

Procedure for infection control during course completion

RESQ-MS-HSE-PRO-031-E



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Rev	Date	Prepared	Reviewed	Approved	Revision summary



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1 PURPOSE

To ensure that requirements for infection control are met during course completion

2 SCOPE

The procedure applies to the entire ResQ company

3 DESCRIPTION


3.1 General infection control measures

- There are a lot of measures taken in all parts of society that together limits the spread of infection
- It is important to use measures that are adapted to different situations. The measures must therefore be adapted so that one can focus on what is most important in the current situation. Here we describe measures to limit the spread of infection among course participants and employees. The purpose of the advices is to limit and delay outbreaks of covid-19
- The three basic pillars for slowing the spread of infection during course completion are:
 - People with symptoms of covid-19 should not attend courses
 - Good hygiene and infection control measures at the center
 - Reduced frequency of contact between people

The most important infection control measure is that sick people stay at home. Cough hygiene and keeping a distance are crucial to limit droplet infection, while hand hygiene, and especially avoiding touching the face with unclean hands, is important to prevent indirect contact infection. Increased physical distance between people reduces the possibility of infection, even before symptoms of illness occur.

The most commonly described symptoms of covid-19 are initially sore throat, cold and mild cough, as well as malaise, headache and muscle aches. Abdominal pain may also occur.

ResQ follows [FHI Guidelines](#) for infection control measures.

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3.2 Information for employees, course participants and customers

Employees shall be introduced to implementing necessary infection control measures as described in this procedure.

Course participants and customers who are going to one of our locations will be sent the necessary information in advance of the course. (one pager)

It is important that everyone contributes to implementing the infection control measures in accordance with this procedure.

3.3 Attendance

3.3.1 Employees


All employees must consider their own state of health regarding symptoms of acute respiratory infection and avoid going to work if they think they may be ill. Employees should leave the workplace immediately, by notifying the manager, if they develop symptoms of infection.

3.3.2 Travel and holidays

Quarantine rules and advice for infection control when traveling is changed and updated continuously. All employees in ResQ are not advised to travel abroad. When entering from countries that are not defined as yellow zones, the 10-day quarantine applies before attending work. The employer must be notified if the employee is going on a trip that entails a risk of quarantine.

3.3.3 In the event of illness while person is on duty

Employees, course participants or others who become ill while present must return home as soon as possible. Sick people who have to be picked up by others have to wait in a separate room or outside where there are no other people nearby. Sick persons must not take public transport. Sick people should wear face masks to reduce the spread of infection. Afterwards, rooms, toilets and other areas where the patient has stayed are cleaned. Ordinary cleaning agents can be used.

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3.3.4 If someone in an employee's household is ill

If someone in the household has symptoms of a respiratory infection, but not confirmed covid-19, the employee can attend the service as normal. However, the employee must go home if he or she develops symptoms of covid-19.

3.3.5 If someone in an employee's household has confirmed covid-19

If covid-19 has been confirmed in the household, close contacts must be kept in quarantine and tested, in accordance with guidelines from the health authorities.

3.3.6 Course participants and customers

Information will be sent out to course participants in advance of attendance. (Ref; one pager and info) Upon arrival course center, reception and registration will take place in accordance with internal guidelines.

3.4 Distance on the premises

Arrangements shall be made for the recommended distance between persons staying on the premises. If it is difficult to arrange for distance, consideration should be given to restructuring operations. Furnishing or setting up physical barriers can be considered.

The design of the room can be important for how many course participants and employees can be present in the same room.

Desks in classrooms will be set up / marked according to the number of course participants.

3.5 Hygiene measures and physical contact

Avoid handshakes and other unnecessary physical contact.


This includes especially close face-to-face contact.

Good hand and cough hygiene reduce infection in all respiratory infections, including covid-19 infection.

Hygiene measures must be carried out frequently by everyone, regardless of knowledge of one's own and others' infection status.

It must be arranged for hand hygiene, either hand washing or hand disinfection, both for employees, course participants and any others who must enter ResQ's practice areas.

The use of rings, watches and similar jewelry that can lead to poorer hand hygiene should be avoided, see ["Hand hygiene"](#)

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All employees must follow the advice on personal infection control:
Wash your hands often and thoroughly, (at least 30 seconds) with soap and lukewarm water, use paper towels, avoid air dryer. Use disinfectant that contains alcohol, but only when there is no soap and water available.

Hand washing is especially important:

- before eating
- before and after using buttons, equipment or instruments that many people use
- before and after using lift buttons / door contacts / access control, coffee machine etc.
- after coughing or sneezing (preferably in the elbow)

Practice to not touch your face (we often do this without thinking about it. Nose, mouth and eyes are contagious).

Common contact points found in the business are identified, cleaned / disinfected and the frequency of contact is reduced to a minimum.

Equipment to be used by several participants (eg radios) is cleaned / disinfected between each user.

3.6 Reