



**Elklan Training Ltd**  
**Policy in regard to Covid-19 Pandemic for Tutors and Learners**  
**(21.05.2021)**

In as far as is possible Elklan Training Limited is currently operating 'Business as Usual' in regards to its services.

This policy is to inform Elklan tutors running courses commissioned by others (not Elklan) about the guidance we have put into place.

We are following UK government and NHS guidance and reviewing our policies in line with changes and updates in that guidance.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

This policy is therefore superseded by any variations in that guidance.

**1. Day to day Infection Control:**

Tutors should follow the guidance provided by their employers.

**2. Training Delivery**

2.1 Please follow the advice of your employers regarding delivery of face to face training.

2.2 Where no policy is available from employers Elklan tutors considered to be particularly at risk, i.e. those who

- have had an organ transplant and are taking immunosuppressant medicine
- are having chemotherapy or radiotherapy
- have blood or bone marrow cancer, such as leukaemia
- have a severe chest condition, such as cystic fibrosis or severe asthma
- have another serious health condition should not deliver face to face training during the pandemic.

2.3 Elklan will support you in delivering courses through our secure and stable webinar platform 'Zoom'. To enable this to happen we have bought additional capacity. Sessions can be booked through the Elklan office. A small access fee will be payable.

**3. Reporting cancellation of courses**

3.1 Where courses need to be cancelled or postponed contact the office via email detailing the course code and start date. To minimise disruption and to maintain momentum courses should be postponed in the first instance

#### **4. Fees**

4.1 Elklan is unable to refund accreditation fees where an individual learner cancels attendance. However, where an individual learner misses any training sessions Elklan will make available e-learning sessions where we have them for a small fee. These will be accessed through the learner area of the website.

#### **5. Learning Logs**

5.1 To facilitate completion of the practical element of the Learning Log where children are absent from settings, strategies can be implemented with other children. It is possible to draw on recent knowledge of the children in this extenuating circumstance.

#### **6. Sickness and Self Isolating:**

6.1 Tutors are to follow the guidance provided by their employers. In the absence of this follow the Government guidance in regard to self – isolating:

Stay at home if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly
- If you have symptoms stay at home for 14 days
- If you live with someone who has symptoms then you should stay at home for 14 days from the day they developed the symptoms.

**Elklan is reviewing this policy daily in response to the guidance and is operating the policy in conjunction with our Business Continuity Policy.**

## Appendix 1: Effective Hand Washing

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):



1. Wet your hands with water.



2. Apply enough soap to cover your hands.



3. Rub your hands together.



4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.



5. Rub your hands together and clean in between your fingers.



6. Rub the back of your fingers against your palms.



7. Rub your thumb using your other hand. Do the same with the other thumb.



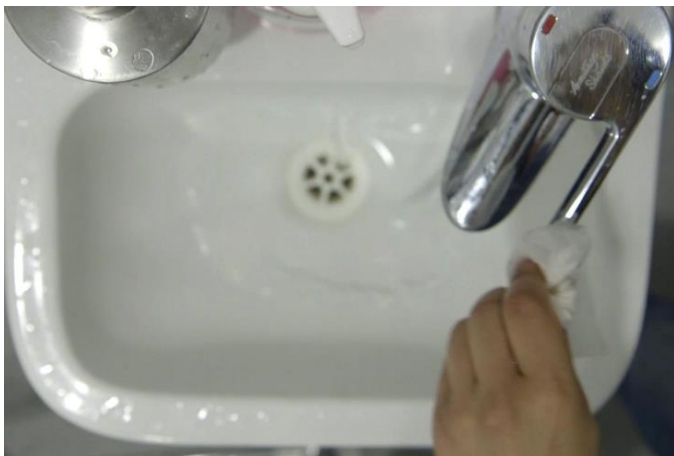
8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.



9. Rinse your hands with water.



10. Dry your hands completely with a disposable towel.



11. Use the disposable towel to turn off the tap.  
If you do not have immediate access to soap and water then use alcohol-based handrub if available.

### **When should you wash your hands?**

You should wash your hands:

- after using the toilet or changing a nappy
- before and after handling raw foods like meat and vegetables
- before eating or handling food
- after blowing your nose, sneezing or coughing
- before and after treating a cut or wound
- after touching animals, including pets, their food and after cleaning their cages

Washing your hands properly removes dirt, viruses and bacteria to stop them spreading to other people and objects, which can spread illnesses such as food poisoning, flu or diarrhoea.

It can help stop people picking up infections and spreading them to others.

It can also help stop spreading infections when you're visiting someone in hospital or another healthcare setting.