



THROUGH HUMANITY TO PEACE

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No.J-115012/03/20/St. John-NC

Dated: 5th February, 2021.

To,

**All States/ UTs/Railways Association centers/ State Brigade Units/Army
Units.**

**Sub: Training on First Aid during Covid-19: Issue of revised guidelines
version (2.0) thereof.**

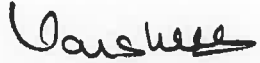
First Aid and allied Trainings are being conducted by State centres and branches throughout India. During the Covid-19 epidemic time, providing Trainings were interrupted and it was felt to issue guidelines for conducting trainings. Accordingly, detailed guidelines were formulated with the help of experts and were issued to all States/UTs/ Railways etc vide this office letter dated 19.08.2020 which were valid up to 31st December, 2020.

2. Now the situation has improved and it is felt that guidelines needs revision. Accordingly, an expert group was formed, with experts from organizations such as IFRC, ICRC and IRCS. The group discussed the guidelines and revised these guidelines, in consultation with the representatives of some States, Expert Group has proposed certain changes in the guidelines. The changes made are mainly as under:

- i. The maximum batch size is proposed to be enhanced from 12 to 25. This batch size of 25 is subject to the availability of a big hall.
- ii. The minimum training duration has been reduced from 4 days to 3 days, if certain additional facilities like multiple mannequins and multiple instructors, are available. Otherwise the minimum duration will continue to be 4 days. The total training hours in both the cases will continue to be 24 hours.
- iii. A minimum physical distance of 6 feet (1.5-2 .0) meter) may be maintained.

- iv. The requirement of videography of the entire training has been done away with. Instead, the Centers will take a couple of photographs to show the size of the hall and sitting arrangement.
- v. The maximum age of the trainer, which was 60 years, has been removed. It has been proposed that the maximum age of the trainer should not exceed the maximum age as per the advisories issued by the competent authority of the Government of India.
- vi. Period of advance intimation of calendar of training has been reduced from 30 days to 7 days.

3. The revised guidelines have been approved by the Hon'ble Chairman and will be applicable up to 30th June, 2021. A copy of the revised guidelines is enclosed for strict compliance.


(Dr. Vanshree Singh)
Director Blood Bank &
Inc-Charge St. John Ambulance (India)

Encl: Revised Covid-19 Guidelines.

Indian Red Cross Society NHQ

St John Ambulance (India)
National Head Quarters, New Delhi, India



Guideline for conducting First Aid and Home Nursing Training during COVID-19 Pandemic (Version 2)

Date	Institutions	Distribution of this guideline:
01/01/2021 to 30/06/2021	Indian Red Cross Society St John Ambulance (India)	NS First Aid Trainings NS branches and training centres

Introduction

i *The purpose of this document is to inform Indian Red Cross Society (IRCS) and St. John National Headquarter and field units on the procedures and requirements to conduct First Aid and Home Nursing training during COVID-19 Pandemic while minimizing risk to Instructors & trainees. This document must be observed by all IRCS branches, Instructors, and trainees, also St. John ambulance structures in India.*

The legal status of this document is equivalent as a guideline from NHQ to all field units of India Red Cross Society and St John Ambulance (India)

During COVID-19 Pandemic, all the first aid and home nursing training should follow the 'Guideline for First Aid and Home Nursing Training in COVID-19 Pandemic'.

In case of contradiction between the 'regular guideline' and 'Guideline for First Aid and Home Nursing Training in COVID-19 Pandemic', the latter will override the regular guideline.

As the Novel Coronavirus (SARS-CoV-2) continues to spread in an unpredictable manner it presents a growing risk to all stakeholders involved in any regular activity involving human contact and aggregation of people such as trainings. In light of this situation, but also understanding the need of training of individuals by the Indian Red Cross Society and the St. John ambulance services in life saving skills as First Aid and Home Nursing, the present document elaborates by a technical group constituted by the NHQ with the current standards to prevent and control spread of COVID-19 and to further refine the prevention and protection of any training staff and volunteers working on related activities.

The COVID-19 general information

COVID-19 is the infectious disease caused by the novel coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. When someone who has COVID-19 coughs or exhales they release droplets of infected fluid, most of these droplets fall on nearby surfaces and objects - such as desks, tables, or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose, or mouth. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, or diarrhoea. These symptoms are usually mild and begin gradually.

