



Guidelines for opening Apprenticeship training facility post COVID-19 lockdown

Standard Operating Procedures

Everyone can help build a COVID safe India as restrictions ease. Everyone must continue to practice good hygiene at all times to prevent the virus spreading.

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On 24 March 2020, the Government of India ordered a nationwide lockdown, limiting movement of the entire 1.3 billion population of India as a preventive measure against the COVID-19 pandemic in India. It was ordered after a 14-hour voluntary public curfew on 22 March 2020, followed by enforcement of a series of regulations in the country's COVID-19 affected regions.

The lockdown restricted people from stepping out of their homes. All transport services—road, air and rail—were suspended, with exceptions for transportation of essential goods, fire, police and emergency services. Educational institutions, industrial establishments and hospitality services were also suspended. Services such as food shops, banks and ATMs, petrol pumps, other essentials and their manufacturing were exempted.

Due to COVID-19 lockdown, all skilling centers related to all schemes of MSDE, had to suspend their operations. As state governments started imposing the lockdown a week before the central government, the disruption in training delivery has led to a change in training delivery model and ecosystem dynamics.

Now that the lockdown restrictions will be eased in a phased manner, the training providers need a standard set of guidelines to help them restart their training operations and impart Apprenticeship training to the candidates in a safe and hassle-free manner post lockdown as the operations resume.

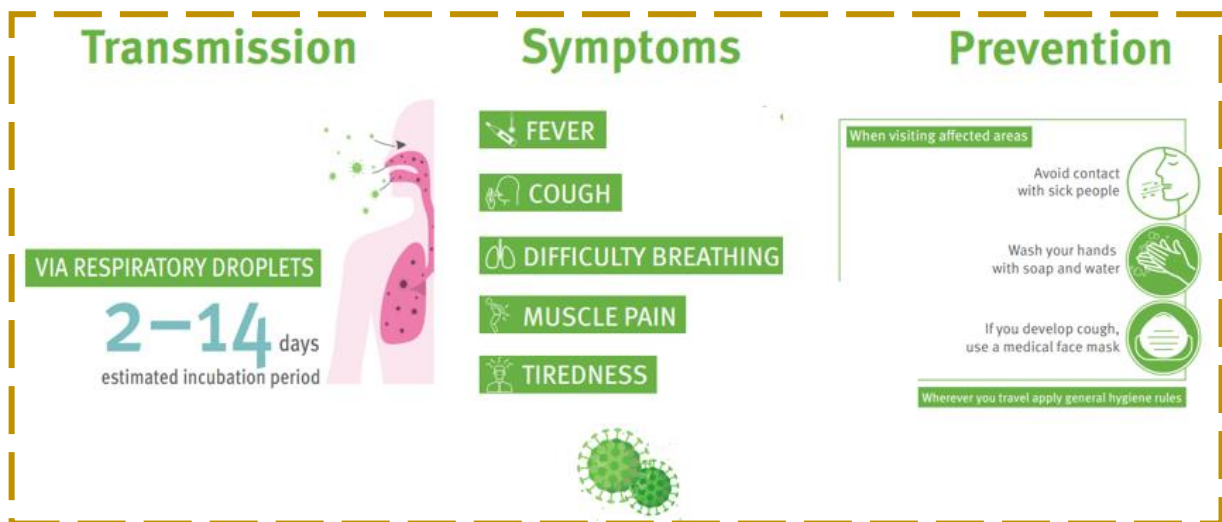
These guidelines should be followed in line with all the government notices and advisories issued from time to time. In no capacity these guidelines will be applicable in contradiction to any of the advisories from the ministries of Government of India or Government of States.

COVID-19

Corona viruses are a large family of viruses that cause illness ranging from the common cold to more severe disease. The virus spreads by coming in direct contact with the affected person, getting in contact with the mucus of cough or sneeze of the affected person, or by touching your nose, ears or mouth after touching the instrument that was in contact with the affected person.



The coronavirus infection can cause mild upper-respiratory tract illnesses, like the common cold. However, these conditions are pretty common and can occur even if one is not infected with the coronavirus. Below is the entire cycle:



