



# PSDF

## **STANDARD OPERATING PROCEDURES (SOP) RESUMING ON-SITE TRAININGS**

# DEFINITIONS

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- **TRAINING SERVICE PROVIDERS (TSPs)** - Any institute, organization or entity established for providing trainings it includes formal training institutes or organizations registered/affiliated/accredited with the concerned government authority or any other accredited/authorized national/international certifying body as provider of training; it includes public, private, not for profit, nongovernmental organizations and industrial training institutes/units, organizations or entities, and informal training institutes like Nongovernmental organizations and other not for profit entities not affiliated or accredited with any certifying body.

- **THIRD PARTY MONITORING (TPM)** - Monitoring Firm/s contracted by PSDF to monitor training progress delivered by various Training Providers.

- **INDUSTRIAL TRAINING PROGRAMMES (ITPs):** - PSDF has developed the Industry Training Programmes (ITPs) to attract

businesses across all sectors, to train the youth according to their skill needs.

- **FORMAL TRAINING INSTITUTE PROGRAMMES (FTIPs)** - PSDF has

developed Formal Training Institute Programmes for the vocational training institutes so they can access funds for training through a transparent and competitive bidding process. The programmes are open to both existing and new institutes as well as public and private sector entities.

- **COMMUNITY BASED PROGRAMMES -**

PSDF has developed various Community Based Programmes to provide access to high quality skills training for the youth in semi-urban and rural communities. Women training is a large component of community-based programmes at PSDF.

# **SOP OVERVIEW**



# SOPS FOR RESUMING ON-SITE TRAININGS



## OVERVIEW

- COVID-19 is a highly transmissible disease that spreads when a healthy person inhales droplet released with a cough or sneeze of an infected person. The droplets may contaminate the surfaces and hands. It also spreads when a healthy individual touches their eyes, mouth and nose with contaminated hands after meeting an infected person or a contaminated surface.
- Once the restrictions are lifted there needs to be well thought out plan and action to ensure that while institutions and industries start functioning steps are taken to ensure trainees and staff well being and safety while managing costs. Therefore, it is necessary for all the institutions, industries and community based programmes working under the umbrella of PSDF to adhere these SOPs and precautionary measures to avoid the spread of disease at their training premises/facility.

# SOPs FOR RESUMING ON-SITE TRAININGS



## PURPOSE

- The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming PSDF funded on-site trainings at all institutions, industries and community based training venues.



## INTRODUCTION

- These SOPs are being recommended to extend guidelines for ensuring safe and secure training premises for all stake holders i.e. trainees, instructors, employees of all training providers, PSDF and the third-party monitors and visitors at the training premises. All precautionary measures are to be ensured at training premises.



## EFFECTIVE DATE

- These SOPs shall be implemented with immediate effect based on the advisory issued by Government for resumption of vocational and technical training across Punjab Province.

# **METHODOLOGY AND PROCESS DRAFT SOPs**



# METHODOLOGY/PROCESS

Developed Standard Operating Procedures (SOPs) for Industrial Training Programmes (ITP), Formal Training Institutes Programmes (FTIP) and Community Based Programmes (CBP).

Detail working of class sizes as per agreed SOP and calculation of Trainees strength as per new class size to unlock the existing contracts.

Feedback received from Training Service Providers (TSPs) on developed SOPs with acceptance rate of 85%.

Review and agreement on Third Party Monitoring (TPM) Firm SOPs.



# METHODOLOGY/PROCESS

Monitoring Rules (MR)  
Development with monitoring indicators and penalties against agreed SOPs

Incorporation of Monitoring rules into systems and Reporting to enforce agreed SOPs.

Cost implications analysis for SOPs execution and recommendations for practical commercial terms in compliance with legal contractual obligations.

Agreement of TSPs on agreed SOP and Monitoring Rules with initial visit by TPM before unlocking the existing contract.





