

## **STANDARD OPERATING PROCEDURE (SOP) IN VIEW OF COVID-19 TO BE FOLLOWED BY THE ETPS FOR TRAINING OF PWDS UNDER NAP (SIPDA)**

The Empanelled Training Partners (ETPs) shall observe the procedure outlined below for taking necessary steps to avoid the spread of COVID 19 before and during the training period:

❖ **Duration of training:** Total number of Hours for a batch will remain same for the skill development training programme as approved by NSQF for the said Qualification Pack (QP).

❖ **Cost:** There will be no additional cost provision for the training which has to be completed as per the approved Common Norms.

### **I. Instruction to ETP as per the zones:**

- a. The ETP shall remain updated on the status of the categorization of zones (containment/ non- containment zones) where the centres and hostel, if residential, are 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 ETP shall have to follow the extant norms and guidelines as applicable.
- b. The ETP should inform/ seek permission from any Competent Authority as applicable (e.g. District Administration/Local Bodies etc.). If any permission is granted, the same may be provided to this Department and also put up for display at the entrance of the training centers.
- c. The ETP shall make all efforts to be aware if employees or trainees or any person who are associated with or have visited the Training Centre have been reported COVID Positive. The Training Centre will immediately inform the concerned Authority in the States/UTs along with a copy to this Department of any such occurrence and will seek guidance on the way forward.

### **II. 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 (trainees and employees). These include:

- a) ETPs 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 trainees, the trainers and the employees are one of the main ways that COVID-19

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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):

- 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 premises should be disinfected by spray mandatorily.
- b) Regular sanitisation and fumigation of training centre premises with disinfectant solution.
- c) Promote regular and thorough hand washing by the PwD trainees, the trainers and the employees by ensuring:
- ✓ Provision for hand wash & sanitizer preferably with touch free mechanism at all <sup>11</sup>entry and exit points and common areas. Make sure these dispensers are regularly refilled.
  - ✓ Display posters promoting hand washing methods and duration.
  - ✓ That the trainees, 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 etiquette 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.
- f) Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
- g) Display posters with this message in your training centres.
- h) Personal Protective Equipment (PPE) and measures for sanitary workers/house-keeping staff: Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work:

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- 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.
- i) Masks are effective if worn according to instructions and properly fitted, covering the mouth and nose. Masks should be discarded and changed if they become physically damaged or soaked.

### **III. Manage COVID-19 risk during the training hours at the training centre**

#### **A. Before and during a training session:**

- a. Observance of the social distancing norms, wearing of masks/gloves, hand washing/ using hand sanitizers and all the other COVID related protocols, as prescribed by Central and State /District Health authorities from time to time should be ensured by ETP.
- b. Skill training (batch-wise) shall be started for only those PwD trainees who can be accommodated in the classroom (s) and lab (s) of the approved Training Centres after due consideration of social distancing norms as prescribed by the Ministry of Health & Family Welfare, GOI or State / District Health authorities.
- c. Rearrange trainee desks and common seating spaces to maximize the space between students to ensure Social distancing:
  - i. A 3-foot radius around each student resulting in a 6-foot total distance between any two students (refer illustration).



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- ii. 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).
  - iii. Consider using visual aids (e.g., painter's<sup>[1]</sup>tape, stickers, etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
- d. 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 any one who develops respiratory symptoms/doesn't have a mask.<sup>[1]</sup>
  - e. Should actively monitor status of spread of COVID-19 in the 3 KM surrounding and the town/city.
  - f. Advise trainers/trainees and employees in advance, that if they have any symptoms or feel unwell, they should not attend the training session.
  - g. Use of ArogyaSetu app should be encouraged in the smartphone of the individual visiting the TC and should be encouraged to undergo a self-evaluation on the app before entering the premises.
  - h. Mandatory thermal scanning of everyone entering and exiting the training centre is to be done.
  - i. Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
  - j. Have an SOP for safe transfer of the person with symptoms to a nearby health facility.
  - k. Encourage regular hand washing or use of sanitiser by all present at the Training Centre.
  - l. 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.
  - m. Display dispensers of alcohol-based hand rub prominently in the Training Centre.
  - n. 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.
  - o. Avoid central air conditioning of training centre. Open windows and doors whenever possible to make sure that the classrooms and labs of training centre are well ventilated.
  - p. A gap of at least 30 minutes between training sessions must be provisioned. Batch timings may be adjusted in accordance with it. Stagger the lunch breaks for trainees, trainers and <sup>[1]</sup>staff to ensure social distancing.
  - q. Sharing of Classroom by multiple batches in a day may be avoided. In case required, the disinfection exercise be carried

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out as per guidelines before the arrival of new batch.

- r. The timing of the Batches may be rescheduled to have staggered batch start and end time. The centre may extend the 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).

