

BIHAR SKILL DEVELOPMENT MISSION (BSDM)

LABOUR RESOURCES DEPARTMENT

GOVERNMENT OF BIHAR

**STANDARD OPERATING PROCEDURE (SOP)
AND
PREVENTIVE AND RESPONSE MEASURES
TO BE OBSERVED IN A SKILL DEVELOPMENT
CENTRE (SDC)/TRAINING CENTRE (TC)/INDUSTRIAL TRAINING
INSTITUTES**

SEPTEMBER 2020

Standard Operating Procedure (SOP) and Preventive and Response measures to be observed in a Skill Development Centres (SDC)/Training Centres (TC) of BSDM.

This SOP outlines the preventive and response measures to be observed to contain the spread of COVID-19 in Skill Development Centre/Training Centre settings.

- **Duration of training:** Total no. of Hours for a batch will remain same for the skill development training programme as approved by NSQF for the said QP as well as for the it is.
- **Cost:** There will be no additional cost provision for the training which has to be completed as per the approved Common Norms.

1.1 Instructions to Training Providers/ITIs as per Zones

- a. The TC/ITI shall remain updated on the status of the categorization of zones (containment/ non-containment zones) where the centre is located and shall strictly adhere to the applicable guidelines/ procedures as issued by the Ministry of Health and Family Welfare or/ and concerned State Governments/ District administrations. In case of any revision in the categorization norms/ terminology, the Training Centre shall have to follow the extant norms and guidelines as applicable.
- b. Based on the applicability, the Training Centre should inform/ seek permission from any Competent Authority (e.g. District Administration/State Directorate/ Home Department, Government of Bihar.). If any permission is granted, the same may be put up for display at the entrance of the training center. Further, the copy should be retained for any subsequent inspection by BSDM/DGE.
- c. For ITIs, State Govt would form a Risk Mitigation and Quick Response Team and for BSDM Projects, centre would be inspected by combined team of LEO and DSMs
- d. Monitoring Team may ask SDC/TC/ITI through WhatsApp video call or any other mechanism, to showcase the preparedness of a Training center to reopen training.
- e. Provision to be made for ITIs where District Administration to make regular visits to keep watch for students' health condition.
- f. The Training Centre/ITIs will make all efforts to be aware if employee or candidate or any person who are associated or visited the Training Centre have been reported COVID Positive. The Training Centre will immediately inform BSDM/Nodal ITI of any such occurrence and will seek guidance on the way forward.
- g. DG Training to organize orientation program for all ITI Principals through Video Conference on complete sanitization, providing hand sanitizers as well as thermal scanning at each entry point.

1.2 Basic Preventive Measures to prevent COVID-19 by TPs/ITIs

The basic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be always observed by all (employees and candidates). These include:

- a. For ITIs, State Govt to orient Principals and key academic staffs on various safety measures
- b. Make sure that training centres/ITIs 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 and regularly using user friendly disinfectant mediums (please refer to Cleaning Procedure Recommended by Ministry of Health and Family Welfare (MoHFW) outlined in the later part of this SOP):

- 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.
- c. Regular sanitization and fumigation of training centre premises with disinfectant solution.
- d. Proper commuting facility to and from ITI maintaining the social distancing norm
- e. For ITIs, succession list of trainers/faculty is to be prepared if some of the regular faculties are unable to address the classes. Also, Preparation of lesson plans and digital sessions in case of absence of faculty
- f. 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 COVID- 19
- 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, the trainers and the employees have access to places where they can wash their hands with liquid soap and water.
 - Provision of liquid soap instead of regular soap.
- g. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- h. Awareness campaigns for trainees, trainers and employees that anyone with even a mild cough or low-grade fever (37.3 °C or 99.14° Fahrenheit more) or with any symptoms of common cold will strictly need to stay at home.
- 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.
- i. Personal Protective Equipment (PPE) 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, 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.
- j. 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.
- k. Avoid central air conditioning of training centre. Open windows and doors whenever possible to make sure the training centre is well ventilated.
- l. Training Providers to report compliance to COVID-19 guidelines every 15 days to BSDM based on compliance reporting templates (Reporting structure/compliance templates to be detailed out at a later stage).
- m. A list of do's and don't's in all the spoken languages for precautionary measures against COVID-19