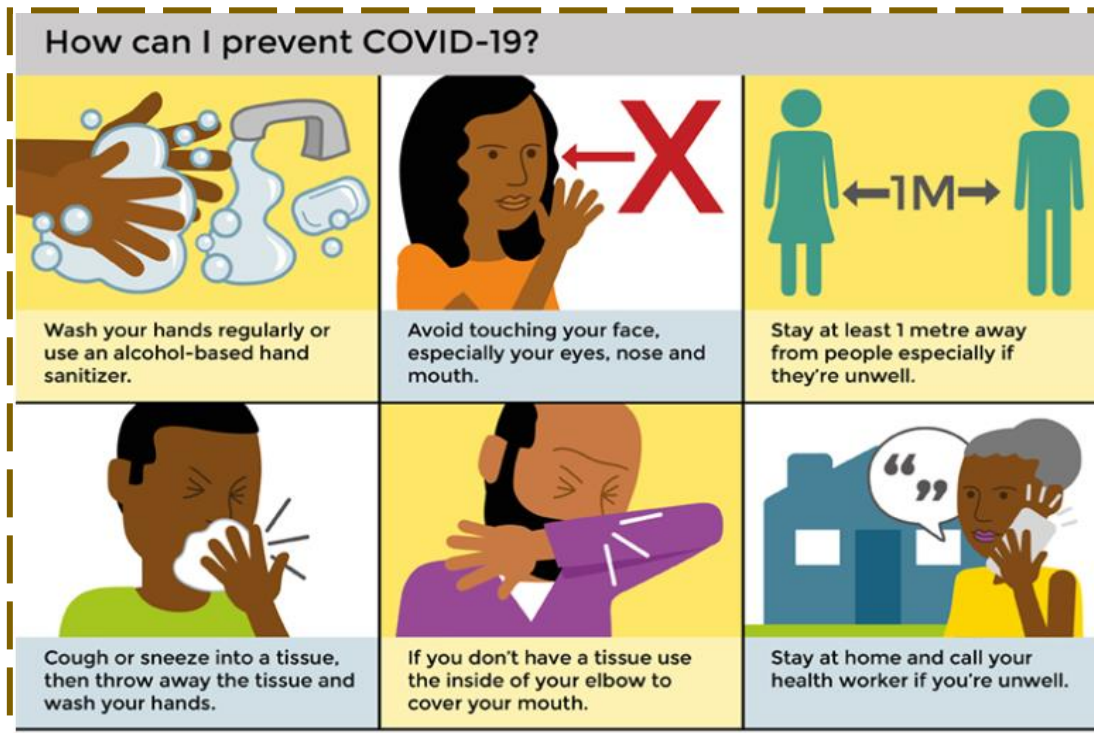
The guideline document will give establishments guidance on the following for restarting their training centres.

1. Simple ways to prevent the spread of COVID-19 in your training centre
2. Manage COVID-19 risk during the training hours at the training centre

Basic principles

Following basic principles can help keep apprentices, trainers, and other staff (custodial, food handlers, etc.) safe at establishments & empaneled Basic Training Providers (BTP) for training related purposes and help stop the spread of this disease. Recommendations for healthy training setup at establishments & BTPs are:

- Sick apprentices, trainers and other staff should not come to establishments for any training related purposes. This shall be applicable to all the BTPs as well
- Establishments/BTPs should enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of establishments surfaces at identified training premises
- Establishments/BTPs should provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures at any training premises
- Establishments/BTPs should promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together)



Ensure safe operations

Reinforce frequent handwashing and sanitation and procure needed supplies. Prepare and maintain handwashing stations with soap and water, and if possible, place alcohol-based hand rub (hand sanitizers) in each classroom, at entrances and exits, and near lunchrooms and toilets. Clean and disinfect establishments buildings, classrooms, kitchens and dining facilities, and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)

Implement social distancing practices that may include:

- Staggering the beginning and end of the establishment's/BTPs day
- Cancelling assemblies, sports games and other events that create crowded conditions
- When possible, create space for apprentices' desks to be at least one meter apart
- Teach and model creating space and avoiding unnecessary touching

Establish procedures if apprentices or staff become unwell

Plan ahead with local health authorities, establishment's health staff and update emergency contact lists. Ensure a procedure for separating sick apprentices and staff from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible. Apprentices/ staff may need to be referred directly to a health facility, depending on the situation/context, or sent home. Share procedures with staff, parents and apprentices ahead of time.

Promote information sharing

Coordinate and follow guidelines from the national health and education authorities. Share known information with staff, caregivers and apprentices, providing updated information on the disease situation, including prevention and control efforts at establishments or BTPs. Reinforce that caregivers should alert the establishments/BTPs and health care authorities if someone in their home has been diagnosed with COVID-19 and keep them at home. Utilize parent-teacher committees and other mechanisms to promote information sharing.

General Safety Practices to be adopted by Apprentices & Establishments

The basic measures below will help prevent the spread of infections in your training centre or designated classrooms at establishments, such as cold, flu etc. and protect the candidates, trainers and employees.

