**Learner Induction Document**

* Everybody should take personal responsibility for keeping Covid 19 out of Youthreach.
* Fill in questionnaire.
* This is new to all of us staff and learners alike.
* Wash Hands, Wash Hands, Wash Hands.
* Must wear masks. Masks must be clean. Do not share masks.
* Group will be given an opportunity to go outside to remove mask for fresh air approximately once every hour. This is not a smoke break.
* You should bring a coat or umbrella for rainey days.
* Follow directions around centre and in rooms. Keep 2 M apart. Use one way system.
* Sign in. Use clean pen, put pen into box for sanitising. No signing out.
* Only 6 in a group. If your group is full you will be directed to another group.
* No Breakfast at the moment.
* Each group takes break on their own.
* Use disposable cups, or bring your own. Wipe down kettle before and after use.
* Sandwich will be delivered for lunch break.
* Do not share food. Put waste food in bins.
* No smoking, vaping or spitting inside or outside Youthreach. Go to park at your break for smoke.
* No rolling cigs in Youthreach.
* No sharing cigs.
* Only one person in toilets at a time. Wash hands after toilet use. Then use sanitiser.
* There are small bottle inside rooms and sanitiser stations outside rooms.
* Dry hands using paper towels and put used paper into pedal bins. Not down toilet.
* Only use a sensible amount of paper to dry hands, not half a roll.
* Sanitise entering each room.
* Do not carry bags etc from room to room. Use lockers.
* Wipe down work area. Seat and bench before and after use.
* Use your own folder for writing, maths etc. Wipe folder down after use. Put folder in locker at end of day.
* Use your own lap top. Wipe lap top down after use.
* No jokes about coughing / covid 19. Will be asked to leave Youthreach and go to G.P.
* If you feel unwell. Tell a staff member. You will be brought to isolation room and given PPE. Family will be contacted to collect you, if not available, ambulance will be called. Get advice from G.P. before returning to centre.
* You should take a picture of timetable and work from picture on phone, not gathering around timetable on noticeboard.
* If you have to sneeze or cough, use a tissue or your elbow if you don’t have a tissue. Wipe area down after sneezing or coughing.
* No food, drink or chewing gum in work areas.
* When exercising in gym, take advice from instructor about wearing masks.
* It will not be possible to leave your class and visit another class.
* It will not be possible to walk into the computer room to collect items from the printer.
* Nobody allowed to go into the office down stairs. Max number in office is 1.
* Phill will conduct counselling through teams, from the counselling room.
* If you see somebody coming to front door, do not let them in. Staff will deal with them.
* If you have an appointment, do not return to Youthreach that day. Appointment slips required for payment.
* If you attend a large gathering such as a wedding, funeral, family occasion you should isolate for 14 days before returning to Youthreach.
* In the area outside the kitchen. Do not move the chairs away from the “sit here” stickers.
* Do not go into kitchen area when you are on break.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_