



## WBTC Return to Work Framework

### Rationale

We are planning a return to work in early June 2020 in line with Government Guidance and requests by the EFSA to restart Apprentice training. It is particularly important for WBTC. Because of the lock down most employers are not taking on apprentices so it is unlikely we will replenish our apprentice starts next year. We are currently forecasting 40% of learners on our books which has a massive impact on our finances. However, our Great Start programme is likely to be in much higher demand but, critically, this will depend on us being able to see applicants in June, July and August 2020 to ensure they know what a high quality service they can get from us. As there is also likely to be a delayed demand for help, we have adapted our learning programmes to provide a summer school and an enhanced traineeship. The former will enable a lot of learners to catch up on missed education and the latter a route into apprenticeship for learners and employers. At this time we see our mission to be more important than ever. High quality learning provided to learners (often disadvantaged) to enable a move onto the employment ladder is core to our values and in the next few years will be critical for the UK.

### Principles

In returning to work we are not going to rush back to old style classrooms. We are planning a phased approach to ensure that we provide a safe working environment, we follow government guidelines and most importantly meet the needs of our staff, learners and employers. Our approach is based on five key principles.

#### **1. Work from home, if possible**

We will take all reasonable steps to enable people to work from home. But for those employees who cannot and whose workplace has not been told to close, the government says its message is clear: staff “should go to work”. We will tell you about when your workplace will open.

#### **2. Consult on measures taken.**

We have made an initial risk assessment and have outlined the measure we need to take below.

#### **3. Maintain two metres’ social distancing ‘where possible’**

We are putting in place office based measures to maintain two-metre distances where practicable between people.

#### **4. Manage transmission risk**

Where there is potential for contact, we will implement appropriate measures by setting out contact protocols and measures to minimise contact, for example zoning and screening.

#### **5. Reinforcing cleaning processes**

Workplaces will be cleaned more frequently. We will provide hand washing facilities or hand sanitisers at entry and exit points.

We also understand that staff could other face constraints, for example child care and travelling costs. We will take these into consideration in our return to work strategy.

## Approach

It is clear that some of our services cannot be delivered remotely. Recruiting, particularly Great Start learners and providing them with structured learning requires us to be open for business in Consortium House.

To reduce risks, we will work in line with guidelines and gain a practical understanding of the number of learners, how to manage the office environment and how best to engage with learners. We plan a three stage return, opening for just 2 days per week in June 2020 with a limited number of staff to increase to 3 days per week in July 2020. If we are in a position to commence formal workshop training then we would seek to begin classes as the school summer holidays commence.

Stage 1: Engagement	15 June - 31 July
Stage 2: Summer programme	13 July - 28 August
Stage 3: Enhanced Traineeships begin	1 August - 31 October
Stage 4: Great Start new year	1 September

For each stage we will also put in place additional office based measures.

At all times in this process our aim is to keep you informed with the best information we have. However, we recognise that everyone will have questions and we would also like your input. To support this we will strengthen our communications with you.

- We will continue to provide regular updates on the business.
- We will publish commonly asked Q&As where this is not sensitive to any individual.

We are putting in place a new feedback process. Your line manager should be able to help you in most cases but if you have questions Anne Millar (anne@wbtc-uk.com), one of the Trustees, will take any feedback you have. If you have any sensitive concerns you can let Anne know and the issue will be treated in full confidence.

### In Work Measures Stage 1

The amount of additional risk mitigation for stages 2 to 4 will be determined by the success of the engagement activity in stage 1. As attendance numbers increase we will enhance the measures we need to take. Clearly national guidance is also developing which will aid our responses.

- For stage 1, attendance will be very limited and on an appointment only basis to control numbers in the office. Attendees will be given Covid Awareness guidance.
- We have arranged a deep clean of the offices with increased ongoing cleaning and for hand sanitisers to be readily available.
- We will publish an office hygiene charter so that staff and visitors are aware of the measures.
- We will limit the use of communal areas initially.
- Reception, if needed, will be screened and a hands free sign-in procedure provided.
- We will provide an engagement protocol for interviews with appropriate distancing and layout.

## How can you help?

Your opinion matters. We welcome your feedback and input into the measures we are developing. Remember our aims are:

- to ensure that we provide a safe working environment;
- we follow government guidelines; and
- most importantly, meet the needs of our staff, learners and employers.

WBTC has been at the heart of some of the best quality training in the area for over thirty years. With your help we plan to deliver for the local area at a time where our skills will be sorely needed.