

List for Trainers

<i>Requirement</i>	<i>Items</i>	<i>Notes</i>
Pre-event	Bringing your own equipment	When making the booking check to ensure that a 15 or 20 minute start interval is maintained
	Arriving early	Notice that trainer to arrive 20 minutes before, and attendees 15 minutes before
	Sending us your register	All attendee lists with contact numbers or e-mail to be sent 24 hours in advance for track and trace purposes
	Room Set-Up	Please ensure we have the set up you require when booking the space
	Trainer or host message to attendees	<ul style="list-style-type: none"> - if you show symptomatic signs then to let your trainer know and do not attend - do bring your face mask for when transiting around the building - you will need to arrive promptly, 15 minutes before your training start, a map is enclosed - there will be no cash accepted in the cafe and orders for lunch will be taken and paid for by card in advance - to avoid groups mixing, break times will be agreed in advance - if any attendees have any mobility issues they must let this be known prior to the event start
Arriving at The Tomlinson Centre	Trainer arrival	<ul style="list-style-type: none"> - Standard equipment in rooms has been reduced to a projector or LED screen. Some rooms have speakers built in. - Any additional equipment needed will have to be brought or obtained through the Front of House Desk on the 3rd Floor. - Items available include; laptops, clickers, a mouse, headphones, flip-charts and markers, pens and pads. These will have all been sanitised and bagged for your safety. There will now be a charge for extra equipment. - Ensure room to your liking. For temperature or lighting controls please contact the Front of House desk on the 3rd floor.
	Room Set-Up	Do not change the room layout, as these have already been agreed with Health & Safety
	Delegates arrival	<ul style="list-style-type: none"> - attendees will be given an access card for their room and should head straight there - a member of the catering team will visit to take lunch orders, and - any pre-ordered hospitality for the start of day will have been set up
2m Distancing		Can attendees adhere to this requirement when in transit around the building
Sanitisation Points	In lobby and all rooms	Please use sanitation points whenever moving into and out of different spaces
At Session Start	Fire Alarms	<ul style="list-style-type: none"> - Trainees will have been notified if any fire alarm test are scheduled - If the fire alarm sounds, then leave by your nearest exit. Preservation of life over-rides the need for social distancing
	Use of toilets	<ul style="list-style-type: none"> Only use during session time if absolutely necessary - Please use nearest facility.
Break Times	Staggered	These have to be co-ordinated with other bookings at the centre, so there might be more flexibility on some days than other days.
At end of session	Contact Reception	Trainer to ring down to reception when the session ending at a different time to that given.
	Exiting	Trainer to hold group until a member of the Tomlinson staff let's them know the staircase is clear to exit