

Target audience

All Alfred Health staff and volunteers.
A+ Alliance staff utilising Alfred Health venues.

Purpose

The purpose of this document is to provide guidance for the safe conduct of training programs and meetings in response to the changing level of COVID-19 transmission risks in the community.

Summary

This guideline provides general principles applicable to clinical meetings directly related to patient care, meetings where in-person interactions are considered likely to result in better patient management/outcomes e.g., multidisciplinary team meetings, and education and learning that has an essential skills component that cannot be delivered virtually.

This guideline does not restrict the ability to conduct face to face clinical handovers and required ward rounds where clinical service delivery principles apply.

GUIDELINE

1. General principles

1.1 Face to Face training and non-clinical meetings

All education, learning and training or meetings should continue to be conducted virtually where it is practical to do so. Where face to face gathering is required:

- The relevant Education Lead or relevant program manager must approve ensuring that density and COVID safe practices are adhered to and relevant to the venue/room booked

1.2 Face to Face clinical meetings

Clinical meetings related to patient care (e.g., multidisciplinary team meetings), may continue to be conducted face to face, however:

- An option for clinicians to attend virtually should be provided.
- The relevant program management e.g., Director, Operations/Education Lead, Head of Unit, Allied Health Manager must agree and approve the conduct of the face-to-face meeting.
- Suitable measures must be put in place prior to gathering, to ensure physical distancing in the selected venue complies with Alfred Health [COVID safe measures](#) and these are followed.

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 COVID-19 Screening

All external course participants must be screened as per the [COVID-19 Entry Point Screening at Alfred Health Sites Guideline](#) for visitors and contractors 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 Alfred Health site. 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.

It is the responsibility of the facilitator/s or meeting organiser to confirm screening has occurred and is notated on the attendance record.

1.5 Internal Training Participants

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

1.6 External Training Participants

Attendance by external participants to training is dependent on the Alfred Health advice 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, Sandringham and Caulfield Education Centres), where participants are able to enter directly into the venue without direct patient contact. The operational staff for these centres will notify the facilitators of course(s) if there is a change to Alfred Health Advice which results the external participants not being permitted to attend the and Alfred Health site.

External participants for training programs must be screened as per section 1.5 above. Screening to occur as per the requirements for Visitors to the retail precinct. External participants must not enter clinical or other public areas for any reason after completing the entry point screening.

1.7 Course Attendance Records

Attendance records must be completed for each training session. Details should be sufficient to confirm that COVID screening for external attendees has been undertaken.

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

1.8 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 Universal Wipes (Green), to minimise the risk of cross-contamination before, during (between participants) and following all training programs or meetings.

1.9 Mask wearing

All staff (and external education participants) and visitors must follow the [Mask Wearing for Alfred Health Staff, Patients and Visitors \(COVID-19\) Guideline](#).

Educator or presenters may wear surgical face masks, or remove the mask, if this is needed to communicate clearly.

1.10 Catering/ Eating and Drinking

Eating and 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.

2. Learning/meeting venue guidance summary

Venue capacity	Events held virtually where possible. Venue/room capacity to be adhered to
COVID 19 Screening	All participants must undergo screening as per Alfred Health requirements. External participants should either go through Alfred entry point screening or screening to be completed by the facilitator. Facilitator running event to keep records of screening.
External participants	External participants are permitted as per approval of program management
External events	To be approved by relevant Executive Director
Mask	As per section 1.10 above
Catering	Not permitted within meeting rooms/education rooms. If required pre-portioned food only and to be consumed in designated areas

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)¹

Other relevant documents:

- [COVID-19: Infection Prevention Guidance for Clinical Staff](#)
- [Mask Wearing for Alfred Health Staff, Patients and Visitors \(COVID-19\) Guideline](#)
- [COVID-19 Entry Point Screening at Alfred Health Sites Guideline](#)
- [COVID-19 Staff Surveillance: Self Surveillance Guideline](#)
- [Healthy Choices: Food and Drink Guideline](#)

PowerPlans/IPOCS/QRGs

- N/A

Keywords

Meetings, in person, education, learning

¹ REMINDER: Charter of Human Rights and Responsibilities Act 2006 – All those involved in decisions based on this guideline have an obligation to ensure that all decisions and actions are compatible with relevant human rights.

Governance

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