



iTEC

COVID-19 Operational Guidance for Centres

Contents

Introduction.....	3
What is Coronavirus disease?.....	3
Social distancing	3
Reducing the risk of transmission of COVID-19.....	3
Returning to learning	4
Prior to re-opening Centre.....	4
Return to Centre	5
General hygiene.....	6
Guidance on Personal Protective Equipment (PPE) for centre staff, learners and clients	6
Requirements of the Centre prior to a Practical Examination	7
Requirements of the Centre during a Practical Examination	8
Requirements of the client during a Practical Examination	8
Requirements of the learner during a Practical Examination	9
Requirements of the Practical Examiner during a Practical Examination.....	9
Contingency plans for clients during a Practical Examination.....	10
Learner Preparation for Practical Examination	10
Appendix	11
Checklist for the Re-opening of Centres for Practical Examinations.....	11
Requirements of the Practical Examiner during a Practical Examination	13
Learner Health Declaration Form.....	14
Client Health Declaration Form.....	15
Health Declaration Form	17
Sample Risk Assessment for Practical Examinations.....	18

Introduction

The purpose of this guidance document is to outline the requirements for standard operating procedures during COVID-19 and to support centre staff, learners and clients. iTEC recommends that this guidance document is used in conjunction with existing guidance and policy documents and the ongoing and regular updates from national and local government and public health authorities.

What is Coronavirus disease?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered Coronavirus - SARS-CoV-2. Most people infected with COVID-19 will experience mild to moderate respiratory illness and recover without requiring special treatment.

For further information and regarding the symptoms of Coronavirus disease (COVID-19) please visit:

- [NHS website](#)
- [World Health Organization website](#)

Social distancing

Evidence suggests that social distancing has been effective in reducing the spread of COVID-19. Social distancing is important because COVID-19 spreads when an infected person coughs small droplets which are packed with the virus into the air. The droplets can then be inhaled, or can cause an infection if you touch a surface they have landed on, and then touch your face with unwashed hands. It is imperative that the close contact service sectors align with social distancing measures which are instructed by the Government of the country therein.

iTEC recommends that the following measures are implemented in the learning/examination environment:

- Social distancing measures of two metres (6ft) must be adhered to for all learners, staff and clients in communal areas such as break rooms, washrooms, and work areas
- Social distancing measures of two metres (6ft) are adhered to in client communal areas, for example seating areas such as the reception
- If feasible, place acrylic barriers (for example perspex) at points of regular interaction, for example at the reception area and in-between work areas
- Use floor markings to mark the distance of two metres (6ft) for social distancing purposes
- Where two metres (6ft) social distance is not viable, additional risk mitigation must be put in place for example, use of face coverings and face shields/goggles, use of screens/barriers, back-to-back working, increased hand washing and surface cleaning, keeping the activity time as short as possible, etc.

Reducing the risk of transmission of COVID-19

The best way to prevent and slow down the transmission of COVID-19 is to be well informed about the virus, the disease it causes and how it spreads.

Returning to learning

Staff and learners returning following COVID-19-related closures may require additional guidance and support as they adjust to changes now required within the learning environment as specified within Government guidelines of the country therein.

The following points need to be considered prior to any re-opening or return to Centre:

Prior to re-opening Centre

- Contact staff and learners to let them know the proposed re-opening date
- Undertake training of all staff on Government guidelines for the workplace and updated health, safety and hygiene requirements
- Perform deep cleanse of premises
- Revisit and update risk assessments
- Consider additional risks and control measures to enable a return of all learners, including those who may be more at risk
- Review and update wider risk assessments in accordance with Health and Safety Legislation of the country therein, for example additional controls for ventilation, etc.
- Complete pre-opening building checks, for example management of water supplies following extended lack of use
- Establish infrastructure to support COVID-19 operating procedures, for example system of controls to prevent the spread of COVID-19, social distancing measures for premises, completion of COVID-19 safe checklist, etc.
- Review workplace staffing levels/rotas in relation to social distancing requirements and risks – for example, consistent staff work teams, possible role adaptations for clinically vulnerable staff, amendments to job descriptions, etc.
- Organise learning environment in compliance with social distancing requirements of the country therein, for example staff to maintain recommended distance from learners, remove unnecessary furniture from rooms, position learners side by side or back to back rather than face to face, etc.
- Organise communal areas such as reception for example, remove magazines, place chairs at appropriate distance, put up acrylic screen in reception area, etc.
- Review timetabling and class sizes in relation to social distancing measures required
- Consider the number of students in teaching groups. Smaller teaching group sizes should be used where it is not possible to maintain social distancing
- Organise cleaning and hygiene supplies, for example hand sanitiser, liquid hand soap, disinfectant, paper towels, Personal Protective Equipment (PPE)
- Source and put up appropriate signage, for example detailing new hygiene protocols required, hand washing, social distancing requirements, etc.
- Devise a register for all staff and learners to sign upon entering and leaving the learning environment for contact tracing purposes in case there is a report of infection
- Inform learners of centre requirements in respect of COVID-19, for example need for temperature checks and registration on arrival, additional hygiene precautions, amended group sizes, formation of consistent groups etc.