Objective of the guideline

The present guideline addresses specific needs and considerations regarding COVID-19 in the IRCS and St- John training work environment, emphasizing the measure's needed to deal with the actual known ways of transmission, risk management and specific recommendations linked with these activities. The objectives of the present document are:

- Serve as a comprehensive guideline for face-to-face training to be conducted by IRCS and St. Johns Instructors during the COVID-19 pandemic; and
- Ensure proper conduct, and health safety during any face-to-face training activity while maintaining physical distance.

Scope

- This guideline will specify the minimum requirements for training to be conducted during the COVID-19 pandemic.
- This guideline is to ensure compliance to IRCS NHQ standards related to conducting training during COVID-19 pandemic.

Requirements

It is imperative to ensure the health and safety of all participants in any IRCS and St. John's training including Instructors, trainees, and others. In observance, all training that is conducted under IRCS or St. John must comply to all requirements highlighted in these guidelines.

Temperature scan and contact tracing

- All participants in 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, address, and contact information as well as the body temperature must be recorded at the beginning of the training.
- Body temperature must be properly recorded twice a day, morning and afternoon, each day of trainings. (*Appendix 1*)
- Any participant with high body temperature (more than 98 degrees Fahrenheit on thermal scanner) or showing other COVID-19 symptoms should not be allowed access to the training facilities.
- Aarogya setu app¹ must be activated with Bluetooth turned on to keep a digital record for contact tracing purpose.

Face Mask and Gloves

- All participants in a training must wear appropriate face masks² throughout the duration of the training. Person without mask will not be allowed in the training.
- Participants should wear gloves during demonstration and hands-on exercise. Gloves will be provided by the *centre*.

Hand washing and use of hand sanitizer

- Hand sanitizer (*hand sanitizer must contain 70% alcohol*) or handwashing facilities with soap and water must be made available at the entrance to the training facilities. Participants must also sanitize their hands every time they enter the facility.
- Disposable towels or paper towel must be provided at the handwashing facility.

¹<https://www.mygov.in/aarogya-setu-app/>

²As recommended by M/o H&FW.

Seating arrangement in the venue:

- The Instructors must ensure there is ample space between trainees in line with physical distancing. To achieve this, the seating arrangement must be adequately spaced - **1.5 to 2 meters**.
- Participants must use the same seat for the entire training.
- U- shaped seating arrangement is recommended for all trainings. Please refer to *Appendix 3*

Consumables

- To reduce the risk of contamination, any consumables that is used during the training should be prepared for everyone with no sharing allowed.
- This includes but not limited to training material, markers, pens, and paper. (*standard list of materials for training attached in Appendix 2*)
- All the Instructors must ensure at least 2 sets of manikins³ in the training. After each procedure by the individual the manikins will be sanitized.

Physical distancing

- To reduce the risk of transmission physical distancing must always be maintained. All participants must maintain **1.5 to 2 meters** from each other.

Training facility setup

Training can be conducted at the following venues:

- IRCS or St. John training centres
- The corporate training premises must adhere to all the requirements stated in the guideline

* *The First Aid Instructors must ensure that all the requirements in this guideline are met when choosing a venue for any training.*

** *Sound system is desirable in each venue to decrease faculty fatigue.*

³ Please refer to additional resources (page 8) if State choose to conduct the training in three days

Item	Description
Ventilation	Must have cross ventilation with natural air
Daylight	<ul style="list-style-type: none"> • Desirable in view of UV effect against SARS CoV-2. • Should not be in basement.
Entry and exit points	Entry and exit points to a training space should be limited. There should be one dedicated entry and one dedicated exit point.

Cleaning and disinfection of the venue:

- Ensure cleaning and disinfection products for surfaces and objects are available (sprays, wipes, disinfectants, etc.) and put clear instructions in place for their use. Disinfectants⁴ must be available for:
- Cleaning of premises and disinfection of surfaces before or after each day of training.
- Disinfection of contact points (door handles, electrical switches, etc.) during each break of the training,
- Disinfection must be carried out with mopping and physical cleaning of surfaces, as per site logistics and feasibility.

Washroom:

- Handwashing station with soap/soap solution and paper towel must be made available
- Toilets in the premises shall be disinfected completely using recommended disinfectants⁵ frequently.

⁴ M/o H&FW Guideline for disinfection:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

⁵ Visit M/o H&FW website:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

Venue area and number of participants

- The number of trainees allowed in a face-to-face training session can be variable depending on the size of the training space (*Appendix 5*) to allow proper distancing, the calculation is based on the following formula:

$$\text{MAX N}^\circ \text{ participants} = \frac{\text{Length (Meters)} \times \text{Width (Meters)}}{4}$$

- The batch size should not exceed **25 participants**.

