

## COVID-19 statement

### London Training and Employment Network (LTEN)

Last updated	January 2022
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Over recent months, 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 2020, but our services have now fully reopened with the following changes.

- Stakeholders and service users will now have face-face access to our frontline staff. Working remotely, will continue for those who need it.

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

- Appointments should be made in advance with the staff member you need to see, this can be by phone or email.
- Social distancing will continue to be in practice for 1-1 and or small groups of 4 in our meeting rooms.
- Oline enrolments and interactive workshops, where our service users can engage with our staff and obtain the support they need will continue for those who need it. 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 must continue to wear face masks. Those who are deemed vulnerable and cannot wear a face mask ine should contact us in advance for online appointments.
- Hand sanitizer is provided in our foyers and should continue be used when entering and exiting the building.

Our Actions minimised the spread of the Coronavirus and 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 Business Continuity, Health & Safety and Risk Assessment Policies.

Thank you for your support.

**Contact Details:**

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**Signed:**



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