

Guidance for people attending meetings and training at Start Well Centres

It is strongly recommended that meetings or training is via virtual means wherever possible. However, we recognise that some essential training and meetings can only be undertaken in-person and have therefore reconfigured our meeting room spaces to support social distancing.

We have put this guidance note together to assure you that we are doing everything we can to follow the governments guidance on maintaining a COVID-secure environment.

Please follow the guidance and contact us if you have any questions regarding the measures outlined, startwellddevelopmentteam@bolton.gov.uk or by phone on 01204 33 7390.

Before the meeting/course

- If you feel unwell before the course/meeting do not attend. You must self-isolate immediately if you have:
 - a new, continuous cough
 - a high temperature, or
 - a loss of or change in your normal sense of smell or taste
- To book a test visit: www.gov.uk/get-coronavirus-test or call 119. All members of your household must also [self-isolate](#) according to current guidelines, unless the symptomatic individual receives a negative test result.
- Everyone is encouraged to access twice weekly asymptomatic testing introduced by the Government, information on this and how to access the service can be found on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>
- Aim to be at the Centre no sooner than 5 minutes before the advertised start time of your course/meeting – you will not be given access to the building prior to that and will have to wait outside or in your vehicle until that time.
- We are not providing any drinks or food during this period (unless specified in the course description) – please bring your own packed lunch in a cool bag if necessary and/or bottled drink.
- You are encouraged to bring your own paper and pen to make notes during the course, or even your laptop if you prefer, no resources will be provided at this time.
- Please remember to bring your face covering as these are mandatory (exemptions apply).

On arrival at a Start Well Centre

- Please follow any additional instructions sent, as you may be advised to access the building via an alternative entrance.
- If you have not received any such instructions, please go to the main reception, where a member of reception staff will sign you in. You are also encouraged to “scan-in” with the NHS Test and Trace App, posters are displayed prominently in the building.
- You will be asked a series of wellbeing questions associated with COVID-19 these simply to confirm that you do not have symptoms, had a positive test result or been asked to isolate.

- For your safety and the safety of others in the building follow all COVID-19 related instructions that are up around the building.

In the Community/Training or Meeting Room

- Rooms have been set up in classroom/boardroom style with one seat per desk with 2 meters spacing – please do not move any of the furniture.
- Places on the course are limited to a maximum number of attendees based on the size and space within the room in line with social distancing guidance (these will be advised on a poster on the door of the room). This MUST always be followed.
- A cleaning station is set up in all rooms, the facilitator will regularly inform you of the hygiene requirements - to wash hands after leaving the room, to 'sanitise' hands after each activity and to remain socially distant.
- Windows will be open throughout, this is to ensure the room is well ventilated and to improve the airflow.
- All resources will be emailed to you in advance or following the session, no handouts will be circulated and no pens or other stationary will be provided.
- Once the meeting/training is over please leave the building, do not congregate in communal areas or on the car park.

Break times (including lunch)

- Breaks will take place in the same room and where available, outdoor seating is provided for your convenience. No food or drinks will be provided (unless specified in the course description), nor any cutlery or crockery in this period, therefore you may wish to bring your own. If you would prefer to leave the building, let the facilitator know before you go.
- Please note that all toilets are operating on a single occupancy basis, please be conscious of others while waiting, maintaining a safe social distance at all times.

WASH YOUR HANDS - WEAR A FACE COVERING - MAINTAIN A SAFE SPACE - KEEP ROOMS WELL VENTILATED