Activities

The regular activities and approved curricula are still valid guidance for conducting the general training, but some selection criteria, timetables and activities need to be accommodated to maintain the physical distance and right health etiquette under COVID-19 Pandemic.

In observance, all training that is conducted under IRCS or St. John must comply with all requirements highlighted in the following activity section.

Before the training

Participant selection

- Without any pre-existing **co-morbidities** (kidney disease, chronic obstructive pulmonary disease, diabetes, heart disease, cancer survivors, immuno-compromised state, obesity⁶, etc.)
- Showing **no symptoms of COVID-19** and in last 14 days have not met confirmed case of COVID-19
- Participants do not belong to Hotspots and containment zone.

Instructor Selection

- A Preferably in-house/ nearby Faculty, else travelling from non-COVID hotspot zones/ containment zone,

⁶ BMI > 30kg/m²

- Without pre-existing *co-morbidities* (Diabetes, Cancer, Kidney disease, heart disease, etc.)
- Showing no symptoms of COVID-19 and in last 14 days have not met confirmed case of COVID-19.

Pre-course measures

- Pre-course tracking via WhatsApp group with frequent reminders, hand washing videos at least 7 days before course commencement.
- Paperless organization is desirable, to minimize fomite transmission. Electronic resource circulation is encouraged.
- Voluntary participation, health disclosure & risk comprehension form to be filled by all participants and instructors (*Appendix 4*)
- The maximum age limit for instructor and participant should not exceed the age limit if any provided in the advisory by the competent authority of the Government.

During the training

General agenda

- There will be eight lectures as before.
- The duration of each topic will be three hours, instead of two hours. One hour for theory and demonstration and two hours for practice.
- While the theory portion will still be of one hour, the practical one will be for the remaining two hours in each lecture, this is to ensure proper practical experience while keeping a reduce number of participants, proper hygiene, and physical distancing.
- Additional 30-minute briefing regarding COVID-19 and measures to be taken to prevent the spread of it in the training must be done at the beginning of training by the Instructor in charge as the first lesson in the first day of the training.
- Ensure posters showing protection measures from COVID-19 are visibly displayed at different places around the training site and toilets.
- The above training can be concluded in a period of four days.

- If the state can ensure additional resources, the training can be done in three days. Resources required are:
 - One instructor per eight participants
 - One mannequin per six participants
- Non-physical group activities such as group discussions can be conducted. However, the Instructors must ensure that the trainees are adequately spaced for physical distancing.
- For the practical and hands-on activities, the Instructors must ensure that the trainees are adequately spaced for physical distancing.
- Hand sanitizer or hand washing with soap must be available in training station.
- Participants must use their personal FA training kit for hands-on activities.
- Group division will be conducted on first day of the training. Participants must stay in same group throughout the training including hands – on activities.
- Any participants who need to leave the training without completing the training due to reasons associated with COVID-19 must start the training afresh. IRCS will not charge the registration fee.

Meal arrangement

- No meal shall be provided in the training venue
- Participants must carry their own meal and water bottle.
- Participants must maintain physical distance of at least 1.5 - 2 meters while taking the meal.

Conduct

- Dustbins placement to dispose used tissues/ masks at the entry.
- Instructors should be vigilant for watching inter-participant distance and hand hygiene, empowered to intervene and highlight in cases of non-compliance of the present guide
- Sanitizers and facilities for washing hands with liquid soap availability and tissues for drying should be ensured.
- There is a permanent vigilance on sign and symptoms during course.
- Atmosphere of trust and comfort, where any participant can come forward

to divulge symptoms and high-risk contacts.

Registration

- All participants details including name, address, and contact information as well as the body temperature must be properly recorded on arrival.
- Participant's First Aid training kit (*Appendix 2*) will be distributed to all participants on arrival to the training venue on the first day.

Examination

- No major changes in examination modality. Necessary precaution will be taken like hand washing, physical distancing and wearing a mask.

COVID-19 Positive during training

- During training, if a participant or instructor is diagnosed with COVID-19, the local authority must be informed.
- All participants & instructors must go for quarantine according to local laws and guidelines.
- The training for the batch may start afresh after one month. No registration fee shall be charged for the repeat training.

