



HUMAN RESOURCES DEVELOPMENT FUND

**GUIDELINE FOR
CONDUCTING FACE-TO-FACE
TRAINING DURING THE COVID-19
PANDEMIC**

**VERSION 1.0
11 June 2020**

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1. PURPOSE OF GUIDELINE

This guideline will serve as a reference for stakeholders on the procedures and requirements to conduct training during the current Coronavirus disease 2019 (COVID-19) pandemic.

2. OBJECTIVES

- 2.1. Training plays a vital role in being a catalyst to an organisation's growth and simultaneously contributing to the rebound and growth of the nation. In light of the current situation, training has a larger part to play in the economic recovery of the nation as upskilling and reskilling are critical in boosting the productivity, performance and business recovery especially post Movement Control Order (MCO) along with the COVID-19 impact.
- 2.2. It is important to ensure that the face-to-face training is conducted according to a guideline that guarantees the safety and health aspects of everyone involved during the training.
- 2.3. Hence, the objectives of this guideline are to:
 - i. Serve as a comprehensive regulation for face-to-face training to be conducted during the COVID-19 pandemic; and
 - ii. Ensure safety and health aspects are highly prioritised during any training activity.

3. SCOPE OF GUIDELINE

- 3.1. This guideline will specify the requirements for training to be conducted during the COVID-19 pandemic.
- 3.2. This guideline will be guided by all Standard Operating Procedures (SOP) from the National Security Council (NSC) related to the COVID-19 pandemic. This is to ensure compliance to all NSC SOP.

4. REQUIREMENTS

It is imperative to ensure the health and safety of all participants in any HRDF training including trainers and others. In view of this, all training that are conducted under any of the HRDF schemes must comply with all requirements highlighted in this guideline.

4.1. General Requirements

4.1.1. Temperature scan and contact tracing

- All participants in a 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, place of employment and contact information as well as the body temperature must be properly recorded for every session of the training.
- Any participant with high body temperature or showing any symptoms of COVID-19 should not be allowed access to the training facilities.

4.1.2. Face mask

- All participants in a training must wear face masks throughout the duration of the training. If a participant does not have a mask, one must be provided to them by the training organiser.

4.1.3. Hand sanitiser

- Hand sanitiser must be made available at the entrance of the training facilities. Participants must also sanitise their hands every time they enter the facilities.

4.1.4. Consumables

- In order to reduce the risk of contamination, any consumables that would be used during the training should be made available for each individual with no sharing allowed. This includes but not limited to training materials, markers, pens and papers.

4.1.5. Social distancing

- Social distancing must be maintained at all times. All participants must maintain a distance of one (1) metre from each other.

4.2. Training Facility Setup

4.2.1. Training venue

- Training can be conducted at the following venues:
 - Training providers' premises
 - Employers' premises
 - Hotels / Convention Centres / Rented Training rooms
- The training organiser must ensure that all requirements in this guideline are met when choosing a venue for any training.

4.2.2. Maximum number of participants

- Face-to-face training shall be limited to maximum of 20 participants depending on the size of the training facilities. This includes the trainers and teaching assistants.
- As such, the trainer to participants ratio will be between 1:1 and 1:19.
- Training organisers can use the following formula to calculate the maximum number of participants allowed based on room size in which

$$\text{Max Num of participants} = \frac{\text{Room Size (in m}^2\text{)}}{4} \text{ OR } 20$$

(whichever is lower)

4.2.3. Entry and exit

- The entry and exit points to a training facility should be limited. Ideally, there should be one (1) dedicated entry and one (1) dedicated exit point.
- For training facilities with only one access, the training organiser must do a close monitoring of the access to ensure that all entry and exit to the room is done in an orderly manner.

4.2.4. Seating arrangement

- The training organiser must ensure that there is ample space between participants in line with social distancing. To achieve this, the seating arrangement must be adequately spaced (4 square metres).
- Please refer to Appendix A for some recommended seating arrangements.

4.2.5. Disinfection/Cleaning

- The training facilities must be disinfected on a daily basis throughout the duration of the training including prior to and after the training.

4.3. Activities

- 4.3.1. All activities involving physical contact or a close grouping of participants will not be allowed.
- 4.3.2. Non-physical group activities such as group discussions can be conducted. However, the training organiser and trainers must ensure that the participants are adequately spaced for social distancing.
- 4.3.3. Practical and hands-on activities can be conducted. Again, the training organiser and trainers must ensure that the participants are adequately spaced for social distancing.

