



Person to  
Person  
Meetings

# Face to Face Meetings and Training



## Face to Face Meetings

Face to Face meetings with colleagues, clients, contractors, consultants and others are going to have to happen from time to time. When these are unavoidable they must be restricted in the number of people present (no more than 2) for as short or as brief a period as possible (pre-meeting and post-meeting tasks should be completed and not left for in the meeting) and be conducted with social distance rules maintained at all times (+ 2m).



## Training

Training of practical or manual tasks often needs clear demonstration or explanation and this will at times require a face to face situation. When these are unavoidable they must be restricted in the number of people present (no more than 2) and for as short or as brief a period as possible (pre-training and post-training tasks should be completed and not left for in the training meeting) and be conducted with social distance rules maintained at all times (+ 2m). There may need to be additional hygiene measures and additional use of PPE, however, PPE is not a substitute to hand hygiene and social distance.

# Home Visits



6. You must keep person to person interactions as brief as possible even at social distance.

5. Wash your hands and forearms regularly for at least 20 seconds before leaving home or any other place and wash them again when you arrive at a clean safe place,

4. Be Prepared, have PPE, have the ability to sanitise with soap or detergent based products. Consider; detergent based anti-bacterial wipes, a flask of warm soapy water and a personal towel, several pairs of disposable gloves, a scarf, buff or snood or several disposable masks. Z

1. A series of questions need to be asked before the visit to see if anyone within the household has Coronavirus symptoms

2. Customer need to be informed that We are asking them and their household to observe hand washing and cleaning methods as advised by the NHS.

3. Advise that when our staff attend customers need to observe a distance of over two metres and preferably retire to another room whilst the visit takes place.