

# Indian Red Cross Society NHQ

St John Ambulance (India)  
National Head Quarters, New Delhi, India



## Guideline for conducting First Aid and Home Nursing Training during COVID-19 Pandemic

Date	Institutions	Distribution of this guideline:
19.08.2020	Indian Red Cross Society St John Ambulance (India)	NS First Aid Trainings NS branches and training centres

## Introduction

**i** The purpose of this document is to inform Indian Red Cross Society (IRCS) and St. John National Headquarter and field units on the procedures and requirements to conduct First Aid and Home Nursing training during COVID-19 Pandemic while minimizing risk to Instructors & trainees. This document must be observed by all IRCS branches, Instructors, and trainees, also St. John ambulance structures in India.

The legal status of this document is equivalent as a guideline from NHQ to all field units of India Red Cross Society and St John Ambulance (India)

During COVID-19 Pandemic **not conducting** First Aid and Home Nursing training should be the default modality. In case, training become inevitable this guideline should be followed.

In case of contradiction between the 'regular guideline' and 'Guideline for First Aid and Home Nursing Training in COVID-19 Pandemic', the latter will override the regular guideline.

As the Novel Coronavirus (SARS-CoV-2) continues to spread in an unpredictable manner it presents a growing risk to all stakeholders involved in any regular activity involving human contact and aggregation of people such as trainings. In light of this situation, but also understanding the need of training of individuals by the Indian Red Cross Society and the St. John ambulance services in life saving skills as First Aid and Home Nursing, the present document elaborate by a technical group constituted by the NHQ with the current standards to

prevent and control spread of COVID-19 and to further refine the prevention and protection of any training staff and volunteers working on related activities.

## The COVID-19 general information

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COVID-19 is the infectious disease caused by the novel coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. When someone who has COVID-19 coughs or exhales they release droplets of infected fluid, most of these droplets fall on nearby surfaces and objects - such as desks, tables, or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose, or mouth. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, or diarrhoea. These symptoms are usually mild and begin gradually.

## Objective of the guideline

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The present guideline addresses specific needs and considerations regarding COVID-19 in the IRCS and St- John training work environment, emphasizing the measure's needed to deal with the actual known ways of transmission, risk management and specific recommendations linked with these activities. The objectives of the present document are:

- Serve as a comprehensive guideline for face-to-face training to be conducted by IRCS and St. Johns Instructors during the COVID-19 pandemic; and
- Ensure proper conduct, and health safety during any face-to-face training activity while maintaining physical distance.

## Scope

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- This guideline will specify the minimum requirements for training to be conducted during the COVID-19 pandemic.
- This guideline is to ensure compliance to IRCS NHQ standards related to conducting training during COVID-19 pandemic.

# Requirements

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It is imperative to ensure the health and safety of all participants in any IRCS and St. John's training including Instructors, trainees, and others. In observance, all training that is conducted under IRCS or St. John must comply to all requirements highlighted in these guidelines.

## Temperature scan and contact tracing

- All participants in training must be screened before being allowed to enter any training facilities. This screening will be in the form of temperature scanning.
- All participants details including name, address, and contact information as well as the body temperature must be recorded at the beginning of the training.
- Body temperature must be properly recorded twice a day, morning afternoon, each day of trainings. (*Appendix 1*)
- Any participant with high body temperature (more than 98 degrees Fahrenheit on thermal scanner) or showing other COVID-19 symptoms should not be allowed access to the training facilities.
- Aarogya setu app<sup>1</sup> must be activated with Bluetooth turned on to keep a digital record for contact tracing purpose.

## Face Mask and Gloves

- All participants in a training must wear appropriate face masks<sup>2</sup> throughout the duration of the training. Person without mask will not be allowed in the training.
- Participants should wear gloves during demonstration and hands-on exercise. Gloves will be provided by the *centre*.

## Hand washing and use of hand sanitizer

- Hand sanitizer (*hand sanitizer must contain 70% alcohol*) or handwashing facilities with soap and water must be made available at the entrance to the

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<sup>1</sup><https://www.mygov.in/aarogya-setu-app/>

<sup>2</sup>As recommended by M/o H&FW.

training facilities. Participants must also sanitize their hands every time they enter the facility.

