



## Essential Site Skills

### COVID-19

### Roadmap Response Guidance (RRG)

<b>Document Ref.</b>	R-R-G
<b>Version:</b>	2
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<b>Document Author:</b>	Darren O'Neill
<b>Document Owner:</b>	

## Revision History


Next planned review date
In line with Government announcements or changes as recorded within the version update

Version	Date	Revision Author	Summary of Changes
1	5 Jan 21	Darren O'Neill	Implement roadmap guidance
2	22 Feb 21	Darren O'Neill	Further information in regard to: COVID-19 Response – Spring 2021 Gov Summary
3	25 Mar 21	Darren O'Neill	Inclusion of ITP and FE home testing

## Distribution

Name	Title
All Employees	Covid-19 Roadmap Response Guidance
All Learners	Covid-19 Roadmap Response Guidance
External Stakeholders and Relevant Parties	Covid-19 Roadmap Response Guidance

## Approval

Name	Position	Signature	Date
Catherine Storer	Managing Director		25/03/2021

## Essential Site Skills COVID-19 Roadmap Response Guidance (RRG)

**COVID-19 is an ongoing threat in the UK, and across the World, and is still categorised as a Pandemic. Therefore, all guidance within this document is indicative of current Government led advice and changes that may occur now, or in the future. All relevant guidance and control measures for COVID-19 should remain in place with a very clear requirement to impose ‘Hands, Face, Space & Fresh Air’ at all times.**

### Scope and purpose

This document outlines Essential Site Skills (ESS) Roadmap Response Guidance (RRG) to COVID-19 to allow all employees, stakeholders and associated organisations sufficient time to prepare, plan and implement any significant changes indicated throughout the year.

### Introduction

The main priority within any Pandemic, such as COVID-19, is to save lives and prevent the situation deteriorating. As the situation improves, with clear signs of mortality and illness rates decreasing, the Government aim to ‘open up’ the economy whilst lifting restrictions to offer a route back to normal life. The Government have released a carefully planned timetable and step by step process to enable businesses, such as ours, to lift restrictions and plan our own Roadmap Response plan.

Below summarises a brief outline of the most recent COVID-19 Government response plan (Spring 2021):

- **Step One – 8-29 March 2021**
  - Children and students returning to face-to-face education.
  - From 29<sup>th</sup> March, outdoor gatherings of either 6 people or 2 households.
  - Outdoor sports facilities open.
  - The ‘stay at home’ rule ends 29<sup>th</sup> March; people should continue to work from home where they can to minimise travel.
- **Step Two – Not before 12 April 2021**
  - Opening of non-essential retail, public buildings, healthcare and leisure, including outdoor hospitality.
- **Step Three – Not before 17 May 2021**
  - Continues to ease limits on contact with family and friends, with other restrictions such as events attendance lifted.
  - All but a few businesses able to reopen fully including indoor hospitality.
- **Step Four – Not before 21 Jun 21**
  - Potential to remove all legal limits on social contact.
  - Opening of nightclubs, large scale events.

Further detailed reading can be viewed [HERE](#)

### Essential Site Skills RRG approach out of lockdown:

ESS will implement a three-phase roadmap to facilitate employees returning to the workplace and resume normal business operations, as aligned with current Government advice and guidance.

## Existing exemptions:

ESS has 2 areas of business which are deemed, under the current Government guidance, as essential working, which includes funding and construction mandatory Health and Safety training provision.

Further information can be viewed at the below links. In all cases, suitable and sufficient assessments of risk shall be conducted with a preference for remote working where practicable.

<https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care#higher-education>  
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

## Phase One. 5 Jan – 29 Mar 2021:

Only those deemed as critical to operations are authorised to work within the office environment at Monarch House. All line managers should continually assess the need and review health risks posed to face-to-face contact employees periodically. Apprenticeships, Health and Safety training, Adult skills and NVQs should, where possible, be conducted remotely. Where this is not possible, all relevant personnel are to be fully conversant with our Remote Education Offer which can be viewed [HERE](#). All other employees, during this period, will either work from home remotely or be allotted to the furlough scheme due to COVID-19.

## Home Testing for ITPs and Adult Community Learning Providers

On the 24<sup>th</sup> March 2021, ESS were notified of the new system for ITPs to proceed with home COVID-19 testing for employees from the Department for Education (DfE) via the Association of Employment and Learning Providers (AELP).

More information about home testing and its requirements can be viewed [HERE](#). ESS intend to implement home testing for those staff of whom have face-to-face contact with learners during their employment from the 5<sup>th</sup> April 2021. The nominated Team Leader (TL) is awaiting authorisation from DHSC to enable the online ordering of testing kits.

Trainers, tutors, coaches, mentors, enrolment officers and assessors will be required to undertake 2 home tests weekly and submit details to the undermentioned TL which will then be uploaded onto the NHS track and trace testing portal [HERE](#). Once approved by DHSC, more guidance will be published separately to those personnel of whom will be subjected to home testing, track and trace.

- **Essential Site Skills nominated Team Leader:** Darren O'Neill
- **UOR:** 50163393

## Phase Two. On or after the 12<sup>th</sup> April 2021:

ESS will aim to fully reopen Monarch House after the 12<sup>th</sup> April to all non-essential employees, including the return of learners whom may resume face-to-face tuition at Monarch House. All other geographical locations across the UK used by ESS will also open. This will be a gradual process with all line managers ensuring returning employees are fully inducted utilising the relevant Health, Safety and Welfare guidance related to ESS. To ensure employees are phased back into the workplace safely and under control, the below outlines an initial suggested 'return to work' transitional process for each department, in order of need, over the period 12 April – 17 May 2021:

1. Funding (ESFA) employees
2. Commercial Training coordinators/administrators
3. Apprenticeship Managers and Coaches
4. Adult Education Tutors
5. Telesales Consultants
6. Accounts
7. All other.

During this phase, ESS aspires to provisionally authorise the following face-to-face contact operations to proceed:

- Commercial training at all locations throughout the UK
- Adult Skills delivery and assessment
- Apprenticeship tuition, mentoring and support in line with delivery programmes.
- Key account and client business meetings (Business Development Managers BDM).

**Phase Three.** On or after the 17 May 2021:

ESS will continually monitor and reassess all areas of operations in line with the current Government guidelines for face-to-face contact within our sector whilst maintaining any relevant restrictions that may still exist across the UK. On or after the 17 May 2021, ESS proposes to ease restrictions currently imposed on course minimum numbers and extend to full capacity. Notably, on or after the 17<sup>th</sup> June 2021, all legal limits for contact will be removed subject to the success of the Government proposed roadmap and vaccination programme.

### Summary

As we navigate through each phase of our RRG, it is important to recognise that COVID-19 will be a part of our lives, both socially and economically for the foreseeable future. Therefore, this guidance is subject to change throughout the year and is underpinned by our main goal which remains to protect the health of our employees, clients and any associated parties.

At all times, all COVID-19 related workplace policies, health and safety documentation and associated risk assessments are to be adhered to.

### Key Contacts

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**Further guidance and support links**

<https://coronavirusresources.phe.gov.uk/>

<https://www.gov.uk/coronavirus>

<https://www.aelp.org.uk/>

<https://www.gov.uk/government/organisations/department-for-education>

<https://www.hse.gov.uk/>

<https://essentialskills.co.uk/coronavirus-information>

**Internal file path:**

Z:\HUMAN RESOURCES\Policies\Policies 2020 - 2021

Z:\HEALTH, SAFETY & TRANSPORT\01. Health and Safety