



| ALERT Level 1   | ALERT Level 2  | ALERT Level 3   | ALERT Level 4   |
|---|--|---|---|
| Group Activities at 344 Manchester St                                 |  |   |   |
| No restrictions – groups operate as usual                             | Some group activities to run from Manchester St            | No group activities to run from Manchester St                         | Premises closed – no access to the building                           |
|   | Limits on number of people onsite at any given time        | No visitors/people we support on the premises                         | Content/challenges/updates shared on SkillWise private Facebook group |
|   | Physical distancing of 1m applies                          | Content/challenges/updates shared on SkillWise private Facebook group |   |
|   | Vulnerable people to stay home                             |   |   |
|   | Staggered break times to minimise contact                  |   |   |
|   | Contact tracing in place                                   |   |   |
| Content/challenges/updates shared on SkillWise private Facebook group |  |   |   |
| Group Activities in the Community                                     |  |   |   |
| No restrictions – groups operate as usual                             | Limited access to community activities                     | No group activities to run from Manchester St/community               | No community activities operating                                     |
|   | Limits on number of people participating at any given time |   |   |
|   | Physical distancing of 1m applies                          |   |   |
|   | Vulnerable people to stay home                             |   |   |
|   | Contact tracing in place                                   |   |   |
| Individual Support  |  |   |   |
| No restrictions – individual support occurs as usual                  | Face-to-face support can resume                            | Visual welfare checks/support from CFs if required/deemed appropriate | No face-to-face support provided                                      |
|   | Physical distancing of 1m applies                          | Physical distancing applies, PPE utilised by Staff                    |   |
|   | Contact tracing in place                                   | Contactless delivery of resources etc                                 |   |

## Employment Support

|                                       |                                   |  |                                    |
|---------------------------------------|-----------------------------------|--|------------------------------------|
| No restrictions – staff work as usual | Face-to-face support can resume   | Visual welfare checks/support from ESCs if required/deemed appropriate | No face-to-face support provided   |
|                                       | Physical distancing of 1m applies | Physical distancing applies  | Staff contact via phone, email etc |
|                                       | Contact tracing in place          | No job seeking support   | No job seeking support             |
|                                       | Job seeking support may resume    |  |                                    |

## Staff Activity

|                                       |  |   |  |
|---------------------------------------|--|---|--|
| No restrictions – staff work as usual | Stagger staff onsite/working from home             | Most staff working remotely from home   | Working remotely from home                                 |
|                                       | Suitable precautions in place for vulnerable staff | Staff may access Manchester St. Limits on how many people in office at one time | Contactable via email and phone                            |
|                                       | Physical distancing of 1m applies at all times     | Vulnerable staff to stay home   | No face-to-face support provided                           |
|                                       |  | Physical distancing of 1m (minimum) applies at all times                        | Voluntary support i.e. Delivering Meals on Wheels possible |
| Contact tracing in place              |  |   |  |

### At all stages:

- **Good hygiene practices apply**
- **Stay home if you are sick**
- **Report flu-like symptoms**