- Disposable towels or paper towel must be provided at the handwashing facility.

### **Seating arrangement in the venue:**

- The Instructors must ensure there is ample space between trainees in line with physical distancing. To achieve this, the seating arrangement must be adequately spaced - **1.5 to 2 meters**.
- Participants must use the same seat for the entire training.
- U- shaped seating arrangement is recommended for all trainings. Please refer to *Appendix 3*

### **Consumables**

- To reduce the risk of contamination, any consumables that is used during the training should be prepared for everyone with no sharing allowed.
- This includes but not limited to training material, markers, pens, and paper. (*standard list of materials for training attached in Appendix 2*)
- All the Instructors must ensure at least 2 sets of Manikins in the training. After each procedure by the individual the manikins will be sanitized.

### **Physical distancing**

- To reduce the risk of transmission physical distancing must always be maintained. All participants must maintain 1.5 to 2 meters from each other.

### **Training facility setup**

Training can be conducted at the following venues:

- IRCS or St. John training centres
- The corporate training premises must adhere to all the requirements stated in the guideline

*\* The First Aid Instructors must ensure that all the requirements in this guideline are met when choosing a venue for any training.*

\*\* Sound system is desirable in each venue to decrease faculty fatigue.

Item	Description
Floor Area	6 x 9 meters minimum
Ventilation	Must have <b>cross ventilation</b> with natural air
Daylight	<ul style="list-style-type: none"><li>• Desirable in view of UV effect against SARS CoV-2.</li><li>• Should <b>not</b> be in basement.</li></ul>
Entry and exit points	Entry and exit points to a training space should be limited. There should be one dedicated entry and one dedicated exit point.

### **Cleaning and disinfection of the venue:**

- Ensure cleaning and disinfection products for surfaces and objects are available (sprays, wipes, disinfectants, etc.) and put clear instructions in place for their use. Disinfectants<sup>3</sup> must be available for:
- Cleaning of premises and disinfection of surfaces before or after each day of training.
- Disinfection of contact points (door handles, electrical switches, etc.) during each break of the training,
- Disinfection must be carried out with mopping and physical cleaning of surfaces, as per site logistics and feasibility.

### **Washroom:**

- Handwashing station with soap/soap solution and paper towel must be made available
- Toilets in the premises shall be disinfected completely using recommended disinfectants<sup>4</sup> frequently.

<sup>3</sup> M/o H&FW Guideline for disinfection:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

<sup>4</sup> Visit M/o H&FW website:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

## Number of participants

- The number of trainees allowed in a face-to-face training session can be variable depending on the size of the training space to allow proper distancing,
- The batch size should not exceed **12 participants**.

## Activities

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The regular activities and approved curricula are still valid guidance for conducting the general training, but some selection criteria, timetables and activities need to be accommodated to maintain the physical distance and right health etiquette under COVID-19 Pandemic.

In observance, all training that is conducted under IRCS or St. John must comply with all requirements highlighted in the following activity section.

### **Before the training**

#### **Participant selection**

- Age up to **50 years** for senior first aid proficiency and up to **55 years** for others
- Without any pre-existing **co-morbidities** (kidney disease, chronic obstructive pulmonary disease, diabetes, heart disease, cancer survivors, immuno-compromised state, obesity<sup>5</sup>, etc.)
- Showing **no symptoms of COVID-19** and in last 14 days have not met confirmed case of COVID-19
- Participants do not belong to Hotspots and containment zone.

#### **Instructor Selection**

- A Preferably in-house/ nearby Faculty, else travelling from non-COVID hotspot zones/ containment zone,
- Age up to **55 years** of age

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<sup>5</sup> BMI > 30kg/m<sup>2</sup>

- Without pre-existing *co-morbidities* (Diabetes, Cancer, Kidney disease, heart disease, etc.)
- Showing *no symptoms of COVID-19* and in last 14 days have not met confirmed case of COVID-19.