COVID-19 suspected case during training

- During training if a participant or instructor develops COVID-19 symptoms, the person must be referred to local health facility.
- All participants & instructors must go for quarantine until the RT-PCR test result of the suspected case(s) is obtained.
- The training for the batch may start afresh after receiving negative result of the suspected case(s) or after quarantine period as per local guidelines. No registration fee shall be charged for the repeat training.

Administrative

The regular administrative procedures are still valid guidance for conducting the general training, but some procedures are revised and added to ensure safety of the Instructor and trainees during COVID-19 Pandemic.

In observance, all training that is conducted under IRCS or St. John must comply with all requirements highlighted in the following section.

Proposals

- The proposals shall be submitted either through the IRCS State Branch or authorized State Centre of St. John.
- The instructor and the examinee should not be related to each other.
- The proposal received from State Centres for issue certificates must include the photo ID proof with the address of the candidates. Non-compliance to this requirement will result in a refusal of certification.

Assessment by NHQ

- The State branches are required to send the calendar at least **one week** in advance of proposed trainings with all the required data as: duration of the training, venue and address of the training centre, name of the instructors and date and venue of the exam for the training.
- Few photographs should be sent to the NHQ highlighting the room size, and seating arrangements.

Instructors

- No Instructor should train more than one batch simultaneously

APPENDIX 1: Participant list with contact and temperature.

Name	Phone	Address	Temp (Morning)	Temp (Afternoon)	Signature

- To highlight that this is a contact tracing form, meaning that the organization of the training needs to do their best possible to obtain reliable data in case of any notification needed.

APPENDIX 2: Standard list of materials for FA trainings.

First Aid material for each participant

Cotton Cloth – 1 meter long (Dupatta or turban cloth) /Triangular bandage	2
Splint (Small and Big)	1 set
Roller bandage	1
Non –woven Gauge pad	2
Plastic polyethene	01

First Aid Training Material

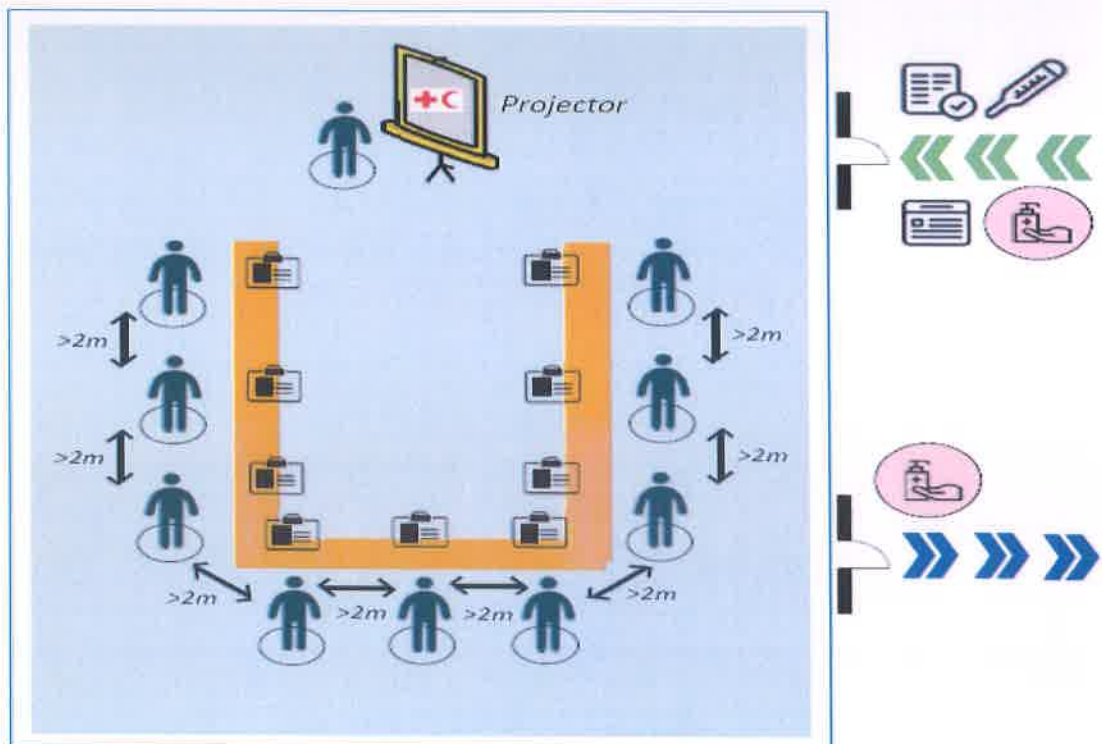
Cotton Cloth /Triangular bandage	10
Splint (Small and Big)	2 sets
Blankets	4
Bamboo- 6.5 feet each	4
Lipstick – red color	10
Kajal	10
Edible Red Food Color	Half Kg
Chickpeas flour	01 Half kg Packet
Scissors	6
Plastic Carry bag	1 Packet (50 pieces)
Electric wire- 02 meters each	2 pieces
Demo Sharp object - metallic, glass pieces and plastic toys	2 sets
White adhesive Tape 3- 4 inch broad	5
T-shirts- light color	10
Lighter	4
Manikins	02 Sets