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

Before and during a Training Session

- a. Pre-order sufficient supplies and materials, including tissues, face masks 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.
- b. Assemblies and sports or events are cancelled which can lead to crowd in the ITIs or SDCs
- c. Should actively monitor status of spread of COVID-19 in the surrounding areas and the town/city. Contaminated zone to be closed and no ITI or SDC shall operate
- d. Advise trainers/trainees and employees in advance, that if they have any symptoms or feel unwell, they should not attend the training session.
- e. Use of Arogya Setu app should be encouraged in the smartphone's individual visiting the SDC/TC/ITI and should be encouraged to undergo a self-evaluation on the app before entering the premises
- f. As far as possible, public transportation to be avoided and candidates are requested to use their own vehicle to commute either for ITIs or BSDM SDCs.
- g. Attendance of Non-Academic staff shouldn't be more than 50% at any given time at any SDC or ITI.
- h. Biometric attendances to be cancelled during COVID-19 time and manual attendance to be followed. For ITIs, daily Attendance to be reported to the competent authority i.e. Nodal ITI/ Regional Officer/State Directorate through Email or Whatsapp within 30 mins of attendance closing time and for BSDM, attendance should be sent over mail before 6 pm daily.
- i. For ITIs, all state governments shall report to DT on weekly basis, attendance of students ITI wise, trade wise through the Google Link – https://docs.google.com/spreadsheets/d/1XsECF3e5h7kVi0gM_PIISKRL16I1i97d2R44yOSWgM/edit?usp=sharing. All state governments to share the report every Friday by 12 Noon.
- j. For ITIs, it is estimated that 200-500 hours of training will need to be covered for completing the curriculum and thus three concurrent batches may be called as follows:
 - All 6 months, 1 Year course and 2nd year of 2-year course to be commenced from 21st Sep 2020 so that their examination can be conducted within the time frame.
 - All 1st Year of 2 yr course to commence from 1st oct 2020. Once over, 2nd year to be started from 10th Nov 2020.
 - Newly admitted trainees for academic session 20-21 and 21-22 may be started from 21st Sep 2020.
- k. Mandatory thermal scanning of everyone entering and exiting the training centre is to be done.
- l. Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
- m. Have a SOP for safe transfer of the person with symptoms to a nearby health facility.
- n. Encourage regular handwashing or use of sanitizer by all present at Training Centre or ITIs.
- o. Encourage everyone to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Adequate number of dustbins must be maintained for disposal of used tissues.
- p. Display dispensers of alcohol-based hand rub prominently in the TC and ITIs.
- q. Rearrange student desks and common seating spaces to maximize the space between students to ensure Social distancing.
 - One (1) meter radius around each student resulting in a 2-meter 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.

- r. All the trainees/trainers coming in contact with lab equipment must mandatorily wear hand gloves before touching the equipment Labs must have abundant Sanitizers for Trainees.
- s. Open windows and doors whenever possible to make sure the Training Centre is well ventilated.
- t. A gap of at least 30 minutes between training sessions must be provisioned. Batch timings may be adjusted in accordance with it. Stagger the lunch breaks for trainees, trainers and staff to ensure social distancing.
- u. Sharing of Classroom by multiple batches in a day may be avoided. In case required the disinfection exercise to be carried out as per guidelines before the arrival of new batch.
- v. 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).
- w. Maintenance of appropriate distance of minimum 2 meters between candidate and counsellor. Only one candidate to be counselled at one time.
- x. For ITIs Residential Batches, hostel/lodging should be disinfected regularly

1.3 After a training session

- a. There should be minimum 30 min gap after one class gets over and sanitized
- b. 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.
- c. If someone in the classroom was isolated as a suspected COVID-19 case, the training provider 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.
- d. 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.
- e. Training providers shall sanitize and fumigate their training centres regularly between shifts.
- f. 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.
- g. Social distancing must be observed by anyone accessing the parking spots for parking their vehicle
- h. Counselling facilities with mentor-mentee system to ensure regular communication with the trainees in ITIs or SDCs.

1.4 Guidelines for Disinfection

For ease of implementation the disinfection and cleanliness guidelines are divided based on the area into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

- a. **Indoor areas** including office spaces: Training centre & office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask. Please refer below to the detailed cleaning procedures recommended by Ministry of Health and Family Welfare (MoHFW) (Important).

Cleaning procedure recommended by Ministry of Health and Family Welfare (MoHFW)

- Start cleaning from cleaner areas and proceed towards dirtier areas.
 - All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.
 - High contact surfaces such as elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table-tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
 - For metallic surfaces like door handles, security locks, keys etc. 70% alcohol-based disinfectants could be used to wipe down surfaces where the use of bleach is not suitable.
 - Hand sanitizing stations should be installed in training centre's premises (especially at the entry) and near high contact surfaces.
 - Wash Basins as far as possible to be kept outside the centre preferably near the entry gate and soap (preferably liquid soap) should be kept always.
 - In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
 - Carefully clean the equipment used in cleaning at the end of the cleaning process.
 - Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.
 - In addition, all the employees should clean the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others.
- b. **Outdoor areas:** Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above. The main areas to be focused upon for cleaning and disinfectant on daily basis.
- Parking Area
 - The Main Gate or door of the Centre
 - Places of common gatherings outside the centre
- c. **Toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1% / detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> ▪ Inside of toilet pot/commode: ▪ Scrub with the recommended agents and the long handle angular brush. ▪ Outside: clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	<ul style="list-style-type: none"> ▪ Wet and scrub with soap powder and the nylon scrubber inside and outside. ▪ Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none"> ▪ Scrub floor with soap powder and the scrubbing brush ▪ Wash with water ▪ Use sodium hypochlorite 1% dilution

