



[www.collinstraining.co.uk](http://www.collinstraining.co.uk)

Collins Training Limited, Unit 2B Park Lane, Kirkby in Ashfield, Nottingham, NG17 9LE

Telephone: 01623 756701 Mobile: 07772 779 352

VAT No. 197 9128 52 Company Reg No: 08415709

### **To Whom it May Concern**

Collins Training Limited are closely monitoring the Coronavirus (COVID-19) situation and the safety of our customers, learners and employees is of the utmost importance and remains our number one priority. Collins Training Limited will be remaining as 'business as usual' until the government inform us otherwise or our management deem it fit to act otherwise.

Should anyone be diagnosed with the Coronavirus, we will be more than happy to transfer candidates onto the next course date we are running after they have been given the all clear by their GP. Anyone who is self-isolating will be charged a transfer fee which will be dependent on the course they are due to attend.

We are following government advice by wiping down all surfaces, handles and equipment before and after every training course. We are keeping our hand washing facilities fully stocked as much as we can.

If your candidate is exhibiting any signs of respiratory infection, we advise that they do not attend the training course and follow the self-isolating advice set by the government.

Instructors will be checking prior to the course starting that all delegates feel well enough to proceed with the training.

If your candidate is unable to attend a training course booked with Collins Training due to the Coronavirus please let us know at the earliest convenience and we will reschedule the course.

If you have fallen ill with Coronavirus within 14 days of attending any of our training courses please contact Lois Fisher on either 07504 493 660 / 01623 756 701 / [lois@collinstraining.co.uk](mailto:lois@collinstraining.co.uk)

We thank you for your support during this difficult time.

**Collins Training Limited**

