



centralcpd  
ATTENDANCE

intelligent **veterinary** learning



# COVID-19 GUIDANCE

CENTRAL CPD MANOR PLACE,  
LONDON

Updated: 22nd September 2021



# CENTRAL CPD ARE LOOKING FORWARD TO WELCOMING YOU BACK!

As the health and safety of all our delegates, lecturers, support staff and employees is taken very seriously, it will be necessary for anyone attending our venue to respectfully comply with our COVID-19 guidelines to help keep everyone as safe as possible.



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# Attendance:

Before attending any course at Central CPD, please ensure you are safe to do so:

-Do not attend if you feel at all unwell, or have displayed symptoms of COVID-19 within the last 14 days.

-Please perform a COVID-19 rapid lateral flow test on the morning of each course day that you are due to attend. Please do not attend if a positive test result is received and notify Central CPD at your earliest opportunity. Rapid lateral flow tests can be ordered here: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.

Lecturers and event speakers will be required to perform a COVID-19 lateral flow test 48 hours before the course date, followed by a PCR test if a positive test result is received. Please notify Central CPD of both test results at your earliest opportunity.

-Do not attend if you have showed symptoms and have received a positive COVID-19 test result within the last 7 days.

-Do not attend if you have not showed symptoms but have received a positive COVID-19 test result in the last 14 days.

-Do not attend if you have come into close contact with anyone in the preceding 14 days who has received a positive COVID-19 test, or who is self-isolating whilst waiting for a COVID-19 test result, if you are not fully and up-to-date vaccinated against COVID-19 and/or displaying symptoms.

-Do not attend if you are considered to be at high risk from COVID-19 (clinically extremely vulnerable), please continue to follow government advice for people at high risk.

-If you are considered clinically vulnerable (e.g. pregnant, diabetic) please check current government guidelines prior to attending central CPD and adhere to these. Please be aware that due to the highly practical nature of our wet lab courses, 2 metre social distancing may not always be possible and therefore PPE will be required to be worn.

-Please follow government regulations if you are travelling from overseas: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>.

-The guidelines for those who are considered at risk may be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

-Temperature checks will be performed on everyone entering the building using an infrared thermometer and anyone registering a temperature over 37.8 Celsius will be asked to return home.

- If you develop any symptoms of COVID-19 or test positive for COVID-19 within 48 hours of attending a course, please contact [enquiries@centralcpd.co.uk](mailto:enquiries@centralcpd.co.uk) so we are able to inform those who you may have come into close contact with. Please also pass our details to the NHS Test and Trace team so we can help them make contact with anyone necessary.

-Central CPD reserve the right to share contact details with the NHS Test & Trace service. The sharing of your contact information to this dedicated service is for the purpose of helping keep you safe and reduce the spread of COVID-19.

-For more information regarding the NHS Test and Trace service please make your way to the government website: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

## Travel:

- Secure bike racks are available for your use at Central CPD and a Santander cycle bay is located 1 minute away, allowing travel by bike from major train stations.
- Central CPD is located just off the A3, limited on street parking is available-please contact us at [enquiries@centralcpd.co.uk](mailto:enquiries@centralcpd.co.uk) in advance of the course date so we can advise you on parking in the area.
- If it is necessary for anyone attending a Central CPD course to use public transport, government guidelines to wear face coverings must be adhered to.
- Any attendee travelling from abroad must ensure that they adhere to current government rules and have undergone the required 14-day quarantine (if applicable) and are displaying no symptoms prior to attending.

# Arrival at Central CPD:

All attendees at Central CPD are to adhere to the recommended government 2 metre social distancing rules. Plexiglass barriers are in place to protect you when 2 metre distances cannot always be adhered to, please ensure you remain at your desk and behind the allocated plexiglass in these areas. Face coverings should be worn at all times whilst inside the building unless you are exempt.

-External visual aids will be placed outside the building to help delegates locate 2 metre distancing prior to entering the building thus preventing crowding around the entrance/exit of the building.

-Delegates are to provide staff members with their name on entry into the building, so the register can be completed.

-On arrival everyone entering the venue will have their temperature checked using a non-contact thermometer. Once inside the building hands must immediately be disinfected using the alcohol gel provided.

-Delegates are encouraged to make their way straight to their desk, using the flow directions as indicated on the floor and by staff members. Once allocated a desk they must use this desk for the entire day.

-Delegates are to leave their personal belongings in their desk area, preventing contamination. Coats and bags are to be hung on the backs of chairs or placed under their chair.

-A bag will be placed on each chair which will contain course notes, a pen, a Central CPD brochure, a travel hand sanitizer, and a pack of tissues. Please take the bag and its contents home at the end of the day to prevent cross contamination.

