

Options for Delivering Training During COVID-19

Before any training should commence follow the controls below.

Do not enter NHSBT premises if showing any symptoms of COVID-19 or If you have been advised to self-isolate or been in contact with anyone with Covid-19 within the last 14 days.

Symptoms include:

- high temperature and/or new and continuous cough and or loss of sense of smell/taste

Avoid contact with anyone who is displaying symptoms of coronavirus (COVID-19)

Avoid use of public transport when possible. If public transport has to be used, a face covering must be worn

Wash hands regularly as per government and NHSBT advice:

- Upon entering and prior to leaving a workplace and home
- Before entering laboratories and other GMP controlled areas
- After coughing or sneezing
- Regularly throughout the day

There are general hygiene and information posters on all staff noticeboards, in reception and toilet areas.

Maintain social distancing of 2m from others whenever possible. Where 2m cannot be maintained please refer to the controls in this document.

Implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose.

Use disposable tissues and dispose of immediately after use into the nearest waste bin or clinical waste bin.

Type of Training	COVID-19 Delivery Methods Follow controls in Number Order	Pre-COVID Delivery Methods
Document (SOP/MPD/DAT) All documents should be checked for suitability during Covid-19	<ol style="list-style-type: none">1. Virtual training setting (zoom, teams or skype)2. Self-Study (reading on-line or via own hard copy) followed by discussion with 'trainer' via teams, skype or telephone.3. 1:1, face to face in a suitable socially distanced (2m) setting with good ventilation and own documents for everyone where 1 and 2 options are not possible due to learner needs.	<ul style="list-style-type: none">• Face to face training sessions (1:1 and / or group setting); or• Virtual group training setting (zoom, teams or skype)

Computer systems, Software training	<ol style="list-style-type: none"> 1. Virtual training setting (zoom, teams or skype) 2. Self-Study (reading on-line or via own hard copy) followed by discussion with 'trainer' via teams, skype or telephone 	<ul style="list-style-type: none"> • Face to face training sessions (1:1 and / or group setting);
Competency (Practical)	<ol style="list-style-type: none"> 1. Self-study, questions and answers 2. Enhanced e-learning modules 3. Use Virtual Reality (VR) headsets 4. Use shadowing options for computer work (to show screens via teams, skype, Team viewer etc) and phone calls. 5. Train 1:1 or in cohort 'bubbles' to reduce transmission risk to others 6. Modify layout to ensure 2m social distancing achieved. 7. Suitable height and width Perspex screens (fixed or wheelable). 8. Work side by side and not face to face. 9. Where trainer and trainee are in close contact which is 2m or less for 15 minutes or more or 1m or less for 1 minute in a 24 hour period then a face covering should be worn. 10. Visors are optional for trainer and trainee for any close observation (due to potential visual impact it may have). 	<ul style="list-style-type: none"> • Exam / questions and answers; • Group laboratory work • Close contact working and observation

Extra consideration should be taken for members of staff who are classed as Vulnerable.

The table above has been designed to encourage trainers to look at different methods of delivering information to colleague. Social distancing will always be at the top of the controls.