

## What we are asking you to do

- Do not attend the course if you have experienced any COVID-like symptoms in the seven days prior to the course.
  - Keep personal items, bags etc. to a minimum.
  - Wash your hands prior to the start of the session and wear a face mask at all times.
- Use the hand cleansing products provided before and after each contact with any training equipment.
  - Follow government advice such as sneezing into a tissue and disposing of it correctly, or coughing into your elbow, etc.
- Maintain current social distancing rules throughout the course
- Abide by any “one way” signage, where appropriate, when moving around the library and training rooms.
- On completion of the course, wash your hands after leaving.
- Should you develop any COVID-like symptoms within seven days of completing your course, we would ask you to contact us on 01273 523300 or 01444 441881 x5596 as soon as possible. Your personal details will remain confidential but we will inform other attendees on the course. This will allow all attendees and trainers to take the appropriate reporting actions. We may be asked to share your information with the NHS Track & Trace authority.
- Ensure we have your email address, so we are able to contact you should the need arise.

**By attending a Library & Knowledge Service training session, I confirm that I have read and agreed to the above.**

## What we will do

- Ask you on arrival if you have experienced any COVID-like symptoms in the seven days prior to the start of the course.  
If you have we will ask you to leave.
- Provide all appropriate materials to allow you to clean your hands before, during and after the course as appropriate.
  - Wipe down IT equipment prior to and after completion of the course.
- Challenge any behaviour or actions which may potentially compromise the safety and well-being of anyone present.
- Aim to provide a physical environment which allows everyone to maintain social distancing during the course.
- We will wear a face mask at all times and will direct attendees to do the same. Anybody not complying will be asked to leave.
  - Ensure any necessary directional signage is placed.
  - Ask you to contact us should you develop any COVID-like symptoms within seven days of completing our course. This will allow us to contact other attendees so they can take appropriate action.  
We will maintain your confidentiality while doing this.
- Should we be asked to provide your contact information by NHS Track & Trace we will seek your consent prior to disclosing this information. Please ensure you have provided an email for this.
- Contact you on completion of the course should any other attendee inform us they have developed COVID-like symptoms.

**By attending a Library & Knowledge Service training session, I confirm that I have read and agreed to the above.**