

# Planning socially distanced courses

## For ALSG course centres

As we consider returning to running courses at ALSG, we have taken advice to support this and have produced this outline to assist you in running ALSG courses locally. It is essential that you follow national and local guidance as you assess the steps to take, and follow risk assessment protocols within your setting. However, we hope that this document provides you with some pointers during your preparation.

At the end of the document, we've summarised our position with regards to flexibility in regulations to further support the return to running courses.

## We're all aiming to

- Make the risk as low as is reasonably practicable;
- Produce a robust safety approach; and
- Provide safety critical training, safely

## Who will be available for the course?

- Consider your team – does anyone fall into vulnerable groups, live with someone in a vulnerable group or are they socially isolating due to COVID-19. Are they willing to return to work? Does this leave you with a team who can run the course with the additional requirements needed to provide a safe environment e.g. additional cleaning? Also, are you able to mobilise enough staff to adequately deal with any emergencies?
- Consider how your team will travel to the venue – can they travel to and from each day, using their own transport, on foot or cycling?
- Consider the factors above for candidates and faculty too.
- Check if candidates and faculty will be available to attend.

## Keep everyone informed and actively engage with them

- Inform your staff, instructors and candidates how you are planning to keep them as safe as is reasonably practicable.
- Check their availability based on the information above.
- Ask them to keep you informed if they have any symptoms prior to (from two weeks before), during or after the course – if this is prior to, then ask them not to attend and let them know how you will handle their course transfer.
- Produce a brief guidance document on your expectations in terms of the health and safety of everyone on the course and ask them to confirm they have read it, understood it and are ready to attend the course on that basis.

## What to think about in terms of your training centre and course set-up

- If people are travelling by car, do you have a large enough car park so that they can be distanced from each other on arrival?
- Are your classrooms large enough to be able to run a simulation and provide social distancing?
- Can you reduce candidate numbers and group sizes to achieve these?
- Do you have air conditioning and/or windows that open to allow increased air flow?
- Can you achieve a one-way footfall flow around the building?
- Are you able to source new signage, directional arrows and potentially delineate areas of a room to support social distancing? Consider marking the positions around your simulation table for the various team members and instructors.
- Is all your furniture washable? Can you allocate one chair to a candidate or faculty member to use throughout the course?
- Could you provide plastic boxes with lids for each person to keep their personal belongings in? These can then easily be washed after the course.
- Can you reduce the amount of furniture in your rooms to only the essential items?
- Can you avoid giving out any papers or other physical items and send in-course packs out electronically before the course?
- Can demonstrations be delivered in a room big enough for you to provide social distancing? If not, can you film these with socially distanced faculty to show within the groups?
- Do you have enough appropriate PPE available for situations where social distancing is not possible and safe methods of disposal?
- Can you provide take-away food and drinks in disposable containers that candidates and faculty can eat in their designated work rooms?
- Can lectures be livestreamed from the largest room to the smaller rooms if you cannot fit everyone into the same room?
- Can faculty meetings and discussions with Directors be arranged using remote meeting platforms?

## Preparation for the course, what to consider

- Run a smaller course to allow for social distancing regulations to be met.
- Keep candidate teams together within one space.
- Rotate faculty less frequently, for example, with only one move at lunch-time each day or not at all with faculty watching and reviewing groups using remote meeting platforms.
- Stagger breaks.
- Stagger arrival and departure times.
- Designate toilet facilities to specific groups and provide guidance and facilities for frequent hand-washing.
- Practical support for social distancing as outlined in the section on the centre and set-up above.
- Deliver lectures in smaller groups or livestream from the main lecture theatre to ensure a consistent message.

## Course approvals and candidate transfers

We recognise that there will be a large number of candidates who are transferring from postponed courses to new ones and we have worked on a simple system to help you (and us) achieve this:

- If you haven't done so already, [submit a new approval](#) for all courses (even if they were postponed ones). If you have enough tokens to cover the course, then type '0' in all of the items on the order form.
- You will be sent an email confirming that your new page is on the site and with your new enrolment key within 48 hours. We will be putting all courses to the end of the year onto the site to make these transfers to future courses easier.
- If candidates are transferring from one course to another **within your centre**, then you can simply provide them with the new enrolment key and ask them to enroll themselves as before.
- If a candidate from your centre wants to go elsewhere and you have already sent them a book, then refund them for everything except the book.
- If you accept a candidate from another centre and they already have a book, then charge them your normal fee minus the book.
- The VLE and ADMIN tokens will be deducted from the centre where they take their face to face element.
- A 'Validation of pre-course learning' download is being placed on all course pages shortly, so that candidates can send you the proof that they have completed them and which course they were enrolled in when they did this. If they have partly completed them, then advise them to complete them on their original course page and send you the download when they have done this.
- There will be a centre over-ride feature on all new course pages called 'Validate transferring candidates pre-course learning', so that you can score each candidate to confirm you have seen their proof of completion. This will then release their certificates when they complete the face-to-face course.

## Running the course

- As outlined previously, there is some flexibility around normal ratios of candidates to faculty. There should be at least one full instructor in each group and they may be assisted by ICs, IPs or previous course candidates.
- All elements of the programme should be delivered, although flexibility around the flow and timing (not time available) is possible.

## Courses – specific guidance on teaching with manikins and equipment

As this guidance varies for each provider course type, refer to the document "{Course name} courses – specific guidance" for further information. [These can be found on our website here.](#)

## Getting in touch

We remain available by email for any queries [enquiries@alsg.org](mailto:enquiries@alsg.org) and we wish you luck in working your way back to running these essential courses – we will be sure to share any further ideas and considerations when we run our first socially distanced course in July!