Return to Centre

- A recommendation for temperature screening checks on all staff and learners before entering the learning environment if feasible
- Establish procedures to undertake health checks in relation to COVID-19 for all staff, learners and clients attending the learning environment. Ensure that those who have COVID-19 symptoms, or who have someone in their household who does, or who have been advised by the contact tracing services of the country therein to stay at home, do not attend the setting. Individuals formally advised by contact tracing services of the country therein as a close contact should also self-isolate.
- Establish protocol and emergency procedures to manage staff, learners and clients with suspected COVID-19, seek government health advice relevant to the country therein (National Coronavirus Helpline or similar)
- Display COVID-19 safe checklist
- Implement procedures to manage staff and learner levels – workplace rotas, staggered start times, amended group sizes, assign consistent learner groups, management of shared areas such as canteens, corridors etc.
- Ensure all learning environments comply with relevant [sector guidance](#)
- ITEC recommends that the following safety measures are implemented in preparation for and during practical and theory delivery and examination:
 - All learners must have undertaken the relevant VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19)
- The qualifications available are:
 - [VTCT \(ITEC\) Level 2 Award in Infection Prevention \(COVID-19\) for Hairdressing and Barbering Services](#)
 - [VTCT \(ITEC\) Level 2 Award in Infection Prevention \(COVID-19\) for Beauty Therapy and Nail Services](#)
 - [VTCT \(ITEC\) Level 2 Award in Infection Prevention \(COVID-19\) for Make-up Services](#)
 - [VTCT \(ITEC\) Level 2 Award in Infection Prevention \(COVID-19\) for Complementary Therapies and Sports Massage](#)
 - [VTCT \(ITEC\) Level 2 Award in Infection Prevention \(COVID-19\) for Sport and Fitness Sessions](#)
 - [VTCT \(ITEC\) Level 2 Award in Infection Prevention \(COVID-19\) for Beauty Retail Services](#)
 - [VTCT \(ITEC\) Level 2 Award in Infection Prevention \(COVID-19\) for Clinical Aesthetics](#)
- All staff and learners must have received training following Government guidelines on hand hygiene such as how to wash their hands correctly, the use of hand sanitisers and the importance of not touching their own nose, eyes and face
- Where recommended, staff and learners to use face coverings
- All staff and learners must have received training regarding the correct use and disposal of personal protective equipment (PPE)
- All centres must provide hand sanitiser and tissues for all learners, clients and staff. Any coughs or sneezes should be covered with a tissue and then the tissue should be disposed of in a lined, enclosed waste bin. This must be followed by immediate hand washing
- The centre will develop a contingency plan for remote education provision to move to blended or remote education in the event of local restrictions being implemented
- Further guidance may be found [here](#)

General hygiene

It is essential that high standards of hygiene are implemented within the learning environment. When adopting a consistent approach to everyday working practices, this will reduce the risk of infection to staff, learners and clients.

