

# **Gatekeeper Terms-Of-Reference During COVID-19**

## **Restrictions**

**9/10/20**

### Preparation:

- Ensure sign-in book, lectern sanitiser, QR code and site rules are all available at the lectern
- Ensure double-gates are locked
- Wear a face-covering

### Process:

- Confront everyone who enters. Ask if they have symptoms. If they say yes, do not let them into the site.
- If they are not for a course, make sure they sign-in (scan QR code if they have the app) and point them at the Site Rules and let them proceed.
- If they are for a course, politely point them at the Site Rules and make them read them, and get them to sign-in and scan QR code if they have the app
- Course attendees need to be told to wear a face-covering where they are less than 2M apart, and to use hand sanitiser
- Tell course attendee they cannot use changing-rooms but toilets are available
- If there's a queue at the gate get them socially distanced, and ask them to put on face-coverings
- Tell the course attendees where to go next, where they will be briefed on training bubbles etc

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