

COVID-19 statement

London Training and Employment Network (LTEN)

Last updated	January 2021
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Over recent weeks, the coronavirus (COVID-19) pandemic has presented us all with huge challenges. However, the safety of our staff, stakeholders and service users is paramount, we have therefore taken on board the advice from the UK Government and Public Health England to implement changes.

Like most of the country we ventured into lockdown during March – June 2020, but our services have now fully reopened with the following changes.

- All of our frontline staff are now working remotely, and our offices have reopened with limited access.

Visits to our offices for general meetings and meetings with staff:

- Appointments must be made in advance with the staff member you need to see, this can be by phone or email
- Social distancing is now in practice for one to one support and or small groups of 4 in our meeting rooms
- We now have online enrolments and interactive workshops, where our service users can engage with our staff and obtain the support they need. Please visit our website and follow the link for all virtual support
- In addition, when visiting our offices and in face to face meetings with staff, stakeholders and service users must wear face masks and or any further protective clothing advised
- Hand sanitizer is provided in our foyers and should be used when entering and exiting the building.

Our Actions have reduced the flow of people travelling in and out of our services and minimised the spread of the coronavirus. Our decisions are also helping to protect staff, stakeholders, service users and the wider community we support.

We will further update our statement as the situation changes. This statement is linked to our Health & Safety and Risk Assessment Policies.

Thank you for your support through these difficult times

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