# SOPs Feedback from TSPs

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**1**

Survey against proposed SOPs shared with 173 training providers (142 FTIs & 45 Industry partners) to record their feedback

**2**

Survey covers TSPs from all clusters of Punjab Province i.e. Southern Belt, Greater LHR & FSD, Golden Industrial Triangle, Agri Heartland, Northern Belt, Eastern Belt and South Western Belt

**3**

Survey covers TSPs providing trainings in Textile, Services, Light Engineering, Construction and Agriculture/Livestock Sectors


**4**

A total of 142 TSPs out of 173 (82%) responded to the SOPs survey

**5**

The average acceptance against proposed SOPs is 98%

# RESUMPTION OF ON-SITE TRAININGS



All the Trainings will be resumed subject to the prior approval of the Government and PSDF Board/Management

Only those Training Service Providers (TSPs) will be allowed who will provide 100% acceptance to adhere the PSDF SOPs to resume the trainings.

Inspection visit will be carried out by Third Party Monitoring Firm (TPM) before the start of training to verify the readiness of Training Service Provider against the PSDF shared SOPs.

Trainees and Trainer must qualify the COVID-19 course offered by PSDF within three days of the start of the training

Trainee and Trainer will be considered “verified” only if it is established that he/she has completed the course from gnowbe.

# DRAFT RECOMMENDATIONS SOPs

COMPLIANCE RISK	GUIDING PRINCIPLE (SUGGESTED SOP)	MONITORING INDICATORS	INDUSTRIAL TRAINING PROGRAMMES (ITP)	FORMAL TRAINING INSTITUTES PROGRAMMES (FTIP)	COMMUNITY BASED PROGRAMMES
Protection of Personnel at Entrance & Exit Points	I. Temperature of the individuals shall be monitored at entry and exit points.	Ensure the availability of thermal guns with its proper use.	✓	✓	✓
	II. Staff and instructors must be free of fever, cough, sore throat as these may be symptoms of COVID-19.	Develop forms for data collection at entry points. If temperature of an individual is more than 99°F or 37°C and the person reports experiencing any fever, cough, sore throat he will not be allowed to enter in the training premises	✓	✓	✓
	III. Maintaining 6 feet distance among individuals during entry and exit.	Demarcation on the floor to avoid entrance of individuals in groups	✓	✓	
	IV. Sanitization at entry and leaving the training premises.	Install hand sanitizers at entry points and sanitizer spray for the belongings	✓	✓	

# DRAFT RECOMMENDATIONS SOPs

COMPLIANCE RISK	GUIDING PRINCIPLE (SUGGESTED SOP)	MONITORING INDICATORS	INDUSTRIAL TRAINING PROGRAMMES (ITP)	FORMAL TRAINING INSTITUTES PROGRAMMES (FTIP)	COMMUNITY BASED PROGRAMMES
Hand Hygiene	V. Staff, trainees, trainers and visitors must clean their hands with soap or sanitizers at entry point.	Hand washing facility to be created near the entry and exit gate	✓	✓	✓
		Sufficient supplies of materials including hand soaps and alcohol-based hand rubs should be made available at entry points	✓	✓	✓
		All the staff/trainees entering the training premises will wash their hands with soap	✓	✓	✓
		A notice to be displayed for the entrants near the washing facility and guidance should be provided by the gate officials to minimize the risk of infection	✓	✓	✓

# DRAFT RECOMMENDATIONS SOPs

COMPLIANCE RISK	GUIDING PRINCIPLE (SUGGESTED SOP)		MONITORING INDICATORS	INDUSTRIAL TRAINING PROGRAMMES (ITP)	FORMAL TRAINING INSTITUTES PROGRAMMES (FTIP)	COMMUNITY BASED PROGRAMMES
Respiratory Hygiene	VI.	Both trainees, trainer and staff must wear face masks and gloves	Face mask to be provided to all staff members, trainee and trainer on daily basis	✓	✓	✓
			Clear plastic sneeze guards should be provided to staff members, trainees and trainers	✓		

