



Learner Guidelines COVID 19 - MSLETB Training Centres – Sligo & Ballina

You must read these rules before attending training in MSLETB Training Centres – Sligo or Ballina

You Must not enter MSLETB Training Centres – Sligo or Ballina if you have;

1. Symptoms of a cough, fever, high temperature, sore throat, runny nose, breathlessness, or flu like symptoms now or in the past 14 days.
2. Been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days.
3. Been a close contact of a person who is a confirmed or suspected case of COVID19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day).
4. You must complete and **submit** the online **Attending Training Form**(Link in email)

You Must

1. Enter the Training Centre via your classdesignated route
2. Clean your hands the at the hand sanitising station on entry.
3. Complete the sign-in contact log at the entrance to your training area to enable contract tracing in the event of a positive case of COVID-19. (Please use your own pen).
4. Ensure physical distancing at all times while you are in the training centre. Follow all signage, floor markings and instructions given to you by your instructor or any other member of staff. **Note: Failure to observe C19 instructions will result in you being removed from the Training Centre.**
5. Stay in the immediate area of your essential training; all other areas in the Training Centre are out of bounds. **Do not enter** other workshops, classrooms, offices, or any other area in the training centre.
6. Only use the designated toilets.
7. Observe canteen service rules; canteen services will be limited and strictly controlled.
8. No smoking on site: Smoking areas in the training centres have been closed to prevent gatherings and congregation. Smoking is not permitted in the buildings or on the grounds of the training centres.
9. Avoid the need to touch objects and surfaces so far as is practical.
10. Use your own tools and avoid using any tools/equipment owned by others.
11. In workshops when circumstance arise that machines or equipment are used by more than one learner you must clean down the controls and touch areas with the anti bacterial wipes provided before you use the machine and when you have finished.
12. You must answer enquiries about COVID 19 symptoms; will be asked about your health regularly to confirm that you are not experiencing any C19 symptoms.
13. **Leave the Training immediately if you are experiencing any C19 Symptoms;** Contact you GP and contact your instructor by phone or email for further updates.
14. Wear a face covering (cloth-facemask)at all times in classroom/workshops/corridors. Note; failure to wear a mask when required to do so **will result in you being removed from the premises.** Remember masks are mandatory in public areas such as corridors. The training centre is operating a **No Mask – No Class** policy; you will be asked to leave the training centre if you do not wear or remove your mask.

Note

1. MSLETB have implemented a **no handshake policy** please observe.
2. Please observe good respiratory hygiene and etiquette whilst on the premises - catch coughs and sneezes in tissues and place in a bin. **WASH YOUR HANDS**