

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

When you arrive, please follow these guidelines:

- a. Face coverings are not mandatory and are optional, but encouraged when in the centre
- b. You are advised to undertake a COVID-19 Asymptomatic test at home before arrival, on the first and fourth day of your course (where courses are longer than three days in length), using the freely available NHS Lateral Flow Devices (LFD) obtainable from local Pharmacies and Doctor surgeries, for example
- c. You will sign in and out using the self-service iPad located in reception, and confirm your temperature is within safe parameters on the iPads using the non-contact wrist scanners adjacent to them, and complete the COVID self-declaration
- d. If the temperature is above the required limit, it may be due to a number of situations; did you cycle, walk, run to the Centre? Are you wearing heavy clothing or, a thick jumper or coat? If there is an agreeable explanation, you will be asked to sit/settle for 10 minutes in/out of your vehicle, or outside the premises, then take a reading again once you return
- e. If your temperature is ok, you will be allowed access
- f. If your temperature still remains high, you must return to your vehicle, or move away from the premises and phone the main SETA Line for further discussion and advice
- g. Once signed in, you will be directed to the Assessment or Course room, where the Assessor/Tutor will register your attendance, provide all induction information necessary, and place you in a designated Assessment area or seating arrangement, and the Assessment or Course will begin

General Notes

- The side gate will not be in operation; it will serve only as an emergency exit. If you cycle, please come in and ask a member of staff to grant you access to the cycle shelter
- Protective gloves will be provided for you to wear as necessary
- Hand sanitizer will be provide throughout the Centre; you will be instructed to apply hand sanitizer and/or wash your hands at regular intervals
- You must bring your own Calculators, pens and other 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 possibility of the spread of COVID-19
- All tools and equipment for practical Assessments or Examinations (including electrical cables and clips etc.), will be provided for you
- No food will be supplied by SETA, so please ensure you bring your own food. The consumption of food will only be permitted in areas that your Tutor/Assessor/Instructor will advise
- The rest and refreshment area will be in general use for the consumption of drinks at break times
- Fresh drinking water will be supplied via a water machine with disposable cups
- Tea and Coffee will be available 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 NHS Test and Trace scheme as appropriate

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.

