



# The GTA Coronavirus Policy (COVID-19)

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carer's, and visitor) who access the GTA.

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## **Introduction**

The Doncaster, Rotherham & District Motor Trades GTA Ltd (GTA) is committed to providing a safe and secure environment for the purposes of training and education.

Employers, apprentices, customers, and visitors are all important stakeholders in enabling the GTA to provide high quality training and assessment services. We welcome their feedback and co-operation to resolve issues for the benefit of the parties involved. This policy has been developed using the latest Government information and advice. The pandemic is developing on a day-by-day basis, with this in mind the advice and guidance from the Government is expected to change on a regular basis.

## **Policy Purpose**

The fundamental purpose of this policy is to help reduce the spread of coronavirus (COVID-19) and to protect the health and wellbeing of the public and employees, whilst providing service/s during the COVID-19 pandemic. Any failure to follow this policy will result in the person/s being asked to leave the company premises with immediate effect. The GTA will not tolerate any persons who does not abide by the terms and conditions laid out in this policy.

## **Scope**

The measures outlined in this policy apply to anyone who attends any GTA site including employees, apprentices, and visitors.

## **Objective**

This policy's objective is to provide guidance on good practices for company staff, learners and visitors on the GTA's response to COVID-19.

## **What you need to know from the Government**

- On February 2022 – the guidance has been removed for staff and students in most education and childcare settings to undertake twice weekly asymptomatic testing.
- On 24 February 2022 – removing additional local authority powers to tackle local COVID-19 outbreaks (No.3 regulations). Local Authorities will manage local outbreaks in high-risk settings as they do with other infectious diseases.
- On 24 March 2022 – the Government will also remove the COVID-19 provisions within the Statutory Sick Pay and Employment and Support Allowance regulations.

From 1 April 2022, the Government will:

- Remove the current guidance on voluntary COVID-status certification in domestic settings and no longer recommend that certain venues use the NHS COVID Pass.
- No longer provide free universal symptomatic and asymptomatic testing for the general public in England.
- Remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments

## **Good practices for staff, learners, and visitors**

*Objective: to reduce the spread of Coronavirus*

The GTA will continue to promote:

- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered and encourage everyone to do so regularly.
- provide hand sanitiser and tissues for staff, apprentices and visitors and encourage them to use them.
- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools, colleges, or training providers.
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

### **Guidance for staff, learners, and visitors**

The government guidance says: "There is no longer a legal requirement for people with coronavirus infection to self-isolate, however, if you have any of the main symptoms of Covid-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people."

The GTA's COVID-19 policy in short, effective from 28/03/2022:

While you're no longer legally required to self-isolate if you have COVID-19, you should stay at home and away from others to avoid passing on the virus, this means you should not attend work.

If you have COVID-19, you can infect other people for up to 10 days from when your symptoms start. Many people will no longer be infectious to others after 5 days.

You will be expected to take a lateral flow test from 5 days after your symptoms started (or from the day you had the test if you do not have symptoms) and another the next day.

If both tests are negative and you do not have a high temperature, you're less likely to pass COVID-19 to others and you can go back safely to your normal routine.

If your test result is positive on day 5, you can carry on doing rapid lateral flow tests every day until you get 2 negative test results in a row, up to a maximum of 10 days.

If you are a member of staff, learner or visitor you will be expected to inform the GTA prior to attending the training centre.

## Government links

21 February 2022 – <https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19>

1 April 2022 – <https://www.gov.uk/government/news/prime-minister-sets-out-plan-for-living-with-covid>

## Appendix 1

### 01.05.2022 – Appendix 1 is now closed and longer required as per Government recommendations

#### Common Area

The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, storerooms, laundry facilities.

#### Clinically extremely vulnerable:

Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

## Appendix 2

GTA COVID-19 Risk Assessment Plan 07.05.2020 (UPDATE 12.05.20) (UPDATE 20.05.2020) (UPDATED 21.05.2020) (UPDATED 22.05.2020) (UPDATED 26.05.2020) (UPDATED 06.06.2020) (UPDATED 05.05.2021) (UPDATED 01.05.2022)

### 01.05.2022 – Appendix 2 is now closed and longer required as per Government recommendations

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Coming to work and leaving work	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics		J. Mace	1 June 2020	✓
		Provide additional facilities such to help people walk, run, or cycle to work where possible and requested		J. Mace	1 June 2020	✓
		Limiting passengers in company vehicles, this could include leaving seats empty.		J. Mace	1 June 2020	✓
		More entry/exit points to the workplace.		J. Mace	1 June 2020	✓
		Using markings and introducing one-way flow at entry and exit points.		J. Mace	1 June 2020	✓
		Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points		J. Mace	1 June 2020	✓
		Provision of lateral flow tests made available for all staff and learners	Guidance for tests, letters sent to employers and apprentices	J. Mace	15 April 2021	✓
Moving around buildings and worksites	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	Moving photocopier and staff pigeonholes out office central offices into another room (Doncaster)	R. Appleyard	1 June 2020	✓

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	<ul style="list-style-type: none"> <li>• Vulnerable groups</li> </ul>	Introducing more one-way flow through buildings.		S. Butler	1 June 2020	✓
		Regulating use of high traffic areas including corridors, and walkways to maintain social distancing.	Any training groups have staggered break and lunch times	S. Butler	1 June 2020	✓
Workplaces and workstations	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Review layouts and processes to allow people to work further apart from each other.		J. Mace	25 May 2020	✓
		Using floor tape or paint to mark areas to help workers keep to a 2m distance.		S. Butler	25 May 2020	✓
		Where it is not possible to move workstations further apart, using screens to separate people from each other.		S. Butler	25 May 2020	✓
		No use of 'hot desking' will be allowed		All staff	25 May 2020	✓
To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Using remote working tools to avoid in-person meetings wherever possible, all teaching and administration staff issued with laptops and Office 365 'Teams'		R. Appleyard	25 May 2020	✓
		Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.		All staff	25 May 2020	✓
		To avoid transmission during meetings, no sharing of pens and other objects will be permitted		All staff	25 May 2020	✓
		Holding meetings outdoors or in well-ventilated rooms whenever possible.		All staff	25 May 2020	✓
		For areas where regular meetings take place, using floor signage to help people maintain social distancing.		S. Butler	1 June 2020	✓



