h. If their temperature is ok, they will be allowed access
  - i. If their temperature is not ok, they must be sent away and this recorded on the register
  - j. Candidates will be directed to the Assessment or Course room, where the Assessor/Tutor will register their attendance, provide all induction information necessary, place them in a designated Assessment area or seating arrangement and the Assessment or Course will begin
  - k. When candidates complete an Assessment or examination, they will leave the room or area, go to reception and then through to the carpark at the front of the building

### General Notes

- The side gate will not be in operation. It will serve only as an emergency exit
- Latex gloves will be provided for Candidates to wear. Face coverings should be provided by the candidate where possible and must be worn in the Centre at all times, unless they are told otherwise by their Tutor or Assessor
- Hand sanitiser will be provide throughout the Centre for when latex gloves cannot be used, or it is impractical to. Candidates will be instructed to either apply hand sanitiser or wash hands at regular intervals
- Candidates to bring own Calculators, pens and other required stationary items as required, which will be checked by the Assessor or Tutor for conformity on Assessments. SETA will not provide these due to the added possible spread of COVID-19
- All tools and equipment for practical Assessments or Examinations (including electrical cables and clips etc.) will be provided to the candidate that will solely be used by them
- Breaks will be staggered and toilet facilities will only be allowed one at a time
- The Assessor or Tutor and all other SETA staff will wear face coverings/masks and gloves where appropriate
- New gloves will be made available throughout the course and/or Assessment to candidates and appropriate bins provided that will be emptied at regular intervals by the Assessor or Tutor and at the end of each day
- No food will be supplied by SETA. Please ensure you bring your own food. The consumption of food will only be permitted at candidates' individual desk, or in their cars if preferred
- The rest and refreshment area will not be in general use and will not be used for breaks
- Fresh drinking water will be supplied to all candidates via a water machine with disposable cups
- Tea and Coffee will be available to all candidates via the coffee machine with disposable cups and lids
- SETA will pass on certain personal information required by Governing bodies of Candidates when requested for the UK Governments 'Track and Trace' scheme

### IMPORTANT

Candidates will be advised not to travel to SETA and partake in any Courses or Assessment if they claim to be showing symptoms of Covid-19 and thus risk spreading the virus.

