



Procedure for classroom training and written exams during COVID-19

In order to ensure minimum risk of contracting and spreading COVID-19, we have set up the following procedure, which must be followed at all times when training is organised and carried out in a training room or exam room.

1) Registration and joining instructions.

- a) Pre-screening. At the time of registration for an event or exam, students or candidates are to be made aware of the COVID-19 procedures and requirements.
- b) Any special requirements must be highlighted to the attendees.

2) Training room or examination room / facility.

- a) The facilities will be selected so that risks of transmission and infection are minimised.
- b) Social distancing. Desks, benches, tables, and seating must be suitable and laid out suitably so as to facilitate the current social distancing requirements and minimise risks.
- c) No extra visitors or persons not required to be present are to be allowed to enter the facility on the day of training, or during a session.

3) Attendance register and declaration.

- a) Register of attendees and contact tracing information.
 - i) A register will be signed by all attendees at the facility at the beginning of each session / day of attendance.
 - ii) The register will require the attendees to read and accept the health declaration.

4) Instructor/Examiner declaration.

- a) The instructor / examiner / invigilator will complete and sign the attached declaration at the beginning of each session / day of attendance and file it with the course records.

5) Sanitising the facility and equipment before, during and after use.

- a) All tables, chairs and other equipment and furnishings likely to be touched or handled must be wiped down with a suitable disinfectant prior to the start, and after being handled.
- b) Suitable sanitising agents must comply with a reputable and recognised standard.

6) Hand Hygiene. Sanitising before, during and after attendance.

- a) Hand sanitiser will be supplied and available at the entrance/s to the facility and must be used by all candidates every time that they enter or re-enter the room. (after using toilets)
- b) Facilities for hand washing must be supplied and available.