

OTHER SOLUTIONS



**#Keep
YOU
Safe**



COVID-19 PROTOCOL

**APPLICATION IN
TRAINING**

Preamble

In this Covid period, it is essential to review and adapt our health security measures to ensure that our face-to-face training takes place in the best possible conditions.

Your safety is our priority. To this end, we have developed this memento to remind everyone of the measures to be followed to ensure the smooth running of the training.

In this document, we will discuss the Covid security measures implemented by OTHER SOLUTIONS Consulting, in collaboration with their training sites. We ask everyone to follow and respect these rules before, during and after the training, as well as government recommendations.

These safety measures adhere to the national protocol put in place in response to the Covid-19 epidemic:

Decree n°2020-545 of 11 May 2020 prescribing the general measures necessary to deal with the COVID-19 epidemic within the framework of the state of health emergency authorising the reception of the public for training establishments and apprentice training centres from 11 May, and the national protocol to ensure the health and safety of employees in companies in the face of the Covid-19 epidemic of 31 August 2020.

We remind you that everyone's safety depends on everyone's responsible attitude!

Summary

- ❖ PREAMBLE
- ❖ SECURITY MEASURES
 - In general terms
 - In three steps
 - ◆ Before the training
 - ◆ During the training
 - ◆ After the training
- ❖ SUM UP



Security measures

Generally speaking:

We kindly ask you to inform yourself about barrier gestures and the rules of physical distance. Please also respect these gestures, which are part of a national health policy based on four general principles:

1. Maintaining physical distance.

→ *the respect of a minimum distance of one metre between each person, avoids direct contact, respiratory and/or droplet contamination. It must be respected and applied in any context and any space. If this distance cannot be applied, renewed vigilance and the wearing of masks will be necessary (i.e. travelling in vehicles for simulations).*

2. Wearing the mask in an indoor or restricted space.

→ *During your training, this translates into your time in the training rooms as well as in the vehicles during trips and simulations.*

It is the responsibility of the participants to come with their masks for the whole course.

3. The application of barrier gestures.



Wash your hands very regularly. Especially after exercises and other situations.



Cough/sneeze into your elbow or into a tissue.



Use a disposable handkerchief and dispose of it hygienically.



Greeting without shaking hands - avoid hugs and contact as much as possible.

Hydroalcoholic gel will be available for the entire training.

4. Other PPE.

- Disposable gloves (when applicable).

→ Gloves will not be worn routinely. Gloves will only be used for specific actions and for short periods of time necessary for the completion of the training.

(According to the national protocol of the Ministry of Labour, Employment and Insertion, it is preferable to avoid wearing gloves for prolonged periods, as they themselves become vectors of transmission).

In three steps...

Before the training:

- ❖ Individual responsibility.

In addition to the health measures to be followed during the training, a certain vigilance must be observed by all participants before and after the training.

Preparing for departure:

- As the symptoms and incubation time are different for each individual, it is important to be vigilant in your movements and commitments prior to the training. During the 15 days prior to your training, we will ask you to remain careful and conscientious in your barrier gestures.
- We will also ask you to inform yourself about the warning symptoms of the virus and to contact us as soon as possible if you think you have developed some of these symptoms.
Our trainers are also familiar with the symptoms and remain vigilant.

Preparing for your arrival at the site:

- We invite you to bring a hydroalcoholic gel for your trip.
- All arrivals should arrive with a mask - worn from the transport to the place of residence.

- ❖ Safety measures taken by our trainers.

Arrival on the site:

Once on site, our trainers will take your temperature.

A signature register will be made available to you on your arrival, on which will appear the names and contact details of each participant and trainer. **It will be imperative that you sign this register!**

→ *this will allow for traceability after the training.*

Preliminary recommendations in terms of health and human resources:

- A reminder time will be allocated to the general and specific health instructions of the establishment, as well as to the responsibility of each individual.

During the training:

- ❖ Safety & Prevention Plan set up by our trainers.

Site side:

- The site is laid out in such a way that the accommodation and meal conditions are adapted and meet the Ministry's protocols.
- All materials and premises used during the training are cleaned and disinfected before and after the training.
- Accommodation capacities have been reduced to adhere to the national protocol and ensure the safety of everyone.

On the equipment side:

- The hydroalcoholic gel will be available during the training.
- Disposable gloves will be distributed if necessary for practical exercise.
- Masks will be available in case of loss or damage of the participants' masks.

On the training side:

- The sessions will take place as much as possible outdoors, where the barrier measures will remain applicable.

- The closed work/training areas will be ventilated for a minimum of 15 minutes every three hours, during breaks, allowing participants to leave the room and get some fresh air.
- The trainers will be responsible for the layout of the workstations in order to reduce risks.

❖ Safety measures to be observed during training.

Our trainers will make an information point with the participants on the safety measures to be observed during the course of the training.

- We ask participants to respect the rule of physical distance.
→ observe a minimum distance of one metre between each person
- When travelling and simulating in a vehicle, this rule cannot always be respected. It will be replaced by the following:
 - Permanent vehicle ventilation (open windows mandatory).
 - Wearing of a mask.
 - Disinfection of hands before and after the journey by hydroalcoholic gel.

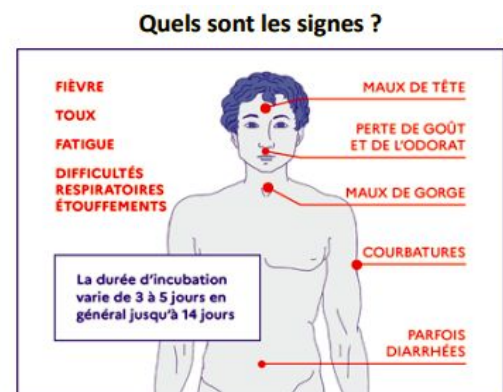
After the training:

❖ Traceability

In order to ensure continuous safety, we ask our participants to remain vigilant during the fortnight following the training course in the event of symptoms.

If you find yourself symptomatic, or positive for the virus, we ask you to contact our team **as soon as possible**, in order to warn them of your state of health.

This essential gesture will enable us to contact any other participants, trainers, and third parties who have been in contact with you, in order to prevent them.



OSC thank you. We look forward to seeing you again for our next training.

Thank you for your understanding and participation in our plan.
Covid Safe Training!

Respecting and following this plan will allow us to ensure a normal course of training, and will allow us to train you in the best possible way, in complete safety!

•

Our certified trainers are involved in the heart of each training course, to prepare you, train you and ensure your safety.

Our trainers are looking forward to meeting you and starting their upcoming training with you!

•

The entire OTHER SOLUTIONS team thanks you, and remains at your disposal
contact@othersolutions.net .

You are also welcome to visit our website OtherSolutions.net,
And on our social networks, [FaceBook_OSC](#) & [LinkedIn_OSC](#),
to follow our activity.

