

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 |