

Guidance on in-person classroom training during COVID-19: **continue the learning**

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep learners, and the public, safe and healthy so we can stop the spread and continue the learning.

Below is a set of best practices to help prevent the spread of COVID-19 and provide quality training and education without delaying the opportunity to earn your qualification.

Best practices: virtual or in-person learning

The SOUTH AFRICAN LAW SCHOOL learners and staff may be at risk of getting COVID-19 in training sessions where equipment is shared or where training happens in smaller indoor spaces, especially spaces that do not allow for physical distancing.

Where necessary, due to regulations which do not permit in-person learning, training will be delivered through remote (distance) or virtual training platforms. Learners will be supported throughout the virtual learning period and in-person revision classes will be scheduled when it is safe to do so.

Where in person training is permitted, the SOUTH AFRICAN LAW SCHOOL will:

- Use a space that allows for physical distancing of at least 2 metres
- Have a plan in place for regular cleaning and sanitization
- Ensure personal hygiene can be maintained through access to hand sanitizer with at least 60% alcohol.

If these precautions cannot be met or adhered to during the entire training program, training will not occur at this time.

Training will be conducted following the below protocols:

1. Class size and planning

- Class sizes must be limited to the maximum number of persons allowed to gather as stipulated by the regulations. Building capacity must also be considered.
- If there is more than one training programme being offered in the building on the same day, the following protocols should be observed:
 - Stagger of start and stop times so that learners in different programs are not arriving or leaving at the same time.
 - Stagger breaks and lunches for the different programmes.
 - Have procedures in place to avoid crowding in washrooms.

2. Lift (elevator) use

- Limit the use of elevators where possible.
- Regular cleaning of commonly-touched surfaces, such as elevator buttons.

3. Screening

- Instructors and learners of the training programme will be screened for COVID-19 symptoms and potential exposures.
- No one suspected or confirmed to have COVID-19, or who has been in contact with someone with COVID-19 should provide or attend training.

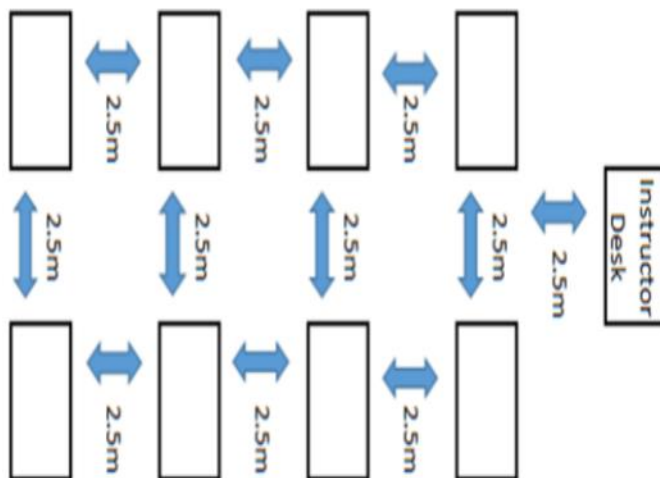
4. Personal hygiene and sanitization

- Ensure access to soap and water, or hand sanitizer with at least 60% alcohol.
- Ensure access to appropriate cleaning products.
- Ensure instructors and learners are able to wash or sanitize their hands frequently, especially when they arrive, before and after touching commonly-touched surfaces, and before leaving.
- Ensure that the training room has been cleaned and sanitized.
- Ensure all surfaces in the training room (tables, chairs, countertops, doorknobs, light switches etc.) are disinfected before and after the training using appropriate cleaning products.
- Ensure any training equipment, tools or props are cleaned and sanitized before and after use.

5. Physical distancing and PPE

- Ensure learners are positioned a minimum of 2 metres from one another and remain at a safe distance at all times. This may require a change to the layout of existing training rooms and/or reduce the number of learners per course. Below is a diagram of a suitable training room arrangement.
- Implement all measures to ensure physical distance and separation between people.

Example of suitable training room arrangement:



6. Communication and signage

- Ensure policies and procedures related to COVID-19 are posted, available and communicated to all learners.
- Put up COVID-19 posters in the facility and classroom to communicate key messages such as physical distancing of 2 metres, hand hygiene, and how to screen for symptoms.
- Use signage and markings to direct foot traffic and encourage physical distancing.

7. Sharing equipment and materials

- For programmes where learners must demonstrate skills or perform physical tasks and use supplied equipment, tools or props, individuals should be encouraged to:
 - first wash or sanitize hands prior to task
 - maintain physical distance during task, and
 - wash or sanitize hands when task is complete.
- The use of digital technology is strongly encouraged as an alternative to paper handouts in training. Paralegal learners are provided with tablet computers.
- The sharing of pens and normal office supplies is strongly discouraged. Learners are encouraged to bring their own personal pens/pencils.

8. Participant Requirements:

- Learners are expected to be in good health and not showing any of the following respiratory, cold or flu-like symptoms including:
 - New onset or worsening of existing Cough
 - Vomiting
 - Fever (> 38 degrees Celsius or >100.4 degrees Fahrenheit)
 - Severe fatigue
 - Shortness of breath or trouble breathing
 - Runny nose
 - Chest pain
 - Sore throat
- Learners who demonstrate any of these symptoms over the course of the programme should be asked to leave and the course should be suspended immediately.
- Some people with COVID-19 do not show any symptoms, so everyone should practice physical distancing by maintaining a distance of at least 2 metres from others and during any interaction.
- Learners should be instructed on proper cough/sneeze etiquette, and to wash their hands frequently for at least 20 seconds, before and after eating and before touching their eyes, nose, or mouth.
- Learners should be instructed to sanitize hands and disinfect any equipment, tools or props being brought into the training facility and at regular intervals throughout the course.