# DRAFT RECOMMENDATIONS SOPs

COMPLIANCE RISK	GUIDING PRINCIPLE (SUGGESTED SOP)	MONITORING INDICATORS	INDUSTRIAL TRAINING PROGRAMMES (ITP)	FORMAL TRAINING INSTITUTES PROGRAMMES (FTIP)	COMMUNITY BASED PROGRAMMES
Social (Physical) Distancing	VII. No individual at training premises should hug or shake hands. Use alternate greetings such as waving or bowing	Third party monitoring firm will record the violations against SOPs during the visits.	✓	✓	✓
	VIII. Centre in-charge/ campus managers should take precautionary measures to avoid overcrowding in classrooms, laboratory, waiting area and cafeteria	Rest break will not be given simultaneously to all the trainees/trainers/staff of training premises and trainees/trainers/staff shall maintain a social distance of 6 feet. TPM will physically verify and record the schedule provided by TSP during field visit.	✓	✓	
		Modify cafeteria seating to keep trainees at least 6 feet apart in order to discourage people from eating together in groups	✓	✓	
	IX. Prayer/ Mosque	Staff/Trainees/Trainers are required to offer prayers by maintaining distance of 6 feet in the designated place and shall follow all the guidelines related to prayer jamma't as per government instructions	✓	✓	✓

# 18 X 24 INCH POSTER DISPLAYED EVERYWHERE ACROSS ALL TRAINING INSTITUTES





## کورونا وائرس احتیاطی تدابیر



**6 فٹ کے فاصلے کو برقرار رکھیں**  
دوران نماز، ہجوم اور کھانا کی وقت  
چھ فٹ کا فاصلہ رکھیں۔



**فیس ماسک پہنیں**  
بخار، کھانسی میں ماسک استعمال کریں۔  
ڈاکٹر سے رجوع کریں اور ہینڈ اینٹن 1166  
پر فوری رابطہ کریں۔



**20 سیکنڈ تک ہاتھ دھوئیں**  
بردہ کھانے کے بعد کم از کم 20 سیکنڈ کیلئے  
صابن سے ہاتھ دھونا لازمی ہے۔



**ہجوم**  
ہجوم والی جگہوں پر جگہ سے گریز کریں۔



**6 فٹ سے کم فاصلہ**  
اپنے روزمرہ کاموں کے دوران سماجی  
فاصلے کو برقرار رکھیں۔



**ہاتھ ملانا / گلے ملنا**  
ہاتھ ملانے اور گلے ملنے سے پرہیز کریں۔

**HELPLINE 1166**

پنجاب سکلز ڈویلپمنٹ فنڈ - 21-A، ڈاکٹر جین ٹاٹلر روڈ، گلبرگ-11، لاہور  
تلفون نمبر: (46627) HUNAR 0800- | فیکس: 92 42 35752190 |  
@PSDF\_official | Punjab Skills Development Fund (PSDF) |  
Punjab Skills Development Fund (PSDF) | www.psdf.org.pk

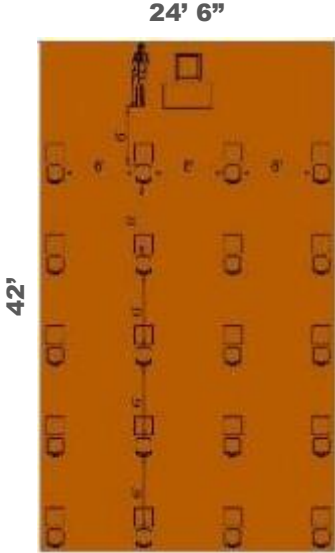
**کامیابی کا پتہ**

# DRAFT RECOMMENDATIONS SOPs

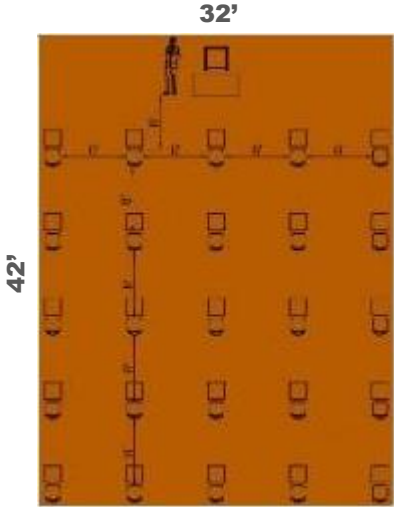
COMPLIANCE RISK	GUIDING PRINCIPLE (SUGGESTED SOP)		MONITORING INDICATORS	INDUSTRIAL TRAINING PROGRAMMES (ITP)	FORMAL TRAINING INSTITUTES PROGRAMMES (FTIP)	COMMUNITY BASED PROGRAMMES
Class Size	X.	Maintain distance of 6 feet between trainees even, if that involves leaving one machine empty. Minimum class size should not be less than 10 trainees.	Maintain distance of 6 feet between trainees in classroom or lab	✓	✓	✓
		Stagger training hours to increase space between trainees	Modify workstations to meet the requirement of 6 feet distance	✓	✓	✓