- All general hygiene and sterilising procedures must remain rigid and must be supervised by the appointed centre staff member

iTEC requires the following hygiene and sterilisation methods for the learning environment:

- Hand sanitisers are placed within the learning environment and in the washrooms
- Paper towels are made available in the washrooms and within the learning environment in place of hand towels
- All practical work areas must be thoroughly cleaned using an appropriate disinfectant before and after each client
- All tools and equipment must be sterilised between each use
- All centres must ensure that all waste bins and clinical waste receptacles within the learning environment are covered and should be emptied regularly
- All centres must ensure that high touch areas are cleaned and disinfected constantly. These high touch areas include; door handles, light switches, taps, sinks telephones, screens, keyboards, pens and lockers

Guidance on Personal Protective Equipment (PPE) for centre staff, learners and clients

iTEC recommends that the minimum PPE requirements for the learning environment are as follows:

Learner	Client	Centre Assessor/Lecturer
Theory		
<ul style="list-style-type: none"> • Face covering as applicable to guidelines of the country therein 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Face covering as applicable to guidelines of the country therein
Practical		
As applicable to the guidelines of the country therein and the service/treatment: <ul style="list-style-type: none"> • Disposable gloves • Disposable apron • Face covering <i>(changed for each client)</i> • Face shield/goggles 	<ul style="list-style-type: none"> • Face covering as applicable to service provided 	As applicable to the guidelines of the country therein and the service/treatment: <ul style="list-style-type: none"> • Disposable apron • Face covering <i>(changed throughout the day)</i> • Use of disposable gloves where required • Face shield/goggles

These PPE requirements may be subject to change and further guidance can be found on: [www.gov.uk Guidance](https://www.gov.uk/Guidance)

Requirements of the Centre prior to a Practical Examination

- Ensure that all learners have completed the relevant ITEC Level 2 Award in Infection Prevention (COVID-19)
- Evidence of a risk assessment regarding the prevention of infection must be made available if required. The centre must outline any actions and controls that require implementation to reduce the spread of infection in the practical environment. An example of a risk assessment can be found in the appendix on page 19
- Ensure that the learners and staff have received the appropriate training regarding the use and disposal of PPE and waste removal. All PPE training records must be kept up to date
- It is essential that the centre conducts a deep clean prior to any practical examinations that are taking place
- It is essential that the centre rearranges the practical examination environment to ensure that all working areas are two metres (6ft) apart to safeguard the learners and the clients during practical examination
- Ensure all Personal Protective Equipment (PPE) that is required by the learner, clients and staff is in stock and readily available. PPE includes gloves, face coverings, face shields/goggles, aprons and towels. ITEC recommends that disposable items of PPE should be used where possible
- Ensure that hand washing facilities/hand sanitisers are available for learners, staff and clients throughout the practical examination
- Devise signage for the door to ensure that there are no unexpected visitors who may enter the practical examination environment
- Ensure COVID-19 awareness signage is visible throughout the practical examination environment
- Ensure that a no-touch greeting policy is implemented within the practical examination environment
- A recommendation for temperature screening checks on all learners, clients and staff before entering the practical examination environment if feasible
- The centre must devise a register for all participants to sign upon entering and leaving the practical examination venue for tracking and tracing purposes in case there is a report of infection

Requirements of the Centre during a Practical Examination

- Ensure that a no-touch greeting policy is implemented within the practical exam environment
- To uphold social distancing measures, clients should not be held in a waiting area. Where this is not possible, seating arrangements should align with the two metres (6ft) social distancing guidelines
- The centre must prepare the practical room(s) in accordance with social distancing guidance of the country therein
- It is recommended that the centre provides storage for the clients' bags and coats to be stored individually, for example individual bags/boxes that are disinfected after each use
- The learner and their client and the Practical Examiner are the only people that are permitted within the exam environment during a practical examination
- The centre must ensure that learners have access to appropriate sanitisation/sterilisation equipment and products
- Re-useable towels must be washed at 60° following each use. Where possible disposable couch/bed linen, robes, aprons and towels should be used as appropriate to the service/treatment being provided
- The practical examination environment must have appropriate ventilation
- No food or drink is permitted or should be consumed during a practical examination. Water is permissible in a disposable cup which should be disposed of in a lined, enclosed waste bin

