

CHECKLIST :

can training be conducted safely?



| WORKSHOP INFO | COMMENTS | OK | VERIFICATION |
|---|----------|----|--------------|
| Title of the training programme: | | | |
| Number of registered participants: | | | |
| Maximum number of participants: (capacity of the classroom based on dimensions of the room and free walking space): | | | |
| Date : | | | |
| Address of training location: | | | |
| CLASS LOCATION - INTRODUCTION | COMMENTS | OK | VERIFICATION |
| Basic services present: alcohol gel, water/soap, basic instructions | | | |
| Modified walking route (one-way route) | | | |
| CLASSROOM | COMMENTS | OK | VERIFICATION |
| Adjusted layout of the classroom, tables, seats (taking into account minimum distance) | | | |
| Distance between the teacher and the participants is at least 1.5 metres) | | | |
| Advanced cleaning of the classroom, contact surfaces, furniture, materials and equipment | | | |
| Permanent natural ventilation or an efficient ventilation system | | | |
| A closed dustbin in the room | | | |
| PRACTICAL EXERCISES: | COMMENTS | OK | VERIFICATION |
| Risk analysis preparation? | | | |
| Demo material is displayed or set up in front, not passed on or touched | | | |
| No direct contact between participants | | | |

| MEALS | COMMENTS | OK | VERIFICATION |
|-------------------------------------|--|----|--------------|
| | Participants and instructor bring their own lunch along? A refrigerator will then be present for the hygienic storage of meals. | | |
| | If meals/sandwiches are provided, measures have been taken to prevent contamination by safe preparation, packaging, storage, distribution, delivery.. | | |
| BEVERAGES | COMMENTS | OK | VERIFICATION |
| | Participants and instructor to bring their own beverages along? A refrigerator will then be present for hygienic storage. | | |
| | If beverages are provided , measures have been taken to prevent contamination by safe storage, distribution, pouring... | | |
| REFECTORY/CAFETERIA/BREAKROOM | COMMENTS | OK | VERIFICATION |
| | Sufficient places provided for the number of participants and instructors, taking into account the need to respect distances. | | |
| | Weather permitting: can participants eat outdoors? (preferable) | | |
| PARTICIPANTS | COMMENTS | OK | VERIFICATION |
| | Individual questioning upon arrival: is a participant experiencing symptoms of corona? | | |
| | Personal face mask which is mandatory when 1.5 meters distance is not guaranteed | | |
| | Instructions and information for the participants | | |
| INSTRUCTOR(S) | COMMENTS | OK | VERIFICATION |
| | Number of instructors (to be specified by Mensura): | | |
| | The instructor is responsible for his or her own protective equipment | | |
| | Instructions and information for the instructors concerning specific organizational rules and procedures | | |
| SYLLABI - BROCHURES - DOCUMENTATION | COMMENTS | OK | VERIFICATION |
| | Prevent contamination by ensuring materials are made and distributed safely - preferably digital | | |
| LEARNING MATERIALS | COMMENTS | OK | VERIFICATION |
| | Prevent contamination by the method of storage, distribution, use and maintenance | | |
| | Resources and instructions provided for the cleaning of own learning materials | | |