

COVID-19 statement

London Training and Employment Network (LTEN)

Last updated	November 2023
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The coronavirus (COVID-19) pandemic 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:

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

- Due to hybrid working and to ensure you are seen for appointments, please book in advance with the staff member you need to see, this can be by phone or email
- Social distancing will continue for 1-1 support and or small groups of 5 in our meeting rooms
- We are now back to delivering face to face, but also online enrolments as well as online interactive workshops. This is for all service users to engage with our staff and to obtain the support they need. Please speak to staff or visit our website and follow the link for all virtual support.
- When visiting our offices and in face-to-face meetings with staff, all stakeholders and service users who are deemed vulnerable should continue to wear face mask, and or any further protective clothing as 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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