4.4. Registration and Evaluation

- 4.4.1. Registration of participants including attendance taking should be done digitally. This can be done using QR codes and online forms.
- 4.4.2. Post-course evaluation should also be done digitally using QR codes and online forms.

4.5. Meal Arrangements

- 4.5.1. Meals including refreshments must be pre-packed and consumed at the participants' individual seating in the training facility.
- 4.5.2. Buffet style meals are strictly prohibited.
- 4.5.3. Participants can take their meals in a separate room. However, those rooms must meet the same requirements as for a training room as defined in 4.2 above.
- 4.5.4. Only bottled drinks can be provided during the training session.

5. IMPLEMENTATION MECHANISM

- 5.1. This guideline takes effect upon approval by the National Security Council (NSC).
- 5.2. This guideline must always be read together with the approved Standard Operating Procedures (SOP) from NSC related to the COVID-19 pandemic. The approved SOP is attached for reference. All HRDF related training activities must comply with the approved SOP at all times.
- 5.3. The implementation of this guideline will also be guided by the COVID-19 zoning as defined by NSC. The implementation will be as follows:
 - 5.3.1. RED ZONE - No face-to-face training allowed.
 - 5.3.2. YELLOW ZONE - Face-to-face training is allowed subject to the requirements of this guideline. However, the duration of training will be maximum of four (4) hours a day.
 - 5.3.3. GREEN ZONE - Face-to-face training is allowed subject to the requirements of this guideline.

6. AMENDMENTS

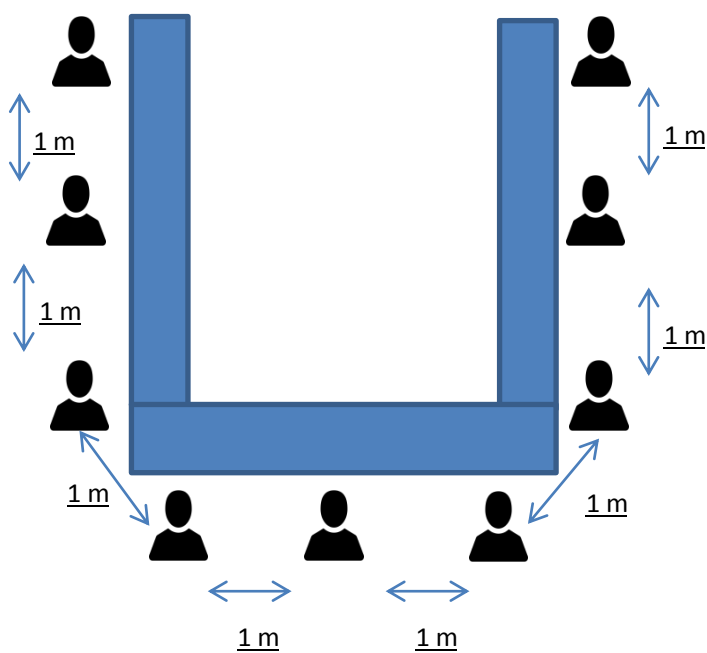
- 6.1. HRDF may change or amend this guideline from time to time. Employers and Training Providers will be notified of the changes being made to strengthen this guideline.

7. COMPLIANCE

- 7.1. This guideline shall form the terms and conditions for conducting face-to-face training during the COVID-19 pandemic wherein any breach of such terms and conditions shall subject the party in breach to legal action by HRDF, including penalty, suspension, etc. as HRDF deems fit, in accordance with the Pembangunan Sumber Manusia Berhad Act 2001 (Act 612).

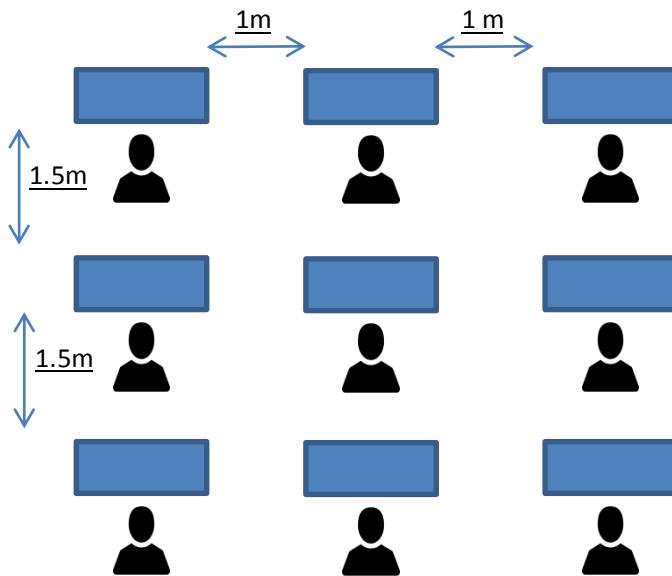
APPENDIX A: RECOMMENDED SEATING ARRANGEMENTS