### Pre-course measures

- Pre-course tracking via WhatsApp group with frequent reminders, hand washing videos at least 10 days before course commencement.
- Paperless organization is desirable, to minimize fomite transmission. Electronic resource circulation is encouraged.
- Voluntary participation, health disclosure & risk comprehension form to be filled by all participants and instructors (*Appendix 4*)

### During the training

#### General agenda

- There will be eight lectures as before.
- The duration of each lecture will be three hours, instead of two hours.
- While the theory portion will still be of one hour, the practical one will be for the remaining two hours in each lecture, this is to ensure proper practical experience while keeping a reduce number of participants, proper hygiene, and physical distancing.
- Additional 30-minute briefing regarding COVID-19 and measures to be taken to prevent the spread of it in the training must be done at the beginning of training by the Instructor in charge as the first lesson in the first day of the training.
- Ensure posters showing protection measures from COVID-19 are visibly displayed at different places around the training site and toilets.
- The above training can be concluded in a minimum period of 4 days.
- No more than two lectures can be taken in a single day. The examination can be conducted in addition to the last two lectures on the fourth day.

- Non-physical group activities such as group discussions can be conducted. However, the Instructors must ensure that the trainees are adequately spaced for physical distancing.
- For the practical and hands-on activities, the Instructors must ensure that the trainees are adequately spaced for physical distancing.
- Hand sanitizer or hand washing with soap must be available in training station.
- Participants must use their personal FA training kit for hands-on activities.
- Group division will be conducted on first day of the training. Participants must stay in same group throughout the training including hands – on activities.
- Any participants who needs to leave the training without completing the training due to reasons associated with COVID-19 must start the training afresh. IRCS will not charge the registration fee.

### **Meal arrangement**

- No meal shall be provided in the training venue
- Participants must carry their own meal and water bottle.
- Participants must maintain physical distance of at least 2 meters while taking the meal.

### **Conduct**

- Dustbins placement to dispose used tissues/ masks at the entry.
- Instructors should be vigilant for watching inter-participant distance and hand hygiene, empowered to intervene and highlight in cases of non-compliance of the present guide
- Sanitizers and facilities for washing hands with liquid soap availability and tissues for drying should be ensured.
- There is a permanent vigilance on sign and symptoms during course.
- Atmosphere of trust and comfort, where any participant can come forward to divulge symptoms and high-risk contacts.

## Registration

- All participants details including name, address, and contact information as well as the body temperature must be properly recorded on arrival.
- Participant First Aid training kit (*Appendix 2*) will be distributed to all participants on arrival to the training venue on the first day.

## Examination

- No major changes in examination modality. Necessary precaution will be taken like hand washing, physical distancing and wearing a mask.

## COVID-19 Positive during training

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- During training, if a participant or instructor is diagnosed with COVID-19, the local authority must be informed.
- All participants & instructors must go for quarantine according to local laws and guidelines.
- The training for the batch may start afresh after one month. No registration fee shall be charged for the repeat training.

## COVID-19 suspected case during training

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- During training if a participant or instructor develops COVID-19 symptoms, the person must be referred to local health facility.
- All participants & instructors must go for quarantine until the RT-PCR test result of the suspected case(s) is obtained.
- The training for the batch may start afresh after receiving negative result of the suspected case(s) or after quarantine period as per local guidelines. No registration fee shall be charged for the repeat training.

## Administrative

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The regular administrative procedures are still valid guidance for conducting the general training, but some procedures are revised and added to ensure safety of the Instructor and trainees during COVID-19 Pandemic.

In observance, all training that is conducted under IRCS or St. John must comply with all requirements highlighted in the following section.

### Proposals

- The proposals shall be submitted either through the IRCS State Branch or authorized State Centre of St. John.
- The Instructor and the Examinee should not be related to each other.
- The proposal received from State Centres for issue Certificates must include the photo ID proof with the address of the candidates. Non-compliance to this requirement will result in a refusal of certification.

### Assessment by NHQ

- The entire training shall be video recorded, to be presented along with the proposals in a digital format (CD or USB key)
- The State branches are required to send the calendar at least **one month** in advance of proposed trainings with all the required data as: duration of the training, venue and address of the training, name of the Instructors and date and venue of the exam for centre training.

### Instructors

- No Instructor should train more than one batch simultaneously

## APPENDIX 1: Participant list with contact and temperature.

Name	Phone	Address	Temp (Morning)	Temp (Afternoon)	Signature

- To highlight that this is a contact tracing form, meaning that the organization of the training needs to do their best possible to obtain reliable data in case of any notification needed.

