

# SOCIAL DISTANCING GUIDELINES

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INTERNATIONAL SDN BHD TEAM



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# 1.0 Introduction

## 1.1 PURPOSE OF GUIDELINE

This guideline will serve as a reference for stakeholders on the procedures and requirements that will be adhered to in relation with any training, coaching or consulting session that is conducted by Sharma Management International during the current global pandemic.

This guideline is prepared in reference to the Standard Operating Procedures and Guidelines published by the Ministry of Health (MOH), National Security Council (NSC), and the Human Resources Development Fund (HRDF).

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## 2.0 Safety Measures

Responsibilities of all stakeholders during this period

2.1 The following guidelines are to be adhered to during any session that is conducted with a live audience in a face to face type setting. This includes but it not limited to group coaching sessions, training sessions and certification preparation sessions. These activities shall hereinafter be referred to as “**Training Session**”.

### 2.2 Temperature Scan

2.2.1 All participants in a training will have their temperature screened before being allowed to enter the training room and participate in the Training Session.

2.2.2 In order to participate in the Training Session, the participant’s body temperature should not exceed 37.5 degrees Celsius. If the participant’s body temperature exceeds 37.5 degrees Celsius, they will not be allowed to participate in the Training Session.

2.2.3 All participants’ details including name, place of employment and contact information as well as the body temperature shall be noted down before the start of each day’s Training Session.

### 2.3 Face Mask

2.3.1 All participants in a Training Session must wear face masks throughout the duration of the engagement.

2.3.2 Face masks shall be provided by the SMI team should the participants not have access to face masks.

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## **2.4 Hand Sanitizers**

2.4.1 Hand Sanitizers shall be made available at the entrance of the Training Session. Hand Sanitizers shall also be provided within the Training Facility during the Training Session, for ease of convenience.

2.4.2 Participants must sanitize their hands every time they enter the Training Facility, and are encouraged to regularly sanitize their hands during the Training Session.

## **2.5 Consumables**

2.5.1 In order to reduce the risk of contamination, any consumables that would be used during the training should be made available for each individual participant with no sharing allowed.

2.5.2 This includes but not limited to training materials, markers, pens and papers.

## **2.6 Social distancing**

2.6.1 Social distancing shall be maintained at all times.

2.6.2 There shall be a strict no handshaking policy until further improvements on the pandemic.

2.6.3 All participants shall maintain a distance of one (1) meter from each other.

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## 3.0 Training Facilities

3.1 Venues for any Training Session shall comply with the requirements below at all times.

### 3.2 Maximum number of participants

3.2.1 All Training Sessions shall be limited to maximum of 20 participants.

3.2.2 This is dependent on the size of the training facilities and if proper social distancing measures and spacing can be implemented for all participants.

### 3.3 Entry and exit

3.3.1 The entry and exit points to a Training Facility shall ideally have (1) dedicated entry and one (1) dedicated exit point.

3.3.2 For Training Facilities with only one access point, we shall closely monitor all entrances and exits, monitoring access to ensure that all entries and exits are orderly and compliant with social distancing guidelines.

### 3.4 Seating arrangement

3.4.1 We will ensure that there is ample space between participants, in line with social distancing. In order to achieve this, the seating arrangement shall be adequately spaced with at least 1 meter distance between participants.

### 3.5 Disinfection/Cleaning

3.5.1 The Training Facilities shall be disinfected on a daily basis throughout the duration of the Training Session.

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**Training Course Guidelines**

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# 4.0 Training Activities

## 4.1 Group Activities

4.1.1 All activities involving physical contact or a close grouping of participants will not be allowed.

4.1.2 Non-physical group activities such as group discussions shall be conducted in compliance with social distancing guidelines.

4.1.3. Practical and hands-on activities can be conducted, with relevant social distancing guidelines applied.

4.1.4. Registration and evaluation of course including attendance taking shall be done digitally via QR codes and online forms.

## 4.2 Meal Arrangements

4.2.1. All meals, including refreshments, must be pre-packed and consumed at the participants' individual seating in the Training Facility.

4.2.2. Participants can have meals in a separate room if such a space is prepared for the participants. However, these rooms shall meet the same requirements as a Training Facility, as defined above.

4.2.3. Only bottled drinks shall be provided during the training session.