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Common areas	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Staggering break times to reduce pressure on break rooms or canteens, to reduce overcrowding at pinch points		R. Appleyard	1 June 2020	✓
		Creating one-way systems throughout the building to reduce pinch points and over crowding		S. Butler	1 June 2020	✓
		Using safe outside areas for breaks, GTA to provide additional outside seating for apprentices and/staff, weather permitting		R. Appleyard	25 May 2020	✓
		Creating additional space by using other parts of the workplace or building that have been freed up by remote working, if required.		R. Appleyard	25 May 2020	✓
		Protect staff in reception areas enforcing 2m social distancing supported by floor markings	Reception staff should remind anyone entering the building other than staff of the social distancing measures in place at the centre	S. Butler	25 May 2020	✓
		Encouraging workers to bring their own food or go home for their dinner if time allows		R. Appleyard	25 May 2020	✓
		Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions, maintaining a distance of 2m or more in eating areas		S. Butler	1 June 2020	✓
		Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site following guidance in company policy CP-04.03		R. Appleyard	1 June 2020	✓
	Cleaning equipment will be made available for each classroom for periodic cleaning of desk surfaces and touch items, at least once per day		All Teaching Staff	1 June 2020 Ongoing	✓	

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Manage contacts	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Encouraging visits via remote connection/working where this is an option.		R. Appleyard J. Mace	1 June 2020	✓
		Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.		Admin	1 June 2020	✓
		Limiting the number of visitors at any one time to a maximum of 6 people		R. Appleyard N. Smith	1 June 2020	✓
		Limiting visitor times to a specific time window 9.00am – 4.00pm Monday – Friday		R. Appleyard N. Smith	1 June 2020	✓
		Maintaining a record of all visitors use the one-way system for entering and exiting the building		Reception	25 May 2020	✓
		Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	Pen box to dispose of pen after signing in, ensuring one use only Badge box to return visitor badges	S. Butler	25 May 2020	✓
Providing and explaining available guidance	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Providing clear guidance on social distancing and hygiene to people on arrival, signage and visual aids and before arrival	Guidance will be sent out with all joining instructions and updates will be communicated using social media	J. Mace	25 May 2020	✓
		Tutors and teaching staff to outline at the start of the session the measures which the GTA has in place to protect them and others (this doesn't need to be repeated with regular groups unless there is a change in policy)	Policy guidance will be sent out with all joining instructions, a brief leaflet will be made available on each entry point identifying measures the GTA has in place	All tutors	25 May 2020	✓

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		One-way entry and exit routes for visitors, employees and apprentices to minimise contact with other people.		S. Butler	25 May 2020	✓
		Register and Display NHS Test and Trace QR code across all Training Centres	Staff to encourage learners, delegates to download the app and use the QR code	J. Mace	1 October 2020	✓
Before-reopening	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Frequent cleaning of work areas and equipment between uses, using existing stocked cleaning products.		E. Bukola R. Appleyard	1 June 2020	✓
		Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements, at least once per day		E. Bukola	1 June 2020	✓
		Clearing workspaces and removing waste and belongings from the work area at the end of or beginning of the day		E. Bukola	1 June 2020	✓
		No sharing of high-touch items and equipment, for example, printers or whiteboards, unless they have been sufficient cleaned prior to a handover (photocopier exempt from this)		All	25 May 2020	✓
Hygiene – handwashing, sanitation facilities and toilets	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Display signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. (tissues will be made available for all common areas, training rooms and offices)	Providing regular reminders and signage to maintain personal hygiene standards (on going)	S. Butler All	25 May 2020	✓
		Enhancing cleaning for busy areas. Providing more waste facilities and more frequent rubbish collection.		E. Bukola	1 June 2020	✓

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		Providing hand drying facilities — either paper towels or electrical dryers.				
		Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible		S. Butler	25-May-2020	✓
Handling goods, merchandise and other materials, and onsite vehicles	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Goods and/or letters entering the site should be cleaned or stored for 72 hours before opening, in secure location. The goods should be marked with the time and date they were quarantined. Four boxes will be purchased for mail storage which will be rotated on a day to day basis		Admin	25-May-2020	On-going
		Restricting non-business deliveries, for example, personal deliveries to workers.		All	25-May-2020	✓
		All deliveries will be expected to be placed in the reception area 2m away from the reception desk, the receptionist must make this clear to any delivery drivers		Admin	25-May-2020	On-going
Cars and company visits	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Minimising non-essential travel — consider remote options first.		All	1-June-2020	On-going
		Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.		All	1-June-2020	On-going
		Cleaning procedures for vehicles, all pool vehicles will be equipped with suitable cleaning equipment for staff to use before and after use		S. Butler	1-June-2020	✓

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Where workers are required to enter an employers premises they must make sure the area meets social distancing guidelines before entering		All	25 May 2020	✓
Inbound and outbound goods	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Pre-16 learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	Items such as toiletries and cleaning equipment should be ordered where possible in larger quantities, reducing the frequency of orders		Admin	25 May 2020	On-going
		Enabling delivery drivers to access welfare facilities when required, consistent with other guidance.		Admin	25 May 2020	On-going