Requirements of the client during a Practical Examination

- All clients must complete ITEC's Client Health Declaration Form 24-48 hours prior to a practical examination
- Clients are requested to place outdoor clothing/clothing, for example a coat, in a sealed bag or box to be then stored away from the exam environment
- All clients must sign to confirm that they have read ITEC's Client Guidance to Practical Examinations
- All clients must sign a register on entering and leaving the practical venue for tracking and tracing purposes and in case there is a report of an infection
- Clients must be advised that they should arrive five minutes prior and not before the scheduled practical examination time to avoid congregating in the waiting area
- Clients must be advised that no food or drink is permitted or should be consumed during a practical examination. Water is permissible, in a disposable cup which should be disposed of in a lined, enclosed waste bin
- The client should be instructed that any coats, clothing and bags will be stored separately from the practical examination environment so it is advisable that these are kept to a minimum
- Clients must wash their hands when entering the practical examination environment
- All clients must wear the recommended PPE during a practical examination as appropriate to the service/treatment being performed
- Clients are advised that mobile phones are not to be used within the practical examination environment
- Clients are not permitted to talk to anyone other than their therapist in relation to the treatment/service. The client is not to discuss the therapist's performance or provide any advice during the practical examination

Requirements of the learner during a Practical Examination

- All learners must sign ITEC's Learner Health Declaration Form prior to a practical examination
- Learners are requested to place outdoor clothing, for example a coat, in a sealed bag or box and then stored away from the exam environment
- All learners must co-operate with centre staff with regard to health and safety and any concerns which they may have should be reported immediately to the appointed staff member
- All learners must sign a register on entering and leaving the practical examination venue for tracking and tracing purposes and in case there is a report of an infection
- All learners must wash their hands before entering and leaving the practical examination environment
- It is mandatory that all learners adhere to regular hand washing during the practical examination
- All learners are to demonstrate sanitisation of their hands in front of the clients prior to commencing a service/treatment
- All learners must wear the recommended PPE during a practical examination
- Learners should maintain social distancing measures with other colleagues at all times
- Learners must ensure that the work areas are thoroughly cleaned before and after each client
- It is essential that gloves are worn by the learner as appropriate to the service/treatment
- It is critical that clean towels are used for each client as appropriate, disposable towels should be used where possible
- All learners must ensure that all tools and equipment are sanitised/sterilised between each use
- Learners are not permitted to talk to anyone other than their client in relation to the treatment/service. The therapist is not to discuss their performance with the client during the practical examination.

Requirements of the Practical Examiner during a Practical Examination

- The Practical Examiner is required to follow the Government guidelines of the country therein and any centre specific guidelines in respect of the management of COVID-19
- The Practical Examiner has undertaken the appropriate training provided by the Awarding Organisation regarding COVID-19 restrictions

Contingency plans for clients during a Practical Examination

It is essential that all learners plan effectively for their practical examination. When selecting clients for services/treatments, it is advisable that the centre and each learner organise additional clients to allow for the case of non-attendance of clients due to COVID-19 symptoms. It will not be permitted for learners to exchange clients at any stage during the practical examination.

Learner Preparation for Practical Examination

Although there has been productivity across centres regarding the remote delivery of learning during COVID-19 restrictions, ITEC recognises that learners may have not had the opportunities to sustain their practical skill level to its full potential. Therefore, ITEC recommends that, for best practice the learner will have undertaken a mock Pre-Examination Assessment to confirm their suitability and the practical skill level required prior to scheduling the final Practical Examination. Where a learner fails the mock Pre-Examination Assessment, the learner should have further training and support before the summative Pre-Examination Assessment takes place. ITEC recommends that, to support planning, centres and learners use the ITEC Marking Criteria for the specific unit(s) which are available on the ITEC website.

Checklist for the Re-opening of Centres for Practical Examinations



Checklist for the Re-opening of Centres for Practical Examinations

Preparation for Practical Examinations

Following the publication of Government guidelines 'Keeping workers and clients safe during COVID-19 in close contact services', the aim of this checklist is to support centres to prepare for re-opening in readiness for Practical Examinations. It is the responsibility of all centre staff to adhere to and keep up to date with the current local and national government guidelines of the country therein.

Preparation for Practical Examinations - Checklist	Completed ✓
Has a risk assessment regarding the prevention of infection been completed in preparation for the re-opening of the centre following COVID-19?	
Has a deep clean of the exam environment been conducted prior to the Practical Examinations?	
Have all learners undertaken the relevant VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) qualification?	
Have all staff and learners received training following Government guidelines on how to wash their hands correctly?	
Have all staff and learners received the appropriate training following COVID-19? <i>For example, the correct use and disposal of PPE/RPE.</i>	
Have storage facilities been made available to ensure that client and learner belongings are stored individually? <i>For example, individual bags/boxes that are disinfected after each use.</i>	
Have registers been devised for tracking purposes? The register will need to be completed by all participants on entering and leaving the exam environment during a Practical Examination and should contain client and practitioner details.	
Is there sufficient stock of the appropriate Personal Protective Equipment (PPE)/Respiratory Protective Equipment (RPE) for all learners, clients and staff?	
Has the exam environment been rearranged to ensure that the workstations are 2 metres apart/1 metre plus with risk mitigation? Risk mitigation may be a barrier between the workstations.	
Have all communal areas been arranged to align with social distancing measures? <i>For example, the reception areas and any staff areas.</i>	
Have floor markings been used around the exam environment to ensure that social distancing measures are adhered to?	
Have hand sanitisers/hand washing facilities been placed within the exam environment and within the washrooms?	

Preparation for Practical Examinations - Checklist	Completed ✓
Have tissues been placed at different locations within the exam environment?	
Is COVID-19 signage displayed within the exam environment to instruct learners, clients and staff about the requirements throughout a Practical Examination?	
Has a no-touch greeting policy been developed and have all learners, clients and staff been made aware of this?	
Have iTEC's Health Declaration Forms been prepared in readiness for a Practical Examination? These forms will be required for the client, the learner and appointed centre staff.	
If centres are supplying gowns/robes/capes, there should be enough available to allow one per client during a practical examination. Disposable gowns/robes/capes can also be used.	
Are the appropriate sterilisation and sanitisation methods available for the learner's use throughout a Practical Examination?	
Have hand towels been replaced with paper towels within the washrooms/examination environment?	
Are all waste bins lined, covered and not open?	
Have all clients, staff and learners been informed that no food or drink is permitted within the examination environment? There is an exception for water in disposable cups.	
Have contingency plans been put in place for additional clients where required during a Practical Examination?	

Appointed centre staff name:	
Appointed centre staff signature:	
Date:	



Requirements of the Practical Examiner during a Practical Examination

- The Practical Examiner will have undertaken the appropriate training provided by the Awarding Organisation regarding COVID-19 restrictions
- The Practical Examiner will comply with current local and national government guidance for close contact services and any additional centre specific requirements in relation to COVID-19
- The Practical Examiner must sign the required Health Declaration Form prior to a practical examination
- The Practical Examiner is requested to place outdoor clothing, for example a coat, in a sealed bag or box and which is then stored away from the practical examination environment
- The Practical Examiner must sign a register on entering and leaving the practical examination venue for contact tracing purposes and in case there is a report of an infection
- The Practical Examiner will wash their hands before entering and leaving the practical examination environment
- It is mandatory that all Practical Examiners adhere to regular hand hygiene during the practical examination
- The Practical Examiner will wear the recommended PPE during the practical examination in accordance with current government guidance and centre specific guidance, for example, plastic apron, gloves, face covering, face shield/visor or goggles, RPE should be worn for aerosol generating treatments for example, microdermabrasion, airbrush make-up etc.
- The Practical Examiner will maintain required social distancing measures with others, with mitigations as appropriate
- It is essential that the Practical Examiner wears gloves when checking centre or learner documentation, portfolios, case studies and treatment evidence
- It is advised that the Practical Examiner provide their own refreshments and food

Additional guidance for practical examinations

- All exams
 - It is of paramount importance that current published examination timings/procedures are adhered to at all times
 - Change over times – minimum of 30 minutes to allow for thorough cleaning and decontamination



Learner Health Declaration Form



Learner Health Declaration Form

Due to the ongoing and rapidly changing situation with Coronavirus (COVID-19), iTEC requires all learners involved in a practical examination to complete a Learner Health Declaration form. This is to ensure that health and safety is paramount and to safeguard all learners, staff and clients.

The Learner Health Declaration form is to be completed by the learner on the day of the practical examination and made available to the Learner's Assessor/Tutor and the Practical Examiner. The centre must retain these records securely in accordance with current data protection legislation and the contact tracing regulations of the country therein.

