The hard copy of this document may be out of date. To ensure you are reading the current version, check the policy and guideline site on the Alfred Health Intranet.
1.3 Contact and Equipment-based Training and Assessment

- Practical training and assessments should be completed within the context of clinical care where possible.
- Where it is not possible to conduct training in the context of clinical care, appropriate equipment or human substitute/s (e.g. mannequins) should be used to minimise contact between participants.
- Where close (<1.5m) or direct contact between participants is necessary, staff must ensure that hand hygiene is performed immediately before and after contact, masks are worn by participants, and participants are cohorted to one group or pair to minimise contact with multiple attendees.
- All training equipment must be cleaned with appropriate cleaning solutions between participants.
- Time spent in close or direct contact must be kept to the minimum required to complete the training or assessment. 1.5m physical distancing must be maintained at all other times.

1.4 Risk Assessment for training

A risk assessment must be completed for all training programs (see appendix 1). The risk assessment must be approved by the relevant senior Manager/Director.

1.5 COVID-19 Screening

All course participants must be screened as per the COVID-19 Entry Point Screening at Alfred Health Sites Guideline in operation at the time of the event.

Participants with COVID-19 symptoms or risk factors will not be permitted entry into the organisation and/or the training session. They must leave the site and may be required to attend a COVID-19 screening clinic. Alfred Health staff with symptoms or risk factors are also required to complete the online COVID Self-Assessment form, available on Alfred Health Connect or the Alfred Health website.

On entering the training venue, it is the responsibility of the facilitator/s or meeting organiser to confirm screening has occurred and is notated on the attendance record.

1.6 Course Attendance Records

Attendance records must be completed for each training session. Details should be sufficient to enable contact tracing and confirmation that COVID screening has been undertaken.

Training/Meeting Records (e.g. approved risk assessment, training summary/plan, minutes of meetings and attendance record) should be stored in a centrally accessible folder and made available, on request, for contact tracing.

1.7 Internal Training Participants

Ward/department/discipline specific-based face to face training should minimise movement of staff across wards/departments and sites and should be conducted in small groups wherever possible.

1.8 External Training Participants

Attendance by external participants to training is dependent on the DH risk rating at the time of the event and is limited to being conducted in non-clinical areas (e.g. The Innovation and Education Hub and The Alfred Simulation Centre), where participants are able to enter directly into the venue without direct patient contact.

External participants for training programs must be issued with visitor identification that limits their attendance to the designated facility (i.e. Innovation and Education Hub, Alfred Simulation Centre). External participants must not enter clinical or other public areas for any reason after completing the entry point screening.
1.9 Cleaning of facilities

Environmental cleaning (toilets, door handles, chairs, desks, surfaces, etc.) is undertaken at least once per day.

It is the responsibility of facilitator/s or meeting organiser, to ensure that high touch points/surfaces (e.g. clinical equipment, mannequins, computer equipment, tables and chairs) are cleaned using disinfectant wipes, such as Liv alcohol wipes or Clinell (Green), to minimise the risk of cross-contamination before, during (between participants) and following all training programs or meetings.

1.10 Mask wearing

All staff and visitors must follow the COVID–19 Staff Mask Wearing – Non-Clinical Environments Guideline including N95 respirators while in education sessions greater than 4hr in total length. N95s must be worn for meetings involving clinical staff (section 3). Educators or presenters may wear surgical face masks or remove mask, if there is a need to communicate clearly.

