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**Coronavirus (COVID-19) Infection Prevention & Control Policy**

All of us have been affected by the coronavirus (COVID-19) pandemic and it was with great sadness that original Government guidelines meant we were unable to provide face to face facilitation/coaching/consultancy/training. We would like to take this opportunity to thank you for your patience.

One of the benefits of lockdown was time for us all to re-assess our services and learn about different options available to keep people learning and improving their productivity at work or while home working.

***valuingYOU*** hosts a rich source of experienced facilitators/coaches/consultants/trainers all keen to explore the practicalities and benefits of providing a virtual experience. Even with restrictions eased, it is something we actively encourage our client/coachee/participants to try for their organisations. Our team are as prepared and practised as possible and we would be delighted to show off our virtual on line skills. Just drop me an email or call me to find out more.

We are resuming face to face leadership development and share your priority to keep everyone as safe as possible.

**Client Responsibilities**

We ask our clients to:

* ask their client/coachee/participants the questions necessary to ensure people are safe to attend. Currently these are advised:

Have you had a fever or symptoms of a cough/ flu like symptoms within the last 14 days?

Have you had any respiratory illness such as a cough or difficulty breathing in the last 14 days?

Have you or any household member had any contact with a known COVID-19 patient in the last 14 days?

Have you in the last 14 days had a new loss of your smell and/ or taste?

* request client/coachee/participants to bring their own hand sanitiser or packs of wipes, pairs of gloves and a mask.
* obtain a Covid 19 Risk Assessment from the venue and share with ***valuingYOU***, a minimum of 1 week before the training is due to take place.

**Venue Responsibilities**

**To provide:**

* A risk assessment to ***valuingYOU*** and the client/coachee/participants a minimum of one week before the workshop. If the venue doesn’t comply and our facilitator/coach/consultant arrives and finds it non-compliant with the agreed risk assessment, we reserve the right to cancel the workshop on the day at your expense.
* A track and trace register.
* Room sizes sufficient to allow for current rules on social distancing.

* Trained staff setting up meeting rooms safely.
* Adequate cleaning of training rooms and toilets, particularly points in a room/area or items that are the most frequently touched.
* Safe areas for preparation and service of meals and refreshments.

* Signage reminders about social distancing and rules on safety.
* Places for client/coachee/participants personal belongings to be stored safely. (Client/coachee/participants to bring as little as possible with them).
* Soap, hot water and hand sanitisers (over 67% alcohol content), single use hand towels in the toilets.
* A safe arrival and departure protocol that allows client/coachee/participants to socially distance and avoid each other and other groups or individuals in the building.
* A one way system of movement in buildings wherever possible.
* Sanitisers (over 67% alcohol content) in the meeting room for equipment, furniture, touch points and hands.

***valuingYOU* commitments**

**Our facilitators/coaches/consultants will:**

* Ensure the safety of materials, laminates and handouts.
* Supply at cost to each client/coachee/participant on arrival, their own pen, post it notes and marker pen to keep.
* Use PPE (facemask and/or face shields) during the session within the guidelines and as they feel appropriate, i.e. if there is a need to be closer than 2 metres.
* Check with the assembled group to make sure they are happy for the facilitator/coach/consultant to be unmasked unless circulating the room.
* Regularly sanitise their hands.
* Include restrictions and reassurances in the joining instructions to help ease any anxiety.
* Re-iterate the safety requirements at the beginning of the session and at break times.
* Agree with the client/coachee/participant how to include people who are social distancing or feel uncomfortable attending face to face sessions.
* Plan activities so that clients/coachees/participants keep 1-2 metres apart.
* Ensure the equipment that facilitators/coaches/consultants use is hygienically treated before bringing into the venue.

*If* facilitators/coaches/consultants *or anyone in their household feels unwell and there is any chance that they have symptoms of Covid 19, we reserve the right to cancel any face to face training up until the day it is due to take place at no financial cost to either party. We will rebook at the earliest convenience.*

**We will continue to take advice from the Government and the NHS regarding safe practice and will amend as necessary. We are happy to receive feedback about ways of improving our Covid Safety Policy.**

**If you have any questions or concerns then please either contact Fiona Anderson on 077834 209240 or email** [**info@valuingyou.co.uk**](mailto:info@valuingyou.co.uk)