

Standard Operating Procedure (SOP) and Preventive and Response measures to be observed in a Training Centre

This SOP outlines the preventive and response measures to be observed to contain the spread of COVID-19 in Training Centre settings.

- **Duration of training:** Total no. of Hours for a batch will remain same for the skill development training programme as approved by NSQF for the said QP.
- **Cost:** There will be no additional cost provision for the training which has to be completed as per the approved Common Norms.

1.1 Instructions to Training Providers as per the Zones

- a. The TC shall remain updated on the status of the categorization of zones (containment/ non-containment zones) where the centre is located and shall strictly adhere to the applicable guidelines/ procedures as issued by the Ministry of Health and Family Welfare or/ and concerned State Governments/ District administrations. In case of any revision in the categorization norms/ terminology, the Training Centre shall have to follow the extant norms and guidelines as applicable.
- b. Based on the applicability, the Training Centre should inform/ seek permission from any Competent Authority (e.g. District Administration/ Urban Local Bodies). If any permission is granted, the same may be put up for display at the entrance of the training center. Further, the copy should be retained for any subsequent inspection by NSDC.
- c. NSDC Monitoring Team may ask TC through WhatsApp video call or any other mechanism, to showcase the preparedness of a Training center to reopen training.
- d. The Training Centre will make all effort to be aware if employee or candidate or any person who are associated or visited the Training Centre have been reported COVID Positive. The Training Centre will immediately inform NSDC of any such occurrence and will seek guidance on the way forward.

1.2 Basic Preventive Measures to prevent COVID-19

The basic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be always observed by all (employees and candidates). These include:

- a. Make sure that training centres are clean and hygienic: Surfaces (e.g. desks, tables, door handles, etc.) and objects (e.g. telephones, keyboards, training equipment) need to be wiped with disinfectant regularly. Contamination on surfaces touched by the candidates, the trainers and the employees are one of the main ways that COVID-19 spreads. All areas in the premises including the following shall be disinfected completely and regularly using user friendly disinfectant mediums (please refer to Cleaning Procedure Recommended by MoHFW outlined in the later part of this SOP):
 - Entrance Gate of building, office etc.
 - Cafeteria and canteens.
 - Classrooms, labs, open areas such as verandas
 - Lab equipment
 - Washroom, toilet, sink; water points etc.
 - Walls/ all other surfaces

- All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- b. Regular sanitisation and fumigation of training centre premises with disinfectant solution.
- c. Promote regular and thorough handwashing by the candidates, the trainers and the employees because washing kills the virus on your hands and prevents the spread of COVID-19
 - Provision for hand wash & sanitizer preferably with touch free mechanism at all entry and exit points and common areas. Make sure these dispensers are regularly refilled.
 - Display posters promoting handwashing methods and duration.
 - Make sure that the candidates, the trainers and the employees have access to places where they can wash their hands with liquid soap and water.
 - Provision of liquid soap instead of regular soap.
- d. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- e. Awareness campaigns for trainees, trainers and employees that anyone with even a mild cough or low-grade fever (37.3°C or more) or with any symptoms of common cold will strictly need to stay at home.
 - Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
 - Display posters with this message in your training centres.
- f. Personal Protective Equipment (PPE) and measures for sanitary worker/house-keeping staff: Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.
 - Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
 - Gloves should be removed and discarded, and a new pair worn.
 - All disposable PPE should be removed and discarded after cleaning activities are completed.
 - Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.
- g. Masks are effective if worn according to instructions and properly fitted, covering mouth and nose. Masks should be discarded and changed if they become physically damaged or soaked.
- h. Avoid central air conditioning of training centre. Open windows and doors whenever possible to make sure the training centre is well ventilated.
- i. Training Providers to report compliance to COVID-19 guidelines every 15 days to NSDC based on compliance reporting templates (Reporting structure/compliance templates to be detailed out at a later stage).

