

## Interim Guidelines for Conducting Educational Training Activities in DHCC

Date: 7 June, 2020 until further notice.

<p><b>Institute/Facility cleaning and disinfection</b></p>	<ul style="list-style-type: none"> <li>• All surfaces that are considered 'high touch surfaces' (eg. telephone, table, chair arms, door handles, light switches, bedrails, handwashing sink, bathroom sink, toilet and toilet handles, grab bars) shall be cleaned and disinfected at regular intervals (a minimum of three times daily) and when visibly soiled.</li> <li>• Pantries can be opened for use strictly for food and drink consumption, maintaining 2-metres physical distance.</li> <li>• Water dispensers are not allowed.</li> <li>• Premises must be cleaned and sanitised at the end of each day. Consultation rooms and treatment rooms where hands-on trainings are conducted should be cleaned and disinfected in line with <a href="#">Interim Guidelines for Disinfection and Environmental Cleaning for Outpatient Clinics</a>.</li> <li>• A dedicated room to isolate suspected cases must be available.</li> <li>• Provision of food and beverage is allowed, provided health &amp; safety guidelines are followed.</li> <li>• No buffets allowed.</li> </ul>
<p><b>Health Checks</b></p>	<ul style="list-style-type: none"> <li>• Anyone entering the facility, including staff and visitors, must undergo a temperature screening &amp; checks. Anyone with a temperature of over 37.5 degrees shall not be allowed in the facility.</li> </ul>
<p><b>Masks and Hand Sanitisers</b></p>	<ul style="list-style-type: none"> <li>• All employees and visitors must wear masks at all time as soon as they enter the premises. Entry will be denied for those not wearing masks.</li> </ul>



	<ul style="list-style-type: none"> <li>• Encourage frequent handwashing with soap and water.</li> <li>• Hand sanitisers to be installed in all common areas.</li> </ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>• Ensure that two-metres distance is maintained in all: <ul style="list-style-type: none"> <li>- training classes</li> <li>- common areas</li> <li>- work areas</li> <li>- coffee stations</li> <li>- elevators</li> <li>- bathrooms</li> <li>- customer service areas</li> </ul> </li> <li>• No group activities to be conducted.</li> <li>• Dining tables should be placed 2 metres apart.</li> </ul>
<b>Institute Occupancy</b>	<ul style="list-style-type: none"> <li>• Staff and trainee occupancy as per the instructions/guidelines issued by relevant authorities.</li> <li>• All precautionary measures must be strictly followed.</li> <li>• No gatherings allowed.</li> <li>• Encourage contactless payment.</li> </ul>
<b>Personal Restrictions</b>	<ul style="list-style-type: none"> <li>• Only individuals aged between 12 and 60 years old are allowed to attend training or be allowed entry to facilities.</li> <li>• No high-risk individual may enter premises including people over 60 years old; people of determination; pregnant women; children below 12 years' old; people with respiratory conditions and those with compromised immunity.</li> <li>• Any individual with cough, temperature, respiratory disease, immunodeficiency or history of travelling for last 14 days, shall not be allowed to participate in the training activities.</li> <li>• All individuals are required to complete <a href="#">COVID-19 Declaration Form</a>.</li> </ul>
<b>Communication</b>	<p>All restrictions must be clearly communicated to employees and visitors.</p>



<p><b>Hands-on Training on Human Volunteers and/or Manikins</b></p>	<ul style="list-style-type: none"><li>• Ensure that trainers wear the necessary Personal Protective Equipment (PPE), including face shield when conducting hands-on procedures on human volunteers.</li><li>• Human volunteers to wear face masks at all times unless undergoing facial procedures.</li><li>• Training participants engaged in practical activities using a manikin should wear a face mask and face shield.</li><li>• Ensure that training participants wear the necessary PPE, including face shield when conducting hands-on procedures on human volunteers</li><li>• Patient (human volunteer) Consent Form should include a general education about COVID-19 and possible exposure to COVID-19.</li></ul>
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