1.11 Catering/ Eating & Drinking

Eating & drinking during meetings or training sessions is not allowed. Where catering needs to be provided during breaks (i.e. to retain training or meeting participants in one area), only pre-portioned or lunch box style catering is allowed, and suitable physical distancing maintained.
## Learning Venue Risk Rating and Guidance

### INNOVATION & EDUCATION HUB and ALFRED SIMULATION CENTRE LEARNING AREAS

<table>
<thead>
<tr>
<th>Risk Rating</th>
<th>Alfred Health and A+ Alliance events</th>
<th>Specialist training programs</th>
<th>Undergraduate and postgraduate teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Face to face and virtual.</td>
<td>Face to face events allowed only where they are unable to be conducted virtually.</td>
<td>Face to face and virtual.</td>
</tr>
<tr>
<td></td>
<td>Events must be held virtually. Face to face only by Executive approval.</td>
<td>Virtual only. Face-to-face clinical exam practice requires approval of Director Medical Services.</td>
<td>Events must be held virtually. Face to face only by Executive approval.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Virtual events with face-to-face sessions for Specialist College exam preparation only.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Virtual only. Face-to-face exam practice requires approval of Director Medical Services</td>
<td></td>
</tr>
</tbody>
</table>

### FACE TO FACE EVENTS

<table>
<thead>
<tr>
<th>Venue capacity</th>
<th>COVID-19 Screening</th>
<th>External Participants</th>
<th>Disposable Masks</th>
<th>Catering</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5m physical distancing</td>
<td>All participants must undergo screening per Alfred requirements.</td>
<td>Must enter from Commercial Rd and are restricted to the designated area. Must show evidence of negative rapid antigen test within past 48h.</td>
<td>Surgical masks required when physical distance cannot be maintained, except when eating.</td>
<td>Pre-portioned food only.</td>
</tr>
<tr>
<td>1.5m physical distancing</td>
<td>All participants must undergo screening per Alfred requirements.</td>
<td>Must enter from Commercial Rd and are restricted to the designated area. Must show evidence of negative rapid antigen test within past 48h.</td>
<td>Surgical masks required when physical distance cannot be maintained, except when eating.</td>
<td>Pre-portioned food only.</td>
</tr>
<tr>
<td>1.5m physical distancing</td>
<td>All participants must undergo screening per Alfred requirements.</td>
<td>By Executive approval. Must enter from Commercial Rd and are restricted to the designated area. Must show evidence of negative rapid antigen test within past 48h.</td>
<td>Surgical masks required when physical distance cannot be maintained, except when eating.</td>
<td>Pre-portioned food only.</td>
</tr>
<tr>
<td>1.5m physical distancing</td>
<td>All participants must undergo screening per Alfred requirements.</td>
<td>By Executive approval. Must enter from Commercial Rd and are restricted to the designated area. Must show evidence of negative rapid antigen test within past 48h.</td>
<td>Required at all times; N95 Masks required if training ≥4 hrs.</td>
<td>Pre-portioned food only.</td>
</tr>
</tbody>
</table>

1 Mask guidance applies unless other specific guidance is provided by DH.
### 3 Clinical and Non-Clinical Meeting Venue Risk Rating and Guidance

#### ALL MEETING AREAS

<table>
<thead>
<tr>
<th>Risk Rating</th>
<th>Face to face non-clinical meetings</th>
<th>Face to face clinical meetings</th>
<th>Physical distancing</th>
<th>Disposable Masks</th>
<th>Catering</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID Ready</td>
<td>Face to face and virtual.</td>
<td>Face to face and virtual.</td>
<td>1.5m physical distancing.</td>
<td>Not required.</td>
<td>Pre-portioned food only.</td>
</tr>
<tr>
<td>COVID Alert</td>
<td>Face to face events allowed only where they are unable to be done virtually.</td>
<td>Face to face and virtual.</td>
<td>1.5m physical distancing.</td>
<td>Surgical masks required when physical distance cannot be maintained except when eating.</td>
<td>Pre-portioned food only.</td>
</tr>
<tr>
<td>COVID Active</td>
<td>Events must be held virtually. Face to face only by Executive approval.</td>
<td>Events must be held virtually. Face to face only by Program Director/Operations Lead approval.</td>
<td>1.5m physical distancing.</td>
<td>Surgical masks required when physical distance cannot be maintained except when eating.</td>
<td>Pre-portioned food only.</td>
</tr>
<tr>
<td>COVID Peak</td>
<td>Events must be held virtually. Face to face only by Executive approval.</td>
<td>Events must be held virtually. Face to face only by Program Director/Operations Lead approval, with maximum duration of 1 hour</td>
<td>1.5m physical distancing.</td>
<td>Required at all times; Clinicians must wear N95 Masks.</td>
<td>Pre-portioned food only.</td>
</tr>
</tbody>
</table>

