**Covid19 Plan 2021**

**In The Case Of Tutor Illness:**

* Tutors to work remotely with all apprentices to ensure continued learning takes place and is captured, recorded and logged through normal processes and procedures
* In the event that a tutor becomes ill with Covid19, they will receive full pay/salary whilst off work until well enough to return to duties

**In The Case Of SMT Illness:**

* Will self-isolate following government guidelines and will receive full pay/salary until able to return to duties

**In The Case Of Director Illness & Incapacity:**

* SMT to fulfil all duties as part of own responsibility and accountability to ensure all business continuity
* SMT to complete full payroll functions including the physical payment run and to take full financial control of business income and expenditure to internal stakeholders and external stakeholders.
* Will take control of communication between delivery staff, apprentices and employers to ensure consistency and continuity of business functions
* To liaise with business accountancy services to update, provide and request additional support during the incapacity of Director