1. U-Shape Arrangement

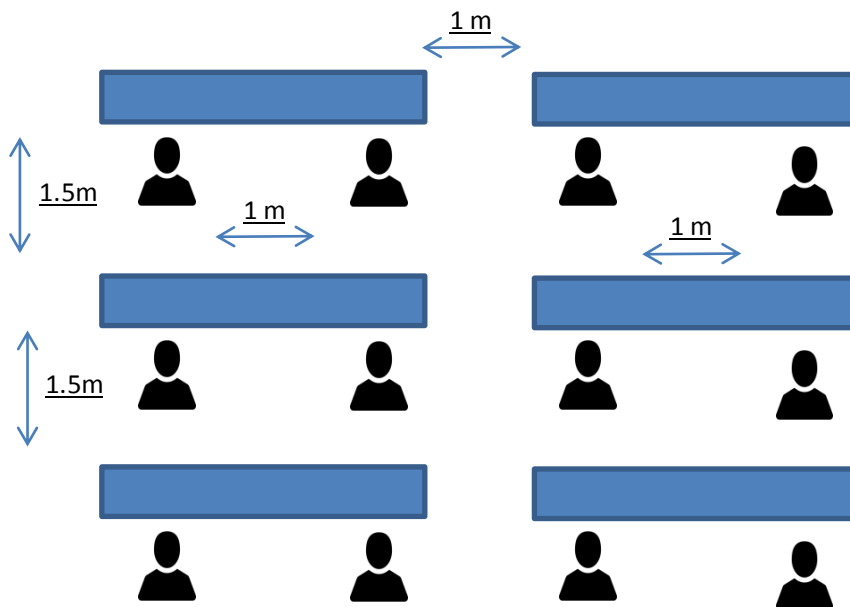


- All participants to be seated at least one (1) metre apart from each other.

2. Classroom Setup (using a rectangular table)

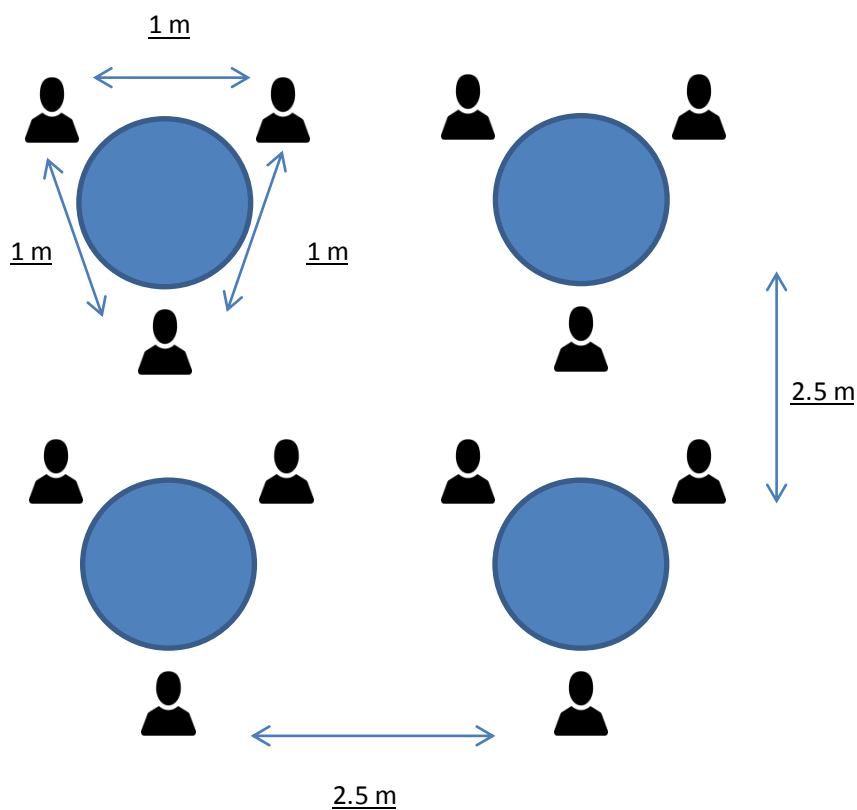


- Arrangement using 4-5" rectangular banquet tables.
- All participants to be seated at least one (1) metre apart from each other.
- Table rows to be spaced at least 1.5 metres apart.