## APPENDIX 2: Standard list of materials for FA trainings.

### First Aid material for each participant

Cotton Cloth – 1 meter long (Dupatta or turban cloth) /Triangular bandage	2
Splint (Small and Big)	1 set
Roller bandage	1
Non –woven Gauge pad	2
Plastic polyethene	01

### First Aid Training Material

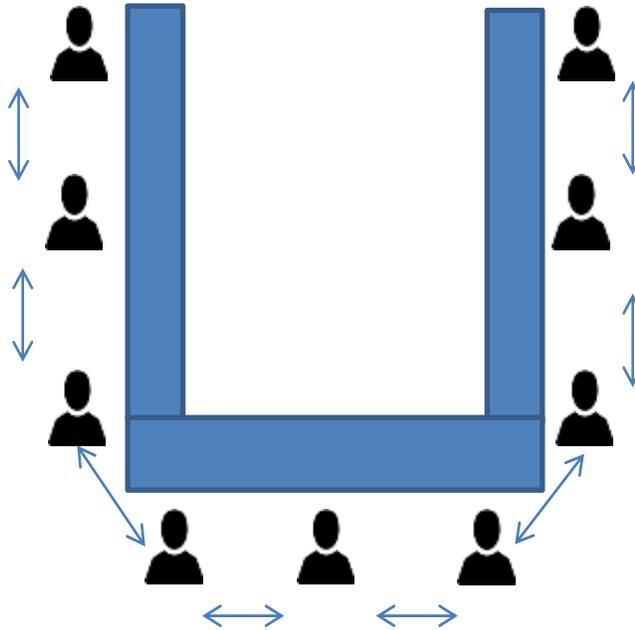
Cotton Cloth /Triangular bandage	10
Splint (Small and Big)	2 sets
Blankets	4
Bamboo- 6.5 feet each	4
Lipstick – red color	10
Kajal	10
Edible Red Food Color	Half Kg
Chickpeas flour	01 Half kg Packet
Scissors	6
Plastic Carry bag	1 Packet (50 pieces)
Electric wire- 02 meters each	2 pieces
Demo Sharp object - metallic, glass pieces and plastic toys	2 sets
White adhesive Tape 3- 4 inch broad	5
T-shirts- light color	10
Lighter	4
Manikins	02 Sets

## Stationary for the First Aid Training

White Board Marker Pen- Red Black Green and Blue	2 sets
Flip Chart writing Pen- Red Black Green and Blue	2 sets
Flip chart	5
White boards	1
Duster- Whit board duster	2
Burning spirit - 100 ml	2
Pen- Blue	25
Writing Pad	25
L Folders	25
Rulers 30 cm	5
Staplers and pins	2
Suitcase for storing and carrying above materials (except bamboos)	1

## APPENDIX 3: Recommended siting arrangement

### U-Shape Arrangement



All participants to be seated at least 1.5 to 2 m apart from each other.

## APPENDIX 4: Voluntary participation, health disclosure & risk

### Voluntary participation and Health disclosure form

Kindly fill this form in order to participate in ... training program at ... from ...

**\* Required**

1. Your name \*

\_\_\_\_\_

2. Your phone number \*

\_\_\_\_\_

3. Your email \*

\_\_\_\_\_

4. I am not having any symptom of cough/ cold/ fever/ any other adverse body symptom in last 2 weeks. \*

Mark only one oval.

- Yes  
 No

5. I have volunteered to participate in ... as a self-made decision completely. \*

Mark only one oval.

- Yes  
 No

6. I affirm to abide by screening and quarantine guidelines set by administrative authorities of with respect to the course being organized on... \*

Check at that apply

- Yes  
 No

7. I affirm to report any new adverse health related symptom to the Course I have not provided clinical care without PPE to any COVID positive patient during the last 14 days. \*

Mark only one oval.

- Yes  
 No

12. I affirm that I am not under quarantine by state government at the time of attending the course. \*

Mark only one oval.

- Yes  
 No

13. I am having the following diseases (Kindly write 'None' if not applicable) \*

\_\_\_\_\_

14. I agree to comply with post-course 7 day follow up by course coordinator, and pledge to report the course coordinator in case of any adverse symptom development. \*

Mark only one oval.

- Yes  
 No

## comprehension form