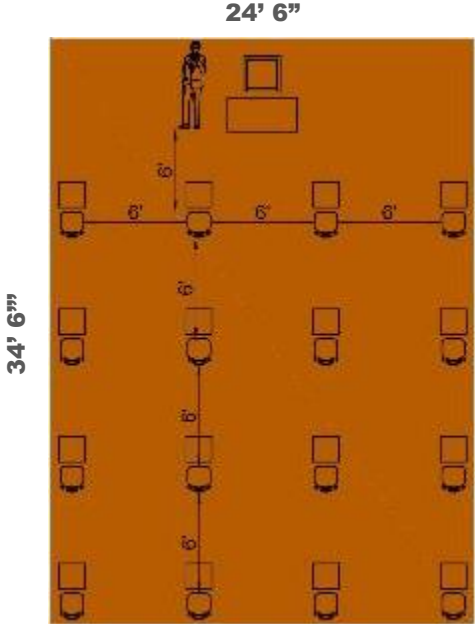
# CLASS SIZE OPTIONS



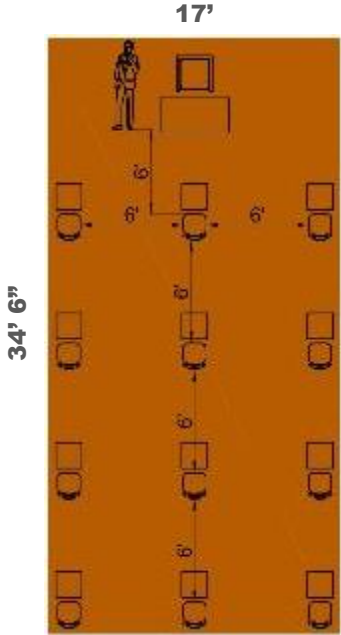
**NO. OF SEATS: 20**



**NO. OF SEATS: 25**



**NO. OF SEATS: 16**



**NO. OF SEATS: 12**

# DRAFT RECOMMENDATIONS SOPs

COMPLIANCE RISK	GUIDING PRINCIPLE (SUGGESTED SOP)	MONITORING INDICATORS	INDUSTRIAL TRAINING PROGRAMMES (ITP)	FORMAL TRAINING INSTITUTES PROGRAMMES (FTIP)	COMMUNITY BASED PROGRAMMES
Disinfection of Training Premises	XI. Institutes and Industries must sanitize the training premises and disinfect furniture, doors, chairs, and other surfaces with 0.05% chlorine solution (Bleach). Cleaning workers should be instructed to use protective gloves, shoes and clothes	All floor will be cleaned/mobbed with disinfectants at the start of each shift and keep the record.	✓	✓	✓
		All office doors, handles and railings must be cleaned with disinfectants twice a day and keep the record.	✓	✓	✓
		Trainees are strictly prohibited to share stationary items like ballpoint, calculator etc. with each other.	✓	✓	✓
	XII. Classrooms and labs must be well lit and ventilated. If a class is air-conditioned, the staff must ensure its ventilation.	Doors and windows should remain open for better ventilation in classrooms	✓	✓	✓
	XIII. Washrooms of the institute must be cleaned regularly and frequently.	Maintain a log of frequency of washroom sanitization and disinfection and drying after every use.	✓	✓	✓

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Disinfection of Tools & Equipment	XIV. Lab equipment and tools must be disinfected with alcohol-based disinfectant	Proper log of disinfection should be maintained for tools and equipment in unit or lab	✓	✓	
	XV. Raw material like steel, wood, cloth, iron, plastic and disassembled parts of machinery shall be properly sanitized and disinfected before entry to an institute or industrial unit premises.	Log of disinfection should be maintained at entry points of training premises	✓	✓	
		Availability of additional hand sanitizes and wipes near all type of machinery/ equipment	✓	✓	

