

Classroom training guidelines during Coronavirus (Covid-19) restrictions

General Guidelines for all

- You must not attend if you are displaying any symptoms of Coronavirus (COVID-19). Please contact the course organiser as soon as possible to advise if you will not be able to attend.
- Hand sanitiser must be used when entering and leaving the room (sanitiser will be provided).
- All surfaces must be wiped down before and after each session (wipes will be provided in the room).
- Furniture and chairs must not be moved.
- Everyone must stay 2m apart at all times (unless otherwise agreed and appropriate PPE provided).
- Resources must not be shared. Everyone (trainer and delegates) must bring their own resources for their own individual use (e.g. pens, paper etc).

Guidelines for Trainers

- It is not recommended that an individual training course is delivered in a blended format on the same day, i.e. some staff attending in person and some attending virtually to the same session.
- Familiarise yourself with the training room prior to the session. This includes finding out maximum capacity for different room layouts.
- Break out rooms are not recommended. Sessions should be designed and room layout considered that allows for smaller groups to breakout at separate tables within the main training room, whilst still allowing for 2m physical distancing (e.g. u-shape or cabaret).
- Do not move chairs or furniture around the room. The set up should be discussed beforehand and left as is on the day to ensure physical distancing is maintained. (see appendix for maximum numbers/room layout options).
- Fans (desk or standing) should not be used in the room.
- Handouts must not be distributed on the day (see appendix 2 for exception). Where pre-reading / work or handouts are required, these should be emailed to the delegates in advance instructing them to complete where required and to print and bring their own copies.
- Trainers should ensure they take a list of who is in the room and email a list of attendees to the course organiser after the session. Where staff are required to sign a sign-in sheet, the trainer must ensure staff are aware to use their own pens and sanitise hands before and after.
- A screen, projector and empty flipchart stand will be provided in the room. All other resources you require should be brought with you for your own use, e.g:
 - Pens

- Paper
- Trainer notes
- Flipchart paper – you must remove this from the room after the session.
- Laptop
- Clicker for presentations
- PPE is not required if practicing 2m physical distancing. Where this is not possible e.g. certain clinical training, masks and the relevant PPE must be worn.
- For half day sessions we recommend avoiding formal breaks where possible. This is to ensure staff don't overcrowd areas for tea/coffee or toilets. Instead, we suggest that you advise delegates to take a comfort break when required. Where a break is included in the session, you must ensure a minimum of 20 minutes is given to ensure no overcrowding in certain areas. (Staff must be reminded of the rules for physical distancing and hygiene required when leaving and re-entering the room).
- For full day sessions, an extended lunch break must be provided to allow ample time for you and staff to get lunch, top up refreshments and use toilets without overcrowding areas. (Staff must be reminded of the rules for physical distancing and hygiene required when leaving and re-entering the room).
- Start the session by explaining safety guidelines and what everyone should / shouldn't do.

Guidelines for Participants

- Ensure you check your emails prior to the session and print and bring with you any handouts that have been emailed to you. Spare copies will not be available on the day.
- For half day courses, tea/coffee and set break times may not be provided. Ensure you bring your own refreshments. Individual comfort breaks can be taken when needed.
- For full day courses you will get an extended lunch break, ensure you follow the guidelines for leaving and re-entering the room and follow physical distancing in public areas.
- Masks are not required as physical distancing will be maintained, however you can choose to wear one if it makes you feel more comfortable.

Appendix 1 – Room layout options and maximum capacity (with 2m physical distancing in place)

Room	Layout				Room	Layout			
	Theatre	Boardroom	"U" Shape	Classroom		Theatre	Boardroom	"U" Shape	Classroom
Training Room 4				6	Training Room 5				6
Auditorium	19				Inspiration Space	27	20	22	27
Dalhanna	12	8	6	8	Inspiration Space 1 / 2 / 3	9	6	8	9
Clyde	12	10	10	12	Inspiration Space 1+2, 2+3	18	12	12	18
Berwick	4	4			Arcoona 1	20	10	13	20
Zaza	4	4			Agamemnon	12	10	8	10
Arcoona	32			30	Agamemnon 1 / 2 / 3	6	4		4
Cameronia	9	8	6	9	Agamemnon 2+3	12	6	6	6
Innovation Centre	14	8	10	12					

Appendix 2 – Exception for distributing handouts

Process for handling Drug Calculations Assessment documents during Mandatory Core Training

Handouts must not be distributed on the day of training, the only exception to this is where Nursing staff are completing drug calculation assessments.

These assessments are included in the Mandatory Core Training curriculum in alternate years. This is a paper assessment to ensure that nurses administering medicines (both oral and intravenous) can demonstrate their ability to calculate medicines effectively and seek the correct resources to ensure calculations are correct.

Until an electronic assessment is available, these measures must be followed when using paper assessments:

- Class participants and clinical educator must sanitise hands upon entering the training room.
- The clinical educator must distribute a copy of the drug calculations test to each participant. Participants will be required to use own calculators and pens.
- Completed assessments should be returned to the clinical educator and hands sanitised afterwards.
- Clinical educator will mark the participant's assessment and their result will be emailed to them directly. (removing paper result slip that was formerly used)
- Clinical educator must sanitise hands in between marking each assessment.