- 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 using user friendly disinfectant mediums:
 - 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.
- Regular sanitisation and fumigation of training centre premises with disinfectant solution.
- 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 COVID19
 - 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 and the trainers have access to places where they can wash their hands with liquid soap and water
 - Provision of liquid soap instead of regular soap
 - Automatic water dispensing faucets maybe used to minimize human contact with faucets
- Promote good respiratory hygiene in the workplace
 - Display posters promoting respiratory hygiene through illustrations and steps while someone coughs/sneezes
 - Ensure that ordinary surgical face masks and / or paper tissues are available for those who develop a runny nose or cough at a training centre, along with closed bins for hygienically disposing them
- Awareness campaigns for trainees and trainers that anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home. They should also stay home (or work from home/train through online tools) if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection

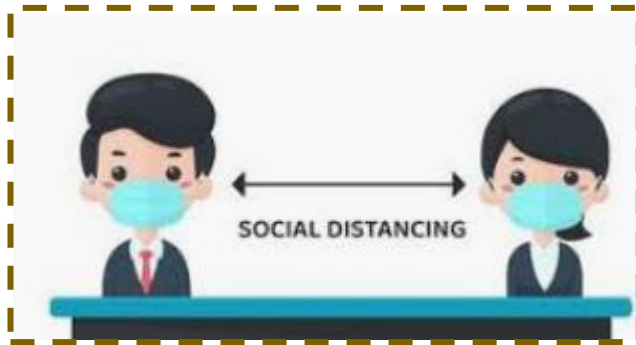
- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19
- Display posters with this message in your training centres
- Personal Protective Equipment and measures for sanitary worker/house-keeping staff: Wear appropriate PPE which 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 damaged, 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.
- 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.
- Avoid central air conditioning of training centre. Open windows and doors whenever possible to make sure the training centre is well ventilated.

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

Before and during a training session

- Pre-order sufficient supplies and materials, including tissues 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.
- Actively monitor where COVID-19 is circulating. Advise trainers/trainees and employees in advance that if they have any symptoms or feel unwell, they should not attend the training session.
- Everyone entering the training centre has to install Arogya Setu app in their smartphones and should undergo a self-evaluation on the app before entering the premises
- Mandatory thermal scanning of everyone entering and exiting the training centre is to be done.
- Stagger arrival and/or dismissal times for student arrival/departure. Consider dividing up student entry points rather than funneling all students through the same entry space. These approaches can limit the amount of close contact between students in high-traffic situations and times.
- Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated
- Have a SOP for safe transfer of the person with symptoms from there to a health facility
- Encourage regular handwashing or use of an alcohol rub by all at the training centre
- Encourage everyone to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- Display dispensers of alcohol-based hand rub prominently around the venue.
- Rearrange student desks and common seating spaces to maximize the space between students.

- 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.



- A room must not have more than 15 candidates at any point of time. All students must follow the social distancing norms to prevent COVID-19 transmission
- All the trainees/trainers coming in contact with lab equipment must mandatorily wear hand gloves before touching the equipment.
- Open windows and doors whenever possible to make sure the training centre is well ventilated.
- A gap of at least 30 minutes between training sessions must be incorporated. Batch timings maybe adjusted in accordance with it. Stagger the lunch breaks for trainees, trainers and staff to ensure social distancing.
- 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)
- Maintenance of appropriate distance of minimum 2 meters between candidate and counsellor. Only one candidate to be counselled at a onetime.

After a training session

- 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.
- If someone in the classroom was isolated as a suspected COVID-19 case, the BTP/establishment 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.
- 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.
- BTPs/ establishments shall sanitize and fumigate their training centres regularly between shifts.
- 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.
- Social distancing must be observed by anyone accessing the parking spots for parking of vehicle.

These guidelines are for training purposes for Apprenticeship either at establishment premises or at the Basic Training Provider premises. For shop-floor / on-the-job training the apprentice/staff to follow the guidelines/SOP as instructed by individual establishment authorities.

Display Guidelines

In view of creating more awareness among the apprentices, establishments should display informative image-based posters in vernacular languages around the work place at prominent location with maximum view. References can be picked from website of Ministry of Health & Family welfare for creating similar posters.

One poster is displayed for reference:

Ministry of Health & Family Welfare
Government of India

Help us to help you

NOVEL CORONAVIRUS (COVID-19)

COVID-19 testing - when and how?

All individuals need not be tested, because
Disease is primarily reported in Individuals with travel history to the affected countries or close contacts of positive cases

WHOM TO TEST

ALL symptomatic people who

- Have history of international travel in last 14 days
- Had come in contact of confirmed cases
- Are healthcare workers
- Are hospitalized patients with Severe Acute Respiratory Illness (SARI) or Influenza Like Illness (ILI) or severe pneumonia.

Asymptomatic direct and high-risk contacts of confirmed cases should be tested once between day 5 and day 14 of coming in his/her contact. Direct and high-risk contact include:

- Those living in same household with a confirmed case
- Healthcare workers who examined a confirmed case without adequate protection as per WHO recommendations

For more information on COVID-19 prevention and awareness, login to <https://www.mohfw.gov.in/>.
