

**DRAFTED BUSINESS RULES
COVID -19 PANDAMIC RESUMPTION OF ON-SITE TRAINING**

The table specifies key performance indicators which are required to be followed by training provider and the same will be observed during the visits by Third Party Monitoring Firm (TPM). In case of further inquiry is required, PSDF may investigate and condone the reported observations. The following business rules in addition to existing business rules will be implemented during COVID-19 pandemic duration.

MONITORING PRACTICES:

Pre-Training Center Inspection will be carried out of Training Provider to check the readiness required for resumption of on-site training as per COVID-19 SOPs (Standard Operating procedures). If TSP does not comply with SOPs defined by PSDF during pre- training center inspection the contract of TSP will not be resumed.

Compliance Risk	No.	Key Indicators	Description of key indicator	Penalties / Violations	
				Major Penalty 5%	Serious violation-Penalty 20%
Protection of Trainees / Personnel at Entrance & Exit Points	1	Availability of thermal guns, Maintenance of Log / record of temperature.	The thermal guns must be operational with its proper use & log / record (daily sheet as prescribed by PSDF) of temperature check of trainee, trainer & staff must be maintained.	Serious Violation – 20%	
Hand Hygiene	2	Availability of hand sanitizer/washing facility at entry/exit point & classrooms / Labs.	The training provider must make available soaps at washing facility & hand sanitizer at entry/ exit point & in classrooms / Labs.	Serious Violation- 20%	
Respiratory Hygiene	3	Availability of Face Masks	<ul style="list-style-type: none"> a- Face masks must be provided to each trainee/Trainer in classrooms /Labs to wear during classrooms timings. b- Proper Log must be maintained of provision of face masks. 	Serious Violation- 20%	

Social/ Physical Hygiene	4	Maintaining Six feet diameter distancing in classrooms	The trainees/ trainer must have sitting arrangement by maintaining of six feet diameter distance in classrooms/labs.	Serious Violation- 20%
		Demarcation on floors to maintain six feet diameter distance at entrance & exit points, cafeteria, mosque & waiting areas.	The training provider must mark the floor to keep distance of six feet diameter at entrance & exit points, cafeteria, mosques & waiting areas.	Serious Violation- 20%
Disinfection of Training Premises/ Labs & Equipment's	5	Availability of disinfection material and equipment & Maintenance of Log of disinfection	The Training Provider must make availability of Disinfection material & Equipment. The Material must be chlorine solution (0.05%)/ bleach. The training provider must maintain proper log of disinfection as per follows: a- All floors must be cleaned after every shift. b- The doors handle, railings must be disinfected twice a day. c- Maintain log of washrooms disinfection on daily basis.	(5% Major penalty)
Social Awareness	6	Displays for COVID preventive measures, physical hygiene & disinfection of premises	The training Provider must display the posters of COVID-19 preventive measures, physical hygiene practices and disinfection of premises in every classroom, Mosque, Cafeteria, entry points and at any prominent places.	(5% Major penalty)

Serious Violations

- In case of non-availability of any of followings,
Face masks, hand sanitizers, classrooms/labs six feet diameter distancing arrangements and operational thermal guns, a penalty of 20% will be imposed on **training cost of monthly invoice** the classes of that particular location will be considered as cancelled.
- A penalty of 20% will be imposed on **training cost of monthly invoice** if demarcation / proper log/record will not be maintained of any of following. Moreover, if any kind of following serious violation observed during training period at same location after first reported instance, the classes of that particular location will be considered as cancelled.
 - Log of temperature check for trainees, staff, and visitors
 - Log of provision of face masks
 - Log of hand sanitizers
 - Demarcation on floors to maintain six feet diameter distance at entrance & exit points, cafeteria, mosque & waiting areas.

Major Violations

1st occurrence

5 % penalty will be imposed on training cost of monthly invoice.

2nd occurrence

A penalty of 5% will be imposed in case of proper log/record will not being maintained. if any kind of Major violation observed during training period at same location after first noted instance, the classes of that particular location will be considered as cancelled.

- All floors must be cleaned after every shift.
- The doors handle, railings must be disinfected twice a day.
- Washrooms disinfection on daily basis.

Further Rules

- 1- The training service provider may split the class/es in two class rooms at same location.
- 2- Trainees and Trainer must qualify the COVID-19 course offered by PSDF & Gnowbe (Ngee Ann Polytechnic in Singapore) during first month of training of class/batch to consider themselves as completed trainees.
- 3- The classes may be considered as suspended if High risk areas identified by the government or any other notification issued by the government.
- 4- Training shall be suspended if Trainee or trainer or any other staff member found positive for covid-19 at that particular location (class suspension time will be 14 days).
- 5- The business rules will be applicable in addition to existing business rules and penalties as stated above will be imposed irrespective of penalties mentioned in existing business rules.
- 6- Trainees who do not wear face masks in all visits during month, will be expelled from the training and no stipend to be paid to such trainees.