Stationary for the First Aid Training

White Board Marker Pen- Red Black Green and Blue	2 sets
Flip Chart writing Pen- Red Black Green and Blue	2 sets
Flip chart	5
White boards	1
Duster- Whit board duster	2
Burning spirit - 100 ml	2
Pen- Blue	25
Writing Pad	25
L Folders	25
Rulers 30 cm	5
Staplers and pins	2
Suitcase for storing and carrying above materials (except bamboos)	1

APPENDIX 3: Recommended seating arrangement

U-Shape Arrangement



All participants to be seated at least **1.5 - 2 m** apart from each other.

APPENDIX 4: Voluntary participation, health disclosure & risk comprehension form

Voluntary participation and Health disclosure form

Kindly fill this form in order to participate in ... training program at ... from ...
* Required

1. Your name *

2. Your phone number *

3. Your email *

4. I am not having any symptoms of cough/ cold/ fever/ any other symptom in last 2 weeks *

Mark only one oval.

Yes

No

6. I affirm to abide by screening and quarantine guidelines set by authorities of with respect to the course being organized on... *

Check all that apply

Yes

No

7. I affirm to report any new adverse health related symptom to the Coordinator myself, at the earliest and in all honesty to protect myself. *

Mark only one oval.

Yes

No

8. I affirm to abide by the physical distancing guidelines set by the ... during the conduct of the course. *

Check all that apply

Yes

No

9. I affirm to strictly abide by cough and sneeze etiquettes during the ... *

Check all that apply

Yes

No

11. I have not provided clinical care without PPE to any COVID positive during the last 14 days. *

Mark only one oval.

Yes

No

12. I affirm that I am not under quarantine by state government at the attending the course *

Mark only one oval.

Yes

No

13. I am having the following diseases (Kindly write 'None' if not applicable) *

14. I agree to comply with post-course 7 day follow up by course coordinator to report the course coordinator in case of any adverse symptom development. *

Mark only one oval.

Yes

No

APPENDIX 5: Calculating the venue MAX occupancy

As established by NHQ and the ministry of health, the number of trainees allowed in a face-to-face training session can be variable depending on the size of the training space) to allow proper distancing of 1.5 - 2 meters among participants.

Who to include in your calculations?

When you are working out the maximum number of people allowed on the premises, do not include people who are:

- Working on the premises
- Instructors
- On the premises because of an emergency.

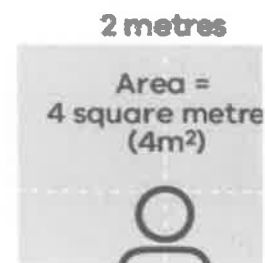
What to include in your measurement?

In calculating the space available for each person on any training area, only the locations that are open to the participants are to be included in the calculations.

Calculate your area

1. Measure the length of your space.
2. Measure the width of your space.
3. Multiply the length by the width to calculate the area in square metres.
4. Divide the area of your space (calculated in square metres) by 4 to calculate the maximum number of people allowed.

$$\text{MAX N}^{\circ} \text{ participants} = \frac{\text{Length (Meters)} \times \text{Width (Meters)}}{4}$$



Maximum number of people

The instructors from IRCS and St. John must not allow more than 25 people on the premises when the size of training room allow it. If the size of the premises is insufficient to ensure at

least 4 square metres of space for each person, the MAX number of participants should be reduced according to following example and table.

Example

- Length = 8.25 metres
- Width = 10.6 metres
- Square metres: $8.25 \times 10.6 = 87.45$
- Maximum number of people using 4 square metres rule: $87.45 \div 4 = 21$ people

Number of people	Space 4sq Meters
1	4
2	8
3	12
4	16
5	20
6	24
7	28
8	32
9	36
10	40
11	44
12	48
13	52
14	56
15	60
16	64
17	68
18	72
19	76
20	80
21	84
22	88
23	92
24	96
25	100

The batch size should not exceed 25 participants