

## Arriving to class at Cork Training Centre

- Please wear a face covering or face mask on arrival to the Training Centre.
- Please ensure that you have completed the Health Declaration Form. This can be found by clicking on the right-most menu option of “**COVID-19 INFORMATION**” on [www.corktrainingcentre.ie](http://www.corktrainingcentre.ie). The completion and submission of this form is compulsory and should be submitted three days before arrival to the Training Centre.
- Follow the signage and proceed to your allocated room, observing signage and directions. Avoid congregating in a group at any stage while moving within the Training Centre.
- Always maintain 2 metres social distancing where possible.
- Where social distancing of 2 metres is not possible, ensure that you are wearing your face covering.
- As far as possible please limit your movements around the training centre.
- Do not enter another classroom or office area without prior authorisation from your tutor or a staff member, even if that area is not occupied.
- Always wear a face covering each time when moving through public areas such as corridors and walkways.
- Sanitise your hands regularly using the available sanitising facilities which are situated prominently throughout the centre.
- While you will be issued with a starter pack of two face coverings, a face visor, sanitising spray and sanitising wipes, you will in future be required to provide these items for yourself for your own protection and the protection of others.
- Use mechanical ventilation where possible as required, open windows etc.
- Groups should take a short informal break for 10 or 15 minutes at approximately two-hour intervals if practicable.
- There are no tea breaks in the morning or in afternoon in the canteen.
- There will be a very limited lunch offering in the canteen and the allocated times for your class group will be given to you by your course instructor. When you queue, please maintain 2 metre social distancing and be mindful of signage and floor markings. A contactless payment facility is in place and this is the preferred payment method. Remember to wear your mask walking to and from the canteen, but you are not required to wear a mask while in the canteen.
- In the case of a fire drill or fire alarm, do not forget to wear your face mask when evacuating and maintain 2 metre social distancing where possible when walking, as well as at your assembly point outside the on front green at the Training Centre.
- If you use a smoking shelter, please maintain social distancing.
- Please stay within your class group as far as possible and do not congregate with other learners during breaks or when arriving to or departing from the Training Centre.