1.3 Manage COVID-19 risk during the training hours at the training centre

Before and during a training session

- a. Pre-order sufficient supplies and materials, including tissues, face masks and hand sanitizer for all the trainees, trainers and employees. Have surgical masks available to offer anyone who develops respiratory symptoms/doesn't have a mask.
- b. Should actively monitor status of spread of COVID-19 in the 3 KM surrounding and the town/city.
- c. Advise trainers/trainees and employees in advance, that if they have any symptoms or feel unwell, they should not attend the training session.
- d. Use of Arogya Setu app should be encouraged in the smartphone's individual visiting the TC and should be encouraged to undergo a self-evaluation on the app before entering the premises.
- e. Mandatory thermal scanning of everyone entering and exiting the training centre is to be done.
- f. Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
- g. Have an SOP for safe transfer of the person with symptoms to a nearby health facility.
- h. Encourage regular handwashing or use of sanitiser by all present at Training Centre.
- i. Encourage everyone to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Adequate number of dustbins must be maintained for disposal of used tissues.
- j. Display dispensers of alcohol-based hand rub prominently in the TC.
- k. Rearrange student desks and common seating spaces to maximize the space between students to ensure Social distancing.
 - A 3-foot radius around each student resulting in a 6-foot total distance between any two students (refer illustration).
 - Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
 - Consider using visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
- l. All the trainees/trainers coming in contact with lab equipment must mandatorily wear hand gloves before touching the equipment. Labs must have abundant Sanitisers for Trainees.
- m. Open windows and doors whenever possible to make sure the Training Centre is well ventilated.
- n. A gap of at least 30 minutes between training sessions must be provisioned. Batch timings maybe adjusted in accordance with it. Stagger the lunch breaks for trainees, trainers and staff to ensure social distancing.
- o. Sharing of Classroom by multiple batches in a day may be avoided. In case required the disinfection exercise to be carried out as per guidelines before the arrival of new batch.
- p. The timing of the Batches may be rescheduled to have staggered batch start and end time. The centre may extend opening and closing by 2 hours from the normal scheduled timing. (Not before 7 am and not after 7 pm or as per local govt guidelines if any).



- q. Maintenance of appropriate distance of minimum 2 meters between candidate and counsellor. Only one candidate to be counselled at one time.

1.4 After a training session

- a. Keep a strong track of all the trainees and trainers' batch wise after each session. This will help public health authorities trace people who may have been exposed to COVID-19 if someone falls ill shortly after the session.
- b. If someone in the classroom was isolated as a suspected COVID-19 case, the training provider should inform everyone at least during the starting phase. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
- c. If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 °C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also inform the local authorities about the details of their recent travel and symptoms.
- d. Training providers shall sanitize and fumigate their training centres regularly between shifts.
- e. Contamination on surfaces touched by the candidates, the trainers and the employees are one of the main ways that COVID-19 spreads. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums after each training session:
 - Entrance Gate of building, office etc.
 - Cafeteria and canteens.
 - Classrooms, labs, open areas such as verandas
 - Lab equipment
 - Washroom, toilet, sink; water points etc.
- f. Social distancing must be observed by anyone accessing the parking spots for parking their vehicle

1.5 Guidelines for Disinfection

For ease of implementation the disinfection and cleanliness guidelines are divided based on the area into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

- a. **Indoor areas** including office spaces: Training centre & office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask. Please refer below to the detailed cleaning procedures recommended by MOHFW (Important).

Cleaning procedure recommended by MoHFW

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.
- High contact surfaces such as elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table-tops, chair

handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol-based disinfectants could be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in training centre's premises (especially at the entry) and near high contact surfaces.
- Wash Basins as far as possible to be kept outside the centre preferably near the entry gate and soap (preferably liquid soap) should be kept always.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.
- In addition, all the employees should clean the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others.

- b. **Outdoor areas:** Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above. The main areas to be focused upon for cleaning and disinfectant on daily basis.

- Parking Area
- The Main Gate or door of the Centre
- Places of common gatherings outside the centre

- c. **Toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> ▪ Inside of toilet pot/commode: ▪ Scrub with the recommended agents and the long handle angular brush. ▪ Outside: clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	<ul style="list-style-type: none"> ▪ Wet and scrub with soap powder and the nylon scrubber inside and outside. ▪ Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none"> ▪ Scrub floor with soap powder and the scrubbing brush ▪ Wash with water ▪ Use sodium hypochlorite 1% dilution
Sink	Soap powder / detergent and nylon scrubber	<ul style="list-style-type: none"> ▪ Scrub with the nylon scrubber. ▪ Wipe with 1% sodium hypochlorite

	1% Sodium Hypochlorite	
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<ul style="list-style-type: none"> Thoroughly scrub the floors/tiles with warm water and detergent Wipe over taps and fittings with a damp cloth and detergent. Care should be taken to clean the underside of taps and fittings. Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> Should be cleaned daily with detergent and water and dried.

