

DDRC PROFESSIONAL SERVICES CORONAVIRUS (COVID-19) STUDENT FACTSHEET



IMPORTANT – Please contact DDRC as soon as possible on 01752 209999 and do not attend your training course if you have any of the HM Government’s COVID-19 Symptoms

DDRC reserves the right to refuse tuition or continued tuition to any participants if you are exhibiting any symptoms or are assessed to be at risk of having COVID-19.

All reasonable steps to ensure your safety whilst attending training at DDRC have been taken in line with the HM Government 'Working Safely during COVID-19 in Offices and Contact Centres' (and other sector guidance as appropriate). We have additional requirements and responsibilities due to DDRC being a clinical setting delivering healthcare of clinically vulnerable patients.

Please may we ask that:

- You follow the Government travel advice regarding isolation periods and PCR testing, even if you have exemption due to the nature of your work. Please do not attend DDRC if you have returned from a Red list country within 14 days.
- You arrive at the time stated in your joining instructions and report directly to the main Reception, where a social distancing queuing system is in place.
- You do not shake hands or have other close contact with attendees and staff.
- If you feel you need to cough or sneeze, please cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue. Always discard used tissues appropriately and then wash your hands afterwards.
- You wash your hands and use the hand sanitiser stations **regularly** whilst on site and after using any high touch point surface (clearly signed). Hands should be washed for 20 seconds with water and soap and dried with disposable towels.
- Avoiding transmission during training, for example avoiding sharing pens and other objects.
- Do not touch face, eyes, nose or mouth if your hands are not clean.

Additionally, please be aware that:

- You will be required to complete a COVID-19 screening questionnaire on arrival at DDRC
- PPE, including face covering, will be provided for all sessions where assessed as a necessary additional control (or on request).
- All our toilet and washroom facilities are single use, please lock the door when inside.
- If you have your own face covering, snood or you have been issued with equipment by your employer, please bring this with you for your training course.
- Please observe all signage, one-way systems and social distancing measures at all times.
- All classrooms, theory and practical sessions have been risk assessed and modified, where necessary, to enhance safety.
- Class sizes have been reduced to ensure social distancing, please remain 2m from any other person at all times.
- Students will be required to bring food and eat in the patient lounge while maintaining required social distancing. Tea coffee and water will be provided as usual.
- We may need to postpone the course based on medical advice in the event of a student or staff member testing positive. We will endeavour to help you to complete the course but cannot guarantee when this may be offered.

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First issued: 14/07/20

Revision 1: 24/08/21



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Appendix 2: COVID-19 risk questionnaire (attached to email)

1. Have you come into close contact (within 2 metres) with someone who has been diagnosed with or has suspected COVID – 19 in the past 14 days?	YES / NO
2. Do you currently have or have you in the last 14 days had any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat?	YES / NO
3. Have you visited any country outside of the UK in the last 14 days? If yes, please state where.	YES / NO
4. Have you been advised by the government or your doctor to shield due to being in a high risk group, clinically vulnerable or extremely clinically vulnerable from COVID-19?	YES / NO

Name:

Date:

Signature: