

VERSION: 12.06.2020

GUIDE TO DAN EUROPE TRAINING COURSES MANAGEMENT COVID-19



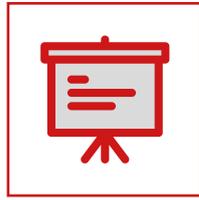
The COVID-19 emergency has profoundly changed our daily habits, work activities and behaviour; it has forced us to suspend our educational activities, according to the provisions and regulations of each country.

At DAN Europe Training we believe that **THE FIRST STEP NEEDED TO MANAGE AN EMERGENCY IS TRAINING**, in particular when confronted with times of great uncertainty.

In order to limit the risk of infection for Trainers, Instructors and Students, the development of DAN Europe courses must necessarily adapt to the new context of health emergencies, implementing substantial changes both in the preliminary course organisation and in the classroom management.

DAN Europe Training recommends to adopt the following procedures, though it reserves the right to update this document according to the evolution of the epidemiological context and the subsequent Supplementary Amendments provided by ERC (European Resuscitation Council) and competent authorities.

DAN Europe Trainers and Instructors should also take the responsibility for tracking any local guidelines and regulations.



DAN EUROPE COURSE ORGANISATION

- PRELIMINARY STAGE
- THEORETICAL SESSION - KNOWLEDGE DEVELOPMENT
- PRACTICAL SESSION - SKILLS DEVELOPMENT



COURSE ORGANISATION



1 PRELIMINARY STAGE:

- Agree date and time of the course with the interested individuals well in advance, providing all the necessary information regarding the organisation of theoretical and practical sessions.
- Obtain the students' DAN Course Registration Form before the course, better if received via email (DAN Training recommendation).
- Proceed with further necessary communications.

2 THEORETICAL SESSION: KNOWLEDGE DEVELOPMENT

ONLINE MODE (RECOMMENDED):

- Identify the appropriate platform, create the training event, send the participation link or the necessary credentials to the single student, or to the contact person, by providing the terms of access, visualisation, chat and interaction during the online course.
- Connect well in advance and make sure you have the name list available to check the presence of the students before you start.
- When logging in, the student has to enter his/her full name to allow identification and turn on the webcam (it is advisable to mute participants' microphone during the lesson).
- Start the theoretical part of the course by introducing yourself and the Assistant (if any); provide the duration of the class including a Q&A session at the end of it.
- It is advisable to have an Instructor to act as Assistant, gathering a summary of the questions raised in the chat to be answered by the Instructor later on. By previous coordination, the second Instructor may carry out a part of the course.
- Confirm date, time and venue of the practical part before the end of the session listing the required PPE to participate, and reminding to fill in and sign the DAN Course Registration Form before the start of the practical part (if not already received by e-mail).
- **Recall that participants with symptoms associated to COVID-19 will NOT be able to participate in the practical session.**



COVID-19 SYMPTOMS

MOST COMMON SYMPTOMS: fever, dry cough, fatigue (asthenia).

LESS COMMON SYMPTOMS: soreness and muscle pain, sore throat, diarrhoea, conjunctivitis, headache, loss of taste or smell, rash or discolouration of toes or hands.

SEVERE SYMPTOMS: difficulty breathing or shortness of breath, oppression or chest pain.



2 THEORETICAL SESSION: KNOWLEDGE DEVELOPMENT

LIVE CLASSROOM MODE (CURRENTLY NOT RECOMMENDED):

- Preemptively agree with the local representative, the venue manager or the students directly the rule to enter the classroom, the type of PPE to wear and, if necessary, how to dispose of it.
- Arrive at the course venue sufficiently in advance.
- At this stage of the course the Instructor **must always wear a surgical mask.**
- Check the classroom dimensions and the effective space available in relation to the number of students.
- Ensure the classroom is equipped with gel dispensers or disinfecting wipes with hydroalcoholic solution.
- Arrange a basket for general waste and one dedicated to used PPE exclusively. Make sure these are closed and properly disposed at the end of the course.
- Avoid small tables.
- Set laptop and video projector with no-one around (closed doors); place the chairs at a minimum distance of 2 metres (head to head).
- Arrange a space between the table/station, speaker/Instructor and the first row of students of at least 3 meters.
- Let people enter one at a time, making sure that everyone has compiled the self-declaration regarding the absence of symptoms attributable to COVID-19 and that they are equipped with the required PPE (to be provided, if necessary). An example of a self-declaration is available in MyDAN Instructor Library > COVID-19 folder.
- Have all the chairs neatly occupied.
- Limit other Instructors involvement (only one Assistant is recommended) and those who are not directly engaged in the course. Once the course has started, do not admit external people.
- Have the DAN Course Registration Form filled in, if not done before. However, DAN Training recommends the prior transmission of the file by e-mail.
- Provide the necessary logistical information (emergency exits, bathroom, disinfectant gel dispenser, etc.).
- **Provide information on hygiene, respiratory hygiene, and how to safely use, remove and dispose of PPE.**
- Start the course by introducing yourself and the Assistant, providing the duration of the class.
- Complete the theoretical part of the course.
- Open doors and windows to ensure effective air exchange (if you cannot keep them open throughout the lesson).
- Breaks before the end of the theoretical part are not recommended, unless enough space to maintain the required interpersonal distance of at least 1 metre is available. Alternatively, breaks are carried out in small groups at different times.