- 70% Alcohol based disinfectant can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxylenol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions).
- Always use freshly prepared 1% sodium hypochlorite.
- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
- To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
- Disinfect all cleaning equipment after use and before using in other area.
- Disinfect buckets by soaking in bleach solution or rinse in hot water.
- After the cleaning of toilet area, the training centre should ensure that it should not be used for half an hour till dry.

1.6 Branding related to COVID-19 precautions should be displayed in local language as well

Appropriate Branding should be displayed in the premises which should include but not limited to the following:

- Permission Form signed by concerned authority at the entrance of centre and at the reception/notice board.
- Social Distancing norms released by State and Central Govt. to be pasted at prominent places.
- A video or audio visual in some interval of time telling about the COVID-19 precautions.
- Precaution and prevention related guidelines posters type, preferably A3/A2 size.
- Use and disposal of mask as per MoHFW posters.
- Hand wash and hygiene related branding inside and near Toilets, Pantry etc.
- COVID-19 fixed branding in all classrooms and labs.
- Aarogya Setu App branding at prominent places.
- Poster mentioning about Do's and Don'ts to be followed in the centre.

1.7 Checklist for Centre Reopening

The Training Provider must submit the readiness details of the below mentioned points to monitoring team of NSDC through a dedicated web portal/mobile based application before opening of skill development centres & commencement of training. This format should always be maintained at TC during training.

Self-Declaration Report			
Company			
PMKK Location & State			
Institute Head Name			
Sr. No.	Parameter	Yes/No	Remarks
1	Maintaining Hygiene of the Institute		
1.1	All areas of institute disinfected		
1.2	Entrance Gate of building, office etc.		
1.3	Cafeteria and canteens.		
1.4	Classrooms, labs, open areas such as verandas		
1.5	Lab equipment		
1.6	Washroom, toilet, sink; water points etc.		
1.7	Walls/ all other surfaces		
1.8	All vehicles and machinery entering the premise should be disinfected by spray mandatorily.		
2	Health and Hygiene of Institute Staff		
2.1	Availability of Sanitizers & other requisite material		
2.2	Training of all Staff on requisite measures to be taken		
3	Branding with respect to COVID-19		
3.1	Display posters promoting respiratory hygiene through illustrations and steps while someone coughs/sneezes		
3.2	Display posters promoting handwashing methods and duration		
4	Training of Trainees on Prevention and Precautionary measures for COVID-19		
4.1	Orientation of all Trainees batch wise on		
4.2	Do's and Don'ts		
4.3	Precautions and Preventive measures to be taken - While leaving home, Entering Institute, during the class, during practical training, break time, closure time and on the way to home and while entering home		
4.4	Importance of Installing Arogya Setu APP		
5	During the Training		
5.1	Availability of requisite material for preventive and precaution measures for COVID-19		
5.2	Whether 6-foot distance between two students is maintained or not		
5.3	Is the batch size maintained as per guideline		
5.4	Is the batch scheduling done as per guideline		

6	After the Training		
6.1	Sanitization, Fumigation & Disinfection of Institute & Classroom		
6.2	If any person in the institute found to be unwell, reported to concerned authorities or not		
6.3	Social Distancing Norms maintained while leaving the classroom/ Institute		

References

1. Ministry of Health and Family Welfare, of India COVID Dashboard
<https://www.mohfw.gov.in/>
2. DO Letter of Secretary, Ministry of Human Resource Development for Arogya Setu App, and Light Candle at 09:00 PM on 5 April 2020 for 9 Minute
3. Guidelines on disinfection of common public places including offices
4. Advisory - Social Distancing
5. Advisory for Exemption to mark biometric attendance in AEBAS
6. Guidelines on use of masks by public
7. Guidelines for home quarantine
8. Advisory against spraying of disinfectant on people for COVID-19 management
9. WHO guidelines on getting your workplace ready for COVID-19