Sink	Soap powder / detergent and nylon scrubber	<ul style="list-style-type: none"> ▪ Scrub with the nylon scrubber. ▪ Wipe with 1% sodium hypochlorite
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	1% Sodium Hypochlorite	
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<ul style="list-style-type: none"> ▪ Thoroughly scrub the floors/tiles with warm water and detergent ▪ Wipe over taps and fittings with a damp cloth and detergent. ▪ Care should be taken to clean the underside of taps and fittings. ▪ Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> ▪ Should be cleaned daily with detergent and water and dried.

- 70% Alcohol based disinfectant can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxyleneol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions).
- Always use freshly prepared 1% sodium hypochlorite.
- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
- To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
- Disinfect all cleaning equipment after use and before using in other area.
- Disinfect buckets by soaking in bleach solution or rinse in hot water.
- After the cleaning of toilet area, the training centre should ensure that it should not be used for half an hour till dry.

1.5 Branding related to COVID-19 precautions should be displayed in local language as well Appropriate Brandings should be displayed in the premises which should include but not limited to the following:

- Permission Form signed by concerned authority at the entrance of centre and at the reception/notice board.
- Social Distancing norms released by State and Central Govt. to be pasted at prominent places.
- A video or audio visual in some interval of time telling about the COVID-19 precautions.
- Precaution and prevention related guidelines posters type, preferably A3/A2 size.
- Use and disposal of mask as per MoHFW posters.
- Hand wash and hygiene related branding inside and near Toilets, Pantry etc.
- COVID-19 fixed branding in all classrooms and labs.
- Aarogya Setu App branding at prominent places.
- Poster mentioning about Do's and Don'ts to be followed in the centre.

1.6 Checklist for Centre Reopening

The Training Provider/ITIs must submit the readiness details of the below mentioned points to monitoring team of BSDM through a dedicated web portal/mobile based application before opening of skill development centres & commencement of training. This format should always be maintained at TC/SDC/ITI during training.

Self-Declaration Report			
Company			
TC/SDC/ITI Location & State			
Institute Head Name			
Sr. No.	Parameter	Yes/No	Remarks
1	Maintaining Hygiene of the Institute		
1.1	All areas of institute disinfected		
1.2	Entrance Gate of building, office etc.		
1.3	Cafeteria and canteens.		
1.4	Classrooms, labs, open areas such as verandas		
1.5	Lab equipment		
1.6	Washroom, toilet, sink; water points etc.		
1.7	Walls/ all other surfaces		
1.8	All vehicles and machinery entering the premise should be disinfected by spray mandatorily.		
2	Health and Hygiene of Institute Staff		
2.1	Availability of Sanitizers & other requisite material		
2.2	Training of all Staff on requisite measures to be taken		
3	Branding with respect to COVID-19		
3.1	Display posters promoting respiratory hygiene through illustrations and steps while someone coughs/sneezes		
3.2	Display posters promoting handwashing methods and duration		
4	Training of Trainees on Prevention and Precautionary measures for COVID-19		
4.1	Orientation of all Trainees batch wise on		
4.2	Do's and Don'ts		
4.3	Precautions and Preventive measures to be taken - While leaving home, Entering Institute, during the class, during practical training, break time, closure time and on the way to home and while entering home		
4.4	Importance of Installing Arogya Setu APP		
5	During the Training		
5.1	Availability of requisite material for preventive and precaution measures for COVID-19		
5.2	Whether 6-foot distance between two students is maintained or not		
5.3	Is the batch size maintained as per guideline		
5.4	Is the batch scheduling done as per guideline		

6	After the Training		
6.1	Sanitization, Fumigation & Disinfection of Institute & Classroom		
6.2	If any person in the institute found to be unwell, reported to concerned authorities or not		
6.3	Social Distancing Norms maintained while leaving the classroom/ Institute		

Do's and Don'ts for SDC/TC/ITI:

NOVEL CORONAVIRUS (COVID-19)

Protect yourself and others!
Follow these **Do's** and **Don'ts**

Do's ✓

- Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean
- Cover your nose and mouth with handkerchief/tissue while sneezing and coughing
- Throw used tissues into closed bins immediately after use
- See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose
- If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046
- Avoid participating in large gatherings

Don'ts ✗

- Have a close contact with anyone, if you're experiencing cough and fever
- Touch your eyes, nose and mouth
- Spit in public

Together we can fight Coronavirus

For further information :
Call at Ministry of Health, Govt. of India's 24X7 control room number
+91-11-2397 8046
Email at ncov2019@gmail.com

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Chief Executive Officer
Bihar Skill Development Mission (BSDM)