

COVID-19 CLIENT CHECKLIST		Please tick boxes
Can you supply an area big enough to accommodate 2m distancing for learners (maximum 8 per class)?		Y/N
A minimum requirement is all delegates must be 2 metres apart from each other and the trainer. Please confirm the maximum number of delegates allowed for this training room		
Floor Space Available i.e. 10m x 6m <small>Please include furniture or objects that cannot be moved - If possible please provide photographs</small>		
Will hand washing facilities be available close-by for learners to use to help maintain hand hygiene?		
Will 70% alcohol hand sanitiser be available to attendees to use throughout the course of the training session?		
If 70% alcohol hand sanitiser is not available, we will provide but would ask for an appropriate area to made available for the set-up of hand sanitiser stations x 2 (that will be marked out).		
Will appropriate PPE (face masks, gloves) equipment be made available to learners?		
If PPE equipment cannot be made available for the learners, disposable 3 ply masks and nitrile gloves will be accessible for learners at a cost of £5 per learner.		
Will there be an identified area for the trainer to occupy while delivering the course to ensure 2m spacing between learners and trainer?		
Will tea or lunch facilities be made available for the trainer?		
Please detail in the box below the correct waste procedures in place to dispose of used PPE equipment		
CLIENT ORGANISATION:		
CLIENT NAME:	CLIENT SIGNATURE:	