2 Mask guidance applies unless other specific guidance is provided by DH
KEY RELATED DOCUMENTS

- Key aligned policy
  - Alfred Health Preventing and Controlling Healthcare Associated Infections Policy
- Key legislation, acts & standards:
  - Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Other relevant documents:
  - COVID-19: Infection Prevention Guidance for Clinical Staff
  - COVID-19 Entry Point Screening at Alfred Health Sites Guideline
  - COVID-19 Staff Mask Wearing – Non-Clinical Environments Guideline
  - COVID-19 Staff Surveillance: Self Surveillance Guideline
  - Healthy Choices: Food and Drink Guideline
- PowerPlans/IPOCS/QRGs
  - Nil

REFERENCES

Victorian Health Service Guidance and Response to COVID-19 Risks

KEYWORDS

AUTHOR / CONTRIBUTORS

* denotes key contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Service / Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Paul Elliott</td>
<td>Education Lead, Learning &amp; Innovation Support Service</td>
<td>Alfred Health</td>
</tr>
<tr>
<td>Catherine Garner</td>
<td>Director Innovation &amp; Education Hub</td>
<td>Alfred Health</td>
</tr>
</tbody>
</table>

Endorsed by: Alfred Health Operations Leadership Date: 23 June 2022
Approved by: Alfred Health Operations Comprehensive Care Committee Date: Pending

Disclaimer: This guideline has been developed within the context of Alfred Health service delivery. Alfred Health shall not be responsible for the use of any information contained in this document by another organisation outside of Alfred Health.
Appendix 1: Risk Assessment

<table>
<thead>
<tr>
<th>Risk</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Risk rating</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Insert description of risk]</td>
<td></td>
<td></td>
<td></td>
<td>[Insert detail of mitigation strategy]</td>
</tr>
<tr>
<td>[Insert description of risk]</td>
<td></td>
<td></td>
<td></td>
<td>[Insert detail of mitigation strategy]</td>
</tr>
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</tr>
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<td>[Insert description of risk]</td>
<td></td>
<td></td>
<td></td>
<td>[Insert detail of mitigation strategy]</td>
</tr>
</tbody>
</table>

Alfred Health uses a standard risk rating grid to evaluate the consequences and likelihood for all organisational risks.

For the identified risks, please use this grid to determine the likelihood and consequence and to calculate a risk score for all risks.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>1 Very unlikely</th>
<th>2 Unlikely</th>
<th>3 Occasionally</th>
<th>4 Likely</th>
<th>5 Almost certain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trivial</td>
<td>Low risk</td>
<td>Low risk</td>
<td>Low risk</td>
<td>Medium risk</td>
<td>Medium risk</td>
</tr>
<tr>
<td>Minor</td>
<td>Low risk</td>
<td>Low risk</td>
<td>Medium risk</td>
<td>Medium risk</td>
<td>High risk</td>
</tr>
<tr>
<td>Moderate</td>
<td>Low risk</td>
<td>Medium risk</td>
<td>Medium risk</td>
<td>High risk</td>
<td>High risk</td>
</tr>
<tr>
<td>Major</td>
<td>Medium risk</td>
<td>Medium risk</td>
<td>High risk</td>
<td>High risk</td>
<td>Extreme risk</td>
</tr>
<tr>
<td>Critical</td>
<td>Medium risk</td>
<td>High risk</td>
<td>Extreme risk</td>
<td>Extreme risk</td>
<td>Extreme risk</td>
</tr>
</tbody>
</table>