



## **Coronavirus Statement and Policy**

4<sup>th</sup> March 2024

The COVID-19 disease was first reported in Wuhan, China in December 2019, it affects the lungs and airways. The symptoms are a cough, high temperature and shortness of breath and the public are currently being encouraged to self-isolate in cases where you suspect you have travelled to a high-risk country or had contact with someone with coronavirus. There have been an increasing number of cases in the UK and the Department of Health and Social Care and Public Health England have issued guidance for the current stage of isolating potential cases and the next stage of reducing the spread of the disease.

Due to the small size of our events, it is unlikely that we would need to cancel or postpone our events unless main personnel are directly affected by the coronavirus.

### **If you are affected**

Whilst we are not obliged to offer a refund on places cancelled due to illness or isolation, we will often accept replacement attendees or try to swap people onto different courses (including online versions). If you were due to attend a one-off event or conference, are unable to swap to a different course, or you are unable to find a replacement, then we will be unable to offer a refund. We recommend if you are concerned you take out appropriate insurance and reserve the right to consider individual circumstances in making a decision.

### **If our staff are affected**

If our training or event staff being affected, then we would either replace the staff or rearrange the event. This would be done as early as possible to ensure that our clients are given as much warning as possible.

### **Cancellations or postponement of training or events**

The most common solution will be for us to postpone or rearrange training or an event rather than cancel it. We cannot be held liable for any losses or expenses incurred as a result of this happening. Rearrangement of training may include the provision of a live or prerecorded online alternative.

Richard Curtis

CEO