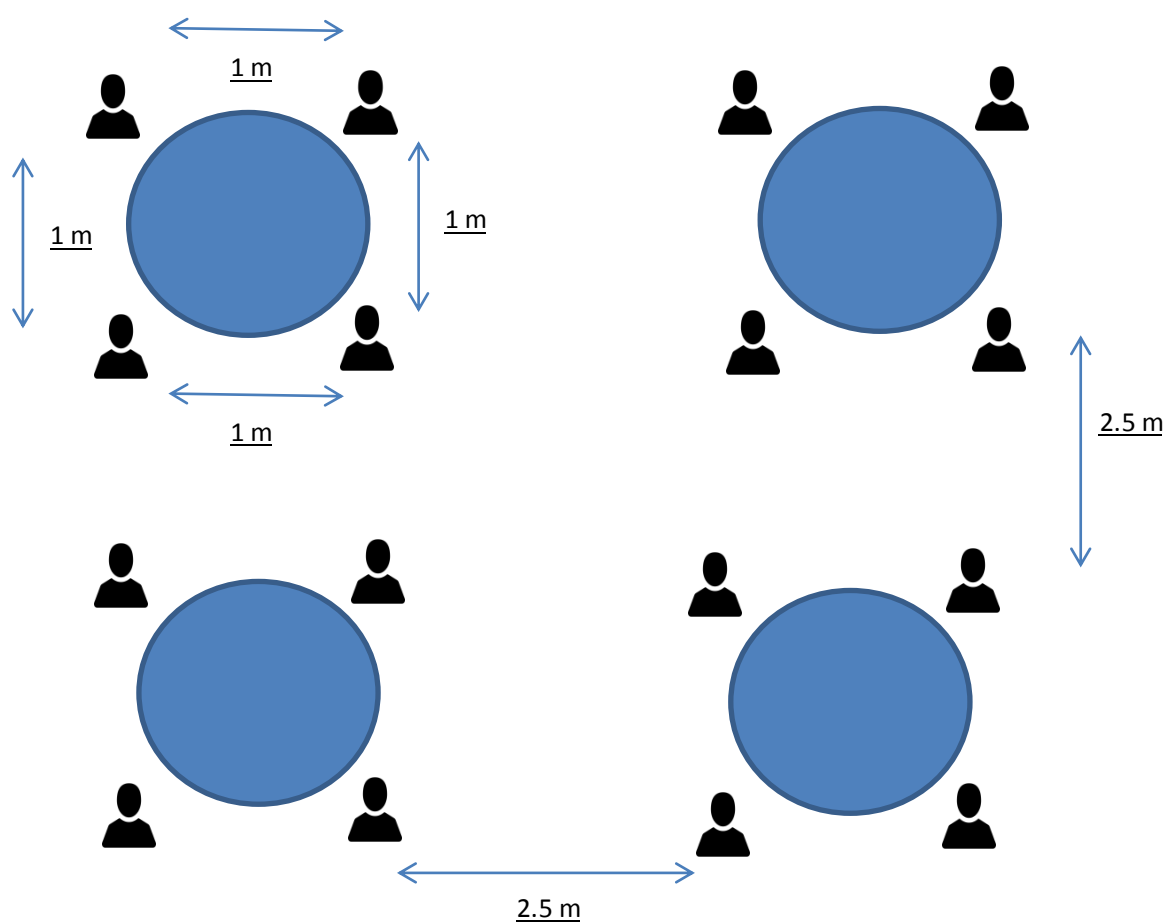


- Arrangement using 6" and longer rectangular banquet tables.
- All participants to be seated at least one (1) metre apart from each other.
- Table rows to be spaced at least 1.5 metres apart.

3. Classroom Setup (using a round table)



- Arrangement using 60-66" round banquet tables.
- All participants to be seated at least one (1) metre apart from each other.
- Table rows to be spaced at least 2.5 metres apart.
- If using half-moon seating, limited to two (2) pax per table



- Arrangement using 72” round banquet tables.
- All participants to be seated at least one (1) metre apart from each other.
- Table rows to be spaced at least 2.5 metres apart.
- If using half-moon seating, limited to three (3) pax per table