# DRAFT RECOMMENDATIONS SOPs

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Transportation			Institute or factory owned buses and coasters used for transportation of trainees and staff will be disinfected from inside and outside upon arrival and maintain the record.	✓	✓	
		XVI. Disinfection of vehicles	All the vehicles entering or exiting the training premises having finished goods/ raw material items/ any other items shall be disinfected and record of the disinfected vehicle to be maintained at the gate office	✓	✓	

# DRAFT RECOMMENDATIONS SOPs

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Hostel/ Accommodation Facility (If Applicable)	XVIII.	Guidelines of social distancing and other related precautions must be displayed and observed in trainee's accommodation	Display posters of precautionary measures at prominent places	✓	✓	
			General chlorination spray in complete premises shall be carried out once every day	✓	✓	
Inspections	XIX.	Safety officials/heads of the institute shall visit training premises after every two hours to carry out inspection of the entire facility	Monitoring team should be in place at unit level to carry out inspections on compliance after every shift	✓	✓	✓

# SUSPENSION OF TRAININGS



UPON THE OCCURRENCE BUT NOT LIMITED TO

- High risk areas identified by the government or any other notification issued by the government, asking to suspend the trainings.
- Trainee or trainer or any other staff member found positive for covid-19 in a center or class or institute.
- Non-adherence of sops by training service providers

# **DISINFECTION GUIDELINE**



# DISINFECTION

Alcohol and bleach are acceptable chemical disinfectants, if used appropriately. As with any other disinfectants, soiled surfaces need to be cleaned with water and detergent first.



## BLEACH

Bleach is a strong and effective disinfectant – its active ingredient sodium hypochlorite is effective in killing bacteria, fungi and viruses, including influenza virus – but it is easily inactivated by organic material.

Diluted 0.05% chlorine solution (household bleach) disinfects within 10–60 minutes contact time, is widely available at a low cost, and is recommended for surface disinfection in health-care facilities.



## ALCOHOL

Alcohol is effective against influenza virus. Ethyl alcohol (70%) is a powerful broad-spectrum germicide and is considered generally superior to isopropyl alcohol.

Alcohol is often used to disinfect small surfaces and occasionally external surfaces of equipment. Since alcohol is flammable, limit its use as a surface disinfectant to small surface-areas and use it in well-ventilated spaces only.



# PROCEDURES FOR PREPARING AND USING DILUTED BLEACH

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**Use a mask, rubber gloves and waterproof apron, goggles also are recommended to protect the eyes from splashes**



**Mix and use bleach solutions in well-ventilated areas**



**Mix bleach with cold water (hot water decomposes the sodium hypochlorite And renders it ineffective)**



**If using bleach containing 5% sodium hypochlorite, dilute it to 0.05%**

# PRAY AREA & MOSUQE PARAMETER



# PRAYER AREA/MOSQUE PARAMETERS



## IMPORTANT POINTS FOR CONGRESSIONAL PRAYERS AT TRAINING CENTERS ARE:

- Carpet, rugs or mats should be removed, and floors to be washed with chlorine disinfectants
- Preferably prayer should be offered in open courtyards or a garden
- It recommended painting markers on floors to ensure people follow social distancing rules
- Trainees are required to make ablution area, keeping in view of 6 feet social distancing
- Necessary to wear masks at mosques
- No handshakes or hugs in the prayer area.
- Worshippers will refrain from touching their faces
- Refrain from any sort of gathering after the prayers
- Social distancing will be observed in the designated prayer area
- Distance of 6 feet will be maintained b/w worshippers

# REFERENCES



- **SOPs were developed after consulting below listed events;**
- SOPs shared by World Health Organization Source: [www.WHO.int/](http://www.WHO.int/)
- Precautionary measures issued by Ministry of National Health Services Source: <http://covid.gov.pk/>
- SOPs released by Government of Punjab & Industries, Commerce, Investment & Skill development department Source: <https://efp.org.pk/wp-content/uploads/2020/04/SOPs-For-Industrial-Units-And-Stores-GOP.pdf>
- SOPs issued by Primary & Secondary Health Care Department (P&SH) , Government of The Punjab Source: <https://pshealth.punjab.gov.pk/Home/Covid19SopsGuidelines>
- SOPs developed by industries post lockdown.
- Incorporation of feedback received from industries & formal training institutions through questionnaire floated by PSDF
- SOPs agreed for congressional prayer between federal government & Ulema