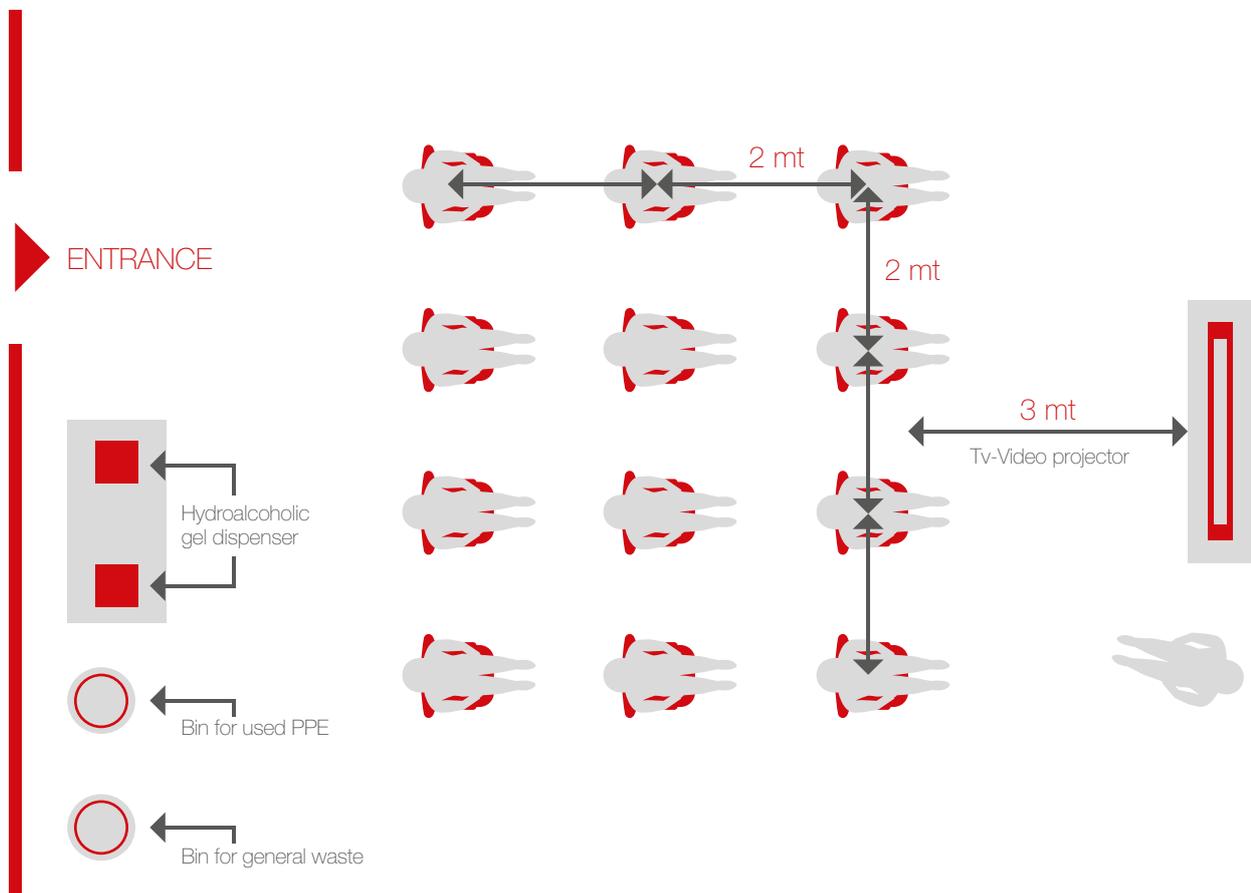
2 THEORETICAL SESSION: KNOWLEDGE DEVELOPMENT

i MANDATORY PPE FOR THE ENTIRE DURATION OF THE THEORETICAL PART IN PRESENCE:

- Surgical mask for all students.
- Surgical mask for Instructor and Assistant Instructors (if present).
- Disposable gloves for Instructor and Assistants while preparing the classroom (behind closed doors).
- It is possible to remove the gloves before the beginning of the theoretical session, showing the correct procedure to the class. Then throw them in the dedicated bin containing used PPE.

After removing the gloves wash your hands thoroughly with soap (then use disposable towelettes) or sanitize them with specific gel.

EXAMPLE OF CLASSROOM SETUP - THEORETICAL PART





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3 PRACTICAL SESSION: SKILLS DEVELOPMENT

- Arrive at the course venue sufficiently in advance.
- Check the classroom dimensions (if different from the one used for the theoretical part) and the effective space available in relation to the number of students, Instructors and Training stations
- Set up the training stations in a way a constant interpersonal distance of at least 2 metres is guaranteed.
- **Each station can accommodate a maximum of 6 students (3 students recommended).**
- The students/Instructor groups must remain unchanged for the whole duration of the practical session.
- Chairs and tables must be used by the Instructor exclusively as training material supports.

STATIONS NEED TO BE MADE UP OF:

- Duly clean mat to put the equipment for the type of course that is taking place (e.g. full body or half-bust manikin, AED Trainer with scissors, razor and chest drying cloth, ACT-Fast jacket, DAN Oxygen kit and so on).
- Disposable gloves and spare surgical face masks (Note: students must already wear all PPE before starting)
- Hydroalcoholic gel dispenser always available, or alternatively hydroalcoholic based wipes and non-sterile gauze for cleaning, compatible with the equipment components (plastics, silicone rubber, etc.).



IMPORTANT

Equipment used during courses may be a vehicle for indirect transmission of infection.

To minimize the risk of contagion, equipment must be cleaned and sanitized at the end of every student's session, after Instructor's demonstration and again at the end of the course, before storing it.