Health Declaration Form			
Learner name:			
Have you travelled abroad during 2020? If yes please provide details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Name of area visited:		
	Dates of travel:		
Have you or any immediate family member come into close contact with a confirmed case of the Coronavirus in the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes please provide details:		
Has a temperature screening check been completed on arrival? <i>(if applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Are you suffering with any of the following symptoms?	Yes	No
A high temperature – this means that you feel hot to touch on your chest or back (you do not need to measure your temperature)	<input type="checkbox"/>	<input type="checkbox"/>
A new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (If you usually have a cough, it may be worse than usual)	<input type="checkbox"/>	<input type="checkbox"/>
A loss of, or change in, your normal sense of taste or smell – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal	<input type="checkbox"/>	<input type="checkbox"/>

By completing this declaration, you acknowledge that there is still a risk of COVID-19 contamination despite the implementation of the relevant hygiene regulations and protection awareness during the practical examination.

If you have answered yes to any of the above questions, the Centre will establish whether you are suitable to contribute to the practical examination.

I acknowledge that the information that I have provided is accurate and complete.			
Learner signature:		Date:	
Contact number:			

I can confirm that the learner is suitable to undertake their practical examination.			
Centre staff name:			
Centre staff signature:		Date:	

Client Health Declaration Form



Client Health Declaration Form

Due to the ongoing and rapidly changing situation with Coronavirus (COVID-19), iTEC requires all clients involved in a practical examination to complete a Client Health Declaration form. This is to ensure that health and safety is paramount and to safeguard all learners, staff and clients.

The Client Health Declaration form is to be completed by the client 24-48 hours prior to the practical examination and made available to the Learner's Assessor/Tutor and the Practical Examiner on the day of the practical examination. The centre must retain these records securely in accordance with current data protection legislation and contact tracing regulations of the country therein.

Health Declaration Form			
Client name:			
Have you travelled abroad during 2020? If yes please provide details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Name of area visited:		
	Dates of travel:		
Have you or any immediate family member come into close contact with a confirmed case of the Coronavirus in the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes please provide details:		
Has a temperature screening check been completed on arrival? (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Are you suffering with any of the following symptoms?	Yes	No
A high temperature – this means that you feel hot to touch on your chest or back (you do not need to measure your temperature)	<input type="checkbox"/>	<input type="checkbox"/>
A new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (If you usually have a cough, it may be worse than usual)	<input type="checkbox"/>	<input type="checkbox"/>
A loss of, or change in, your normal sense of taste or smell – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal	<input type="checkbox"/>	<input type="checkbox"/>

By completing this declaration, you acknowledge that there is still a risk of COVID-19 contamination despite the implementation of the relevant hygiene regulations and protection awareness during the practical examination.

If you have answered yes to any of the above questions, the Centre will establish whether you are suitable to contribute to the practical examination.

I acknowledge that the information that I have provided is accurate and complete.			
Client signature:		Date:	
Contact number:			

I can confirm that this client is suitable for the practical examination.			
Centre staff name:			
Centre staff signature:		Date:	

Client Guidance for Practical Examinations

All clients attending practical examinations are required to read the following guidance to ensure they are aware of the health and safety recommendations in relation to the COVID-19 pandemic.

- All clients must complete iTEC's Client Health Declaration Form 24-48 hours prior to a practical examination
- Clients are requested to place outdoor clothing/clothing in a sealed bag or box which will then be stored away from the exam environment. It is advisable that any coats or bags are kept to a minimum
- All clients must sign a register on entering and leaving the practical examination venue for tracking purposes and in case there is a report of an infection
- Clients must be advised that they should arrive five minutes prior to and not before the scheduled practical examination time to avoid congregating in the waiting area
- Clients must be advised that no food or drink is permitted or should be consumed during a practical examination, however, water is permissible if required
- Clients must wash their hands when entering the exam environment
- All clients must wear the recommended PPE during a practical examination
- Clients are advised that mobile phones are not to be used within the exam environment

I can confirm that I have read the Client Guidance for a practical examination.

Client signature:

Date:

Health Declaration Form



Health Declaration Form

Due to the ongoing and rapidly changing situation with Coronavirus (COVID-19), iTEC requires those involved in a practical examination to complete a Health Declaration form. This is to ensure that health and safety is paramount and to safeguard all iTEC personnel, learners, staff and clients.

