



Covid-19 External Statement

Last updated: 16 March 2020

This notice has been published to raise your awareness on the outbreak of COVID-19 and to signpost you to further government information.

Like everyone, we've been busily gathering as much information as possible about the impact of the Coronavirus (Covid-19). We have taken advice from trusted sources, working out how we best protect our customers, our learners, our communities and our colleagues.

Business Continuity

We have an established business continuity process which is drawn from senior leadership across the group. Our plan has been created with a strong understanding of our key processes and systems, and the needs of our employees, customers and stakeholders.

Business continuity arrangements are being reviewed and managed in line with the latest advice regarding Covid-19 and as the situation evolves. We will meet regularly and send out a daily update, but for the time being it is business as usual.

Travel

Face to face meetings, training and assessments are a big part of what we do and, in accordance with UK Government advice we are not currently restricting business travel for staff.

Visitors

From the 17th March all visitors to our offices will be assessed prior to accessing the premises and all entrance doors are to be kept closed

Precautions

In response to advice from Government as part of the "Delay Phase" the following precautions will be implemented

- All trainers and assessors will be required when confirming visits if the learner or any one they have had sustained contact with has a high temperature or persistent cough.
- If they are required to self isolate as a consequence and are not able to meet with their assessor the assessor will need evidence to put the apprentice on a break in learning.
- Any member of staff or learner that has presented with a high temperature or persistent cough will not be allowed to attend any training course / travel or external visit and encouraged to follow government advice.
- If a member of staff/candidate/learner has visited any of the known infected countries it is important that you notify your Departmental manager/trainer immediately.
- Class sizes will be limited to no more than 12 learners
- Where possible, we will avoid classes being hosted in public areas preferring to deliver courses in classrooms or at our own facilities
- All staff, learners and clients will be reminded of the governments advice on ensuring good sanitation and hygiene gel and hand washing facilities will be available at all sites/offices.

Actions

If you are unwell and have symptoms (cough, high temperature and shortness of breath) it is very unlikely to be Coronavirus if:

- you have not been in close contact with someone with confirmed Coronavirus
- you have not been to mainland China, Thailand, Japan, South Korea, Hong Kong, Taiwan, Singapore, Malaysia or Macau in the last 14 days
- you have not been to Iran, northern Italy, Vietnam, Cambodia, Laos or Myanmar since 19 February 2020



If there is a chance that you could have Coronavirus due to your recent travels or exposure to someone with Coronavirus, call 111 and isolate yourself from other people by:

- staying at home
- not going to work, school or public areas
- not using public transport or taxis
- asking friends, family members or delivery services to carry out errands for you
- avoiding visitors to your home – it's OK for friends, family or delivery drivers to drop off food

You may need to do this for up to 14 days to help reduce the possible spread of infection.

If you think you might have coronavirus, do not go to a GP surgery, pharmacy or hospital. Call 111, stay indoors and avoid close contact with other people.

These measures will be reviewed daily alongside advice from the government.

We recognise that this is a period of uncertainty for all and we would like to thank you for your flexibility as we update our approach in line with specific official guidance. While we are looking to maintain a “**business as usual**” position, we are aware that this is a rapidly evolving situation. We are reviewing this on an ongoing basis, and we will continue to assess how best to manage any changes required, and to minimise the impact on the delivery of our services and on our staff.

We'll be updating our website as this situation develops so for up to date information and the latest updates, please visit our dedicated page.

Current list of high risk areas or who have been told to self-isolate.

ARC will not be visiting learners returning from the below areas in the past 14 days even if they are not displaying any symptoms:

- Iran
- Hubei province in China
- Daegu, Cheongdo or Gyeongsan in South Korea
- Italy
- mainland China outside of Hubei province
- South Korea outside of Daegu, Cheongdo and Gyeongsan
- Cambodia
- Hong Kong
- Japan
- Laos
- Macau
- Malaysia
- Myanmar
- Singapore
- Taiwan
- Thailand
- Vietnam

This guidance is based on the recommendations of the UK Chief Medical Officers. These areas have been identified because of the volume of air travel from affected areas, understanding of other travel routes and number of reported cases.

This list will be kept under review.

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returning-travellers>



Further Information is available from:

NHS – <https://www.nhs.uk/conditions/coronavirus-covid-19/>

NHS Wales - <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

Gov.UK - <https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

Gov.Wales - <https://gov.wales/coronavirus>

Education Wales - <https://gov.wales/coronavirus-covid-19-educational-settings-guidance>

Education England - <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

[FOR FUTURE UPDATES PLEASE VISIT ARC GROUP UK NEWS SECTION HERE](#)