-All CPD certificates will be emailed to delegates on completion of the course.

## Personal Protective Equipment:

If attending a practical course, it may not be possible to adhere to the 2 metre social distancing guidelines at all times, therefore Level 1 PPE must be worn.

-Delegates attending a practical course are required to bring their own scrubs, to change into before entering the clinical skills lab area.

-Full length gowns, aprons, surgical masks, face shields or goggles, disposable gloves, surgical hats, and shoe covers will be provided for practical courses.

-At the start of clinical skills lab sessions delegates will be ushered downstairs to the PPE donning area in a staggered manner while maintaining the 2 metre distance.

-After PPE has been correctly put on, using the recommended protocol listed on the wall, delegates will be asked to make their way to their practical station. They must only use that station for the rest of the course.

-PPE used within practical sessions is not to be worn upstairs in the lecture room or in the rest rooms.

-PPE must be removed in the doffing area using the recommended doffing protocol listed on the wall in the specified area.

-At the end of a practical session delegates will be asked to make their way to the doffing area in a staggered manner so that the 2 meter distance can be maintained once PPE has been removed.

## Lunch & Refreshment Breaks:

Central CPD have always provided an array of healthy tasty food, with a choice of salads, wraps, sandwiches and sweet treats to enjoy at lunch time. This provision will still be provided, please ensure you notify a member of staff regarding any specific dietary requirements you have so that we can cater for you.

- Weather permitting, attendees may wish to take their lunch outside - there is a park in very close proximity to our venue.
- Alternatively lunch can be taken at the designated spots throughout the room or at your desk.
- Refreshments will be available and provided throughout the course of the day but to prevent cross contamination, a member of our staff will serve you.
- We kindly ask that all attendees bring their own refillable water bottle with them for the day.
- Disposable cutlery and tea/coffee mugs will be provided at the venue.
- All cutlery and tea/coffee cups are disposable and biodegradable, the cup lids are recyclable, please place them after use in the appropriate pedal bin rather than leaving at your desk.
- Breaks will be staggered to prevent crowding within communal areas such as toilets and refreshment areas. A member of our staff will indicate when you are able to leave your desk at these times.
- If a comfort break is required during the lecture, please quietly make your way to the washroom.

## Hand Hygiene:

-Hands are to be washed regularly, especially when using the bathroom facilities, and prior to having any food or refreshments.

-We request that you use the WHO hand washing technique, posters demonstrating this technique are located at all hand washing facilities.

## Tissue & Waste Disposal:

To help us reduce the risk of cross contamination, please dispose of all waste in the provided pedal bins, using the recycling bins whenever possible.

-All tissues used to catch a cough, sneeze or to wipe your mouth, are to be placed in the appropriate pedal bin straight after use. Please remember to Catch It, Kill It, Bin It!

## Cleaning Protocols:

Communal areas will be cleaned frequently throughout the day, and a deep clean of the venue performed after each course.

-Cleaning will be carried out using disinfectant products effective on enveloped viruses.

-Mechanical ventilation is an important factor in decontamination of an indoor environment, therefore we will ensure that the room air is changed on average every 6 minutes.

## Declaration:

I confirm I have read and understand the Central CPD COVID-19 guidelines. In accordance with the above guidelines I agree to perform a COVID-19 rapid lateral flow test on the morning of each course day that I am due to attend and will only attend if a negative test result is received. If lecturing the event, I agree to perform a rapid lateral flow test 48 hours before the course date followed by a PCR test if a positive test result is obtained. I agree to wear Level 1 PPE within the clinical skills lab. I will not attend a course if I have any COVID-19 symptoms, receive a positive rapid lateral flow test result or PCR test result. if travelling from overseas, I agree to follow government rules with regards to Covid-19 safety.

I agree that if I develop any COVID-19 symptoms within 48 hours of attending a Central CPD venue I will inform the Central CPD team and consent to having my contact information shared with the NHS Test & Trace service as necessary.

I understand these guidelines are in place to help minimise the risk of transmission of the COVID-19 virus. I also acknowledge that Central CPD cannot negate the risk entirely and therefore cannot be held responsible for any possible transmission occurring on their premises. I understand and acknowledge that Central CPD staff will act in accordance with the guidelines, however reasonable adjustments may be made when acting to protect the health and safety of those attending Central CPD venues.

I understand these guidelines may change in accordance with changing government legislation regarding COVID-19, and I will ensure all communication from Central CPD prior to my course date is read.

Please Sign: .....

Print Name: .....

Date:...../...../.....

Course Title: .....

Course Date: ...../...../.....

Personal Mobile Number: .....