### **B. After training session:**

1. Keep a strong track of all the PwD 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.
2. 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.
3. 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.
4. ETP shall sanitize and fumigate their training centres regularly between shifts.
5. Contamination on surfaces touched by the trainees, 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:<sup>[1]</sup>
  - Entrance Gate of building, office etc.
  - Cafeteria and canteens.
  - Classrooms, labs, open areas such as verandas
  - Lab equipment.
  - Washroom, toilet, sink; water points etc.
6. Social distancing must be observed by anyone accessing the parking spots for parking their vehicle.

### **IV. Social distancing, sanitation and other Measures Specifically, for the ETPs and Training Centres with residential facilities:**

- a. A separate quarantine/ isolation facility for COVID-19 positive/suspect cases should be arranged, in consultation with

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- local public authorities, by the ETP.
- b. Separate hostel room should be allotted to each PwD trainee to the extent possible. In no case, more than 2 trainees should be accommodated in one room. Training Programs should be so staggered that all trainees have sufficient space in the hostel and there is no crowding.
  - c. It should be ensured that minimal number of trainees are accommodated in hostel. Special emphasis should be placed on the frequent sanitization of such common washrooms/facilities/room.
  - d. Movement of trainees within the hostel should be restricted and it should be ensured that the trainees stay in their allotted rooms and avoid common areas.
  - e. Meal timings in the hostel may be staggered appropriately with adequate intervals. A suitable time table may be disseminated to all concerned with a view to minimizing the time spent in the mess/dining hall with other trainees.
  - f. Mess supervisors should ensure that all trainees and mess staff wash hands properly before entry into mess/kitchen. Touchless hand sanitizers may be installed outside the mess/dining hall.
  - g. All, while inside the mess/dining hall, should observe sufficient distance. Seating should be so organized that the PwD trainees do not face each other while having their meals.
  - h. Sharing of utensils-dishes, cup, soaps, towels etc. should not be allowed.

### **V. 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

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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 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 etiquette 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 it in a 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 are:

- 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.

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<b>Areas</b>	<b>Agents / Toilet cleaner</b>	<b>Procedure</b>
Toilet pot/commode	Sodium hypochlorite 1%/detergent Soap powder/ long handle angular brush	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	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 broom1% Sodium Hypochlorite	Scrub floor with soap powder and the scrubbing brush Wash with water Use sodium hypochlorite1% dilution
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	Scrub with the nylon scrubber. Wipe with 1% sodium hypochlorite
Showers area /Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	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	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 corona virus may be used as per manufacturer's instructions).
- Always use freshly prepared 1% sodium hypochlorite.
- Do not use disinfectant 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



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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.

**VI. Branding related to COVID-19 precautions should be displayed in local language:**

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.
- 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.
- AarogyaSetu App branding at prominent places.
- Poster mentioning about Do's and Don'ts to be followed in the centres and hostels.

**VII. Checklist for Centre Reopening**

The ETPs must submit the readiness details of the below mentioned points to monitoring before opening of skill development centres & commencement of training. This format should always be maintained at TC during training.

<b>Self-Declaration Report</b>			
<b>Name &amp; address of ETP:</b>			
<b>Centre Location &amp; State:</b>			
<b>ETPs Head Name:</b>			
<b>Sr. No.</b>	<b>Parameter</b>	<b>Yes/No</b>	<b>Remarks</b>
1.	Maintaining Hygiene of the Training Centres and Hostel (if applicable)		

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1.1	All areas of Training Centres and Hostel 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 premises should be disinfected by spray mandatorily.		
<b>2.</b>	<b>Health and Hygiene of Institute Staff</b>		
2.1	Availability of Sanitizers & other requisite material		
2.2	Training of all Staff on requisite measures to be taken		
<b>3.</b>	<b>Branding with respect to COVID-19</b>		
3.1	Display posters promoting respiratory hygiene through illustrations and steps while someone coughs/sneezes		
3.2	Display posters promoting hand washing methods and duration		
<b>4.</b>	<b>Training of Trainees on Prevention and Precautionary measures for COVID-19</b>		
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, <sup>[11]</sup> Entering Institute, during the class, <sup>[11]</sup> during practical training, break time, <sup>[11]</sup> closure time and on the way to home and while entering home		
4.4	Importance of Installing ArogyaSetu APP		
<b>5.</b>	<b>During the Training</b>		
5.1	Availability of requisite material for preventive and precaution measures for COVID-19		
5.2	Whether 6-foot distance between		

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	two students is maintained or not		
5.4	Is the batch scheduling done as per guideline		
<b>6.</b>	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. Guidelines on disinfection of common public places including offices
3. Advisory - Social Distancing
4. Advisory for Exemption to mark biometric attendance in AEBAS
5. Guidelines on use of masks by public
6. Guidelines for home quarantine
7. Advisory against spraying of disinfectant on people for COVID-19 management
8. WHO guidelines on getting your workplace ready for COVID-19

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