The Health Declaration form is to be completed by those contributing to the practical examination and made available to the appointed centre staff on the day. The centre must retain these records securely in accordance with current data protection legislation and the contact tracing regulations of the country therein.

Health Declaration Form			
Name:			
Have you travelled abroad during 2020? If yes please provide details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Name of area visited:		
	Dates of travel:		
Have you or any immediate family member come into close contact with a confirmed case of the Coronavirus in the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes please provide details:		
Has a temperature screening check been completed on arrival? <i>(if applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Are you suffering with any of the following symptoms?	Yes	No
A high temperature – this means that you feel hot to touch on your chest or back (you do not need to measure your temperature)	<input type="checkbox"/>	<input type="checkbox"/>
A new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (If you usually have a cough, it may be worse than usual)	<input type="checkbox"/>	<input type="checkbox"/>
A loss of, or change in, your normal sense of taste or smell – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal	<input type="checkbox"/>	<input type="checkbox"/>

By completing this declaration, you acknowledge that there is still a risk of COVID-19 contamination despite the implementation of the relevant hygiene regulations and protection awareness during the practical examination.

If you have answered yes to any of the above questions, the Centre will establish whether you are suitable to contribute to the practical examination.

I acknowledge that the information that I have provided is accurate and complete.			
Signature:		Date:	
Contact number:			

I can confirm that the above named is suitable to contribute to the practical examination.			
Centre staff name:			
Centre staff signature:		Date:	

Sample Risk Assessment for Practical Examinations



Sample Risk Assessment for Practical Examinations

The purpose of this document is to support centres and learners and to provide guidance on how to complete a risk assessment during the COVID-19 pandemic for a Practical Examination.

What is Coronavirus disease?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered Coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.

What are the hazards?	Who may be harmed and how?	What controls are already in place?	What further action is required?	Action by whom	Action by when	Complete
Transmission of Coronavirus disease (COVID-19)	<ul style="list-style-type: none"> Learner Client Practical Examiner Appointed Centre Staff Vulnerable groups – elderly, those with existing underlying health conditions and those who are pregnant 	Hand washing facilities	Hand sanitisers and tissues to be provided within the exam environment. Provide further training for learners and staff following Government guidelines.	Appointed centre staff	Start of new term	02/09/2020
		Sterilisation methods for different tools and equipment	Provide further training to all staff and learners regarding the correct use of sterilisation methods available.	Appointed centre staff	Induction week	03/09/2020
		Personal Protective Equipment (PPE)/ Respiratory Protective Equipment (RPE) as appropriate	Further training for all learners and staff on PPE/RPE requirements following Government guidelines on COVID-19 and the use and disposal of PPE/RPE.	Appointed centre staff	Induction week	03/09/2020
		Hand towels	Replace hand towels with disposable paper towels.	Appointed centre staff	Start of new term	02/09/2020

What are the hazards?	Who may be harmed and how?	What controls are already in place?	What further action is required?	Action by whom	Action by when	Complete
Transmission of Coronavirus disease (COVID-19)	<ul style="list-style-type: none"> Learner Client Practical Examiner Appointed Centre Staff Vulnerable groups – elderly, those with existing underlying health conditions and those who are pregnant 	Cleaning of work area	All work areas are required to be disinfected between each client, this includes couch, work surfaces, trolleys, stools and electrical equipment.	Appointed centre staff and learners	Each examination session	Date of practical examination
		Waste bins	All waste bins within the exam environment are covered and should be emptied regularly; this includes clinical waste.	Appointed centre staff and learners	Each examination session	Date of practical examination
		Working areas	High touch areas such as: door handles, light switches, telephones, screens and keyboards areas are cleaned and disinfected constantly.	Appointed centre staff and learners	Each examination session	Date of practical examination
		General salon/ clinic hygiene	General hygiene and sterilising procedures must be maintained throughout the practical examination	Appointed centre staff and learners	Each examination session	Date of practical examination
		RIDDOR training	Further training for all learners and staff to update the symptoms of COVID-19.	Appointed centre staff	Induction week	03/09/2020
		Social distancing	Learners and staff to be reminded on a daily basis of the importance of social distancing within the exam environment. Management checks to ensure that this is adhered to.	Appointed centre staff, learners, and clients	Each examination session	Date of practical examination