



Pathfinder

A Teaching School Alliance

Covid-19 Health & Safety Information for Trainees & Delegates

Due to Covid19, we have provided the following health and safety information which you should read carefully before attending any sessions at Pathfinder TSA. Please contact us on the details below if you have any questions.

- Face masks should be worn whilst moving around school and in communal areas where social distancing is difficult to maintain but in the training suite it is not essential as we already have measures in place to reduce the risk of spread of infection.
- Full day and morning sessions - you should aim to arrive in school between 9.10 am and 9.30 am for a 9.30 am start. School gates will be closed from 8.25 am-8.55 am.
- Twilight sessions - you should arrive after 3:30 pm to avoid contact with AHS students.
- Full day and afternoon sessions - training will finish no earlier than 3.30 pm to avoid contact with AHS students.
- Please ensure you observe the usual social distancing rules whilst moving across the school site.
- Please enter the school site and wash your hands at the wash station provided outside the PTSA Suite window and enter Pathfinder TSA through main reception. Hand sanitiser will also be available and should be used throughout the day on a regular basis.
- A member of the Pathfinder team will sign you in for attendance and track and trace purposes. You will then be shown to your designated seat where you will find your own lanyard and course documentation for the session. Please do not sit in any other seat but your own and remain facing forward whilst seated.
- All doors will be open to reduce the need to touch surfaces and windows will remain open for ventilation.
- The Pathfinder Suite will be set up as per the seating plan which encourages strong social distancing.
- All trainees/delegates should sit facing the same direction towards the speaker.
- There will be a designated presentation area for the course leader, marked out at the front of the room.
- Coffee/tea will be provided using the self-service machines, and water will be available to top up personal water bottles. Please use hand sanitiser before touching the coffee machine or water bottles and approach the coffee machine one at a time. Wrapped biscuits will be available.
- Toilet breaks – only 2 trainees/delegates at a time may leave the room for comfort breaks. These can be taken throughout the day but if possible should avoid 9.50 am-11.10 am and 12.00 pm-1.50 pm.
- Unfortunately, we won't be able to provide food so please bring your own lunch if you are here for a full day.
- Anyone who is displaying symptoms will be asked to leave the site. If you are unable to leave immediately, you will be seated in the Pathfinder anteroom whilst you wait, to avoid contact with other trainees/delegates.

E-mail: lthompson@archbishopholgates.org / Tel: 01904 411341 Option 3