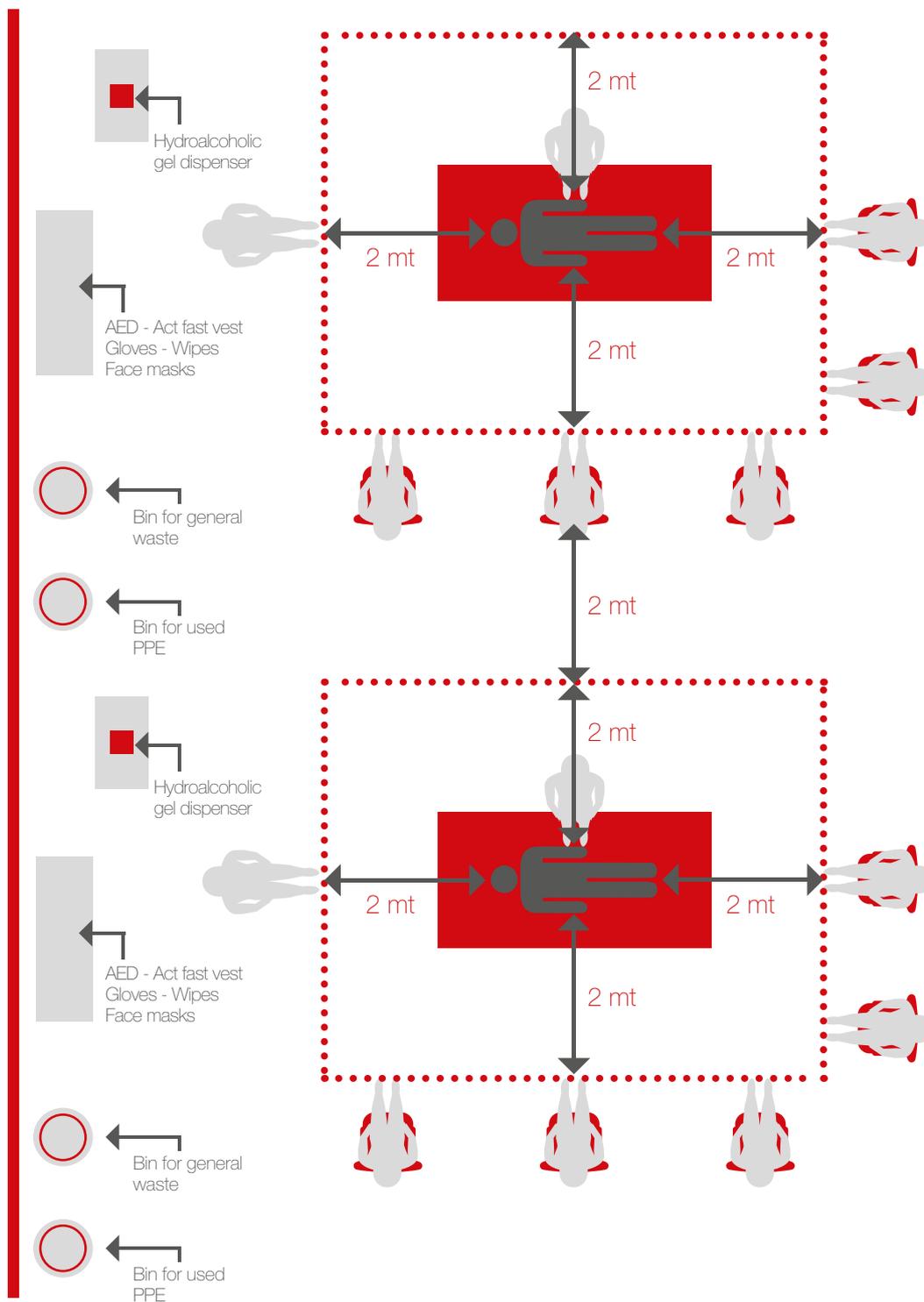


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3 PRACTICAL SESSION: SKILLS DEVELOPMENT

EXAMPLE OF TRAINING STATIONS ORGANIZATION - PRACTICAL SESSION





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3 PRACTICAL SESSION: SKILLS DEVELOPMENT

DURING THE PRACTICAL PART OF THE EXERCISES, THE INSTRUCTOR HAS TO:

- Maintain constant and direct supervision of the students, reminding everyone to keep their interpersonal distances.
- Check the correct use of PPE by all students.
- Introduce the exercises using the DAN method called “8 STEPS” (avoiding the parts not covered by the DAN Europe Course Management Recommendations | COVID-19, specific for the current course)
- Assign the role of Rescue Provider to a single student keeping all the others at a minimum distance of 2 meters during the execution of the exercise.
- Observe the entire student's practice at a distance of 2 meters and intervene with adjustments without approaching.
- Use video tutorials (if available) as alternative tools to repeat individual exercises, in order to highlight and correct any mistakes made by the students.
- **Refer to the student evaluation forms with the latest COVID-19 emergency skills when available.**
- Wear all the PPE required for each skill and course type.
- Perform a debriefing by integrating to the “8 steps” system the specific content related to PPE correct use and removal (reiterating what has already been explained in detail during the course), in order to raise awareness of the importance of self-protection.
- Practically demonstrate how to correctly remove and dispose of used PPE, wearing new ones before inviting students to sit and complete the final quiz.

DURING THE PRACTICAL TRAINING THE STUDENT HAS TO:

- Maintain interpersonal distance (2 metres minimum).
- Wear disposable gloves and surgical mask correctly.
- Follow the Instructor's directions.
- Raise any doubts before commencing the exercise.
- Inform the Instructor if he/she needs to leave for a break or urgent needs.



MANDATORY PPE DURING THE PRACTICAL PART

- Surgical mask and disposable gloves for all students.
- Surgical mask or superior (e.g. FFP2 WITHOUT valve), disposable gloves, goggles or visor, gown or other disposable water-repellent clothing for Instructor and Assistant Instructors (if present).
- Disposable gloves for Instructors and Assistants even during the preparation of the training stations.

After removing the gloves wash your hands thoroughly with soap (then use disposable towelettes) or sanitize them with specific gel.



3 PRACTICAL SESSION: SKILLS DEVELOPMENT

AT THE END OF THE COURSE, AFTER COMPLETING THE FINAL QUIZ, THE INSTRUCTOR:

- Hand over the certificates always maintaining interpersonal distance, approaching the student only for the necessary time for delivery.
- Open doors and windows to ensure proper air exchange (if it is not possible to keep them open throughout the lesson).
- Wait until everyone has left the classroom before returning the equipment to its appropriate containers only after it has been cleaned and sanitized.
- Seal the bags in the bins containing general waste and used PPE, making sure they are properly discarded.

Considering the rapid evolution of scientific knowledge and evidence, of the European Guidelines and national regulations during COVID-19, DAN Training reserves the right to integrate, modify and update this document. DAN Europe Trainers and Instructors are invited to monitor any local indications and regulations and to refer to the latest available update of the present document and its specific appendices.



COURSE ORGANISATION



EDITED BY:

DAN (Divers Alert Network) Europe - DAN Training Department

SOURCES:

[COVID-19: Practical guidance for implementation - International Liaison Committee on Resuscitation](#)

[European Resuscitation Council COVID-19 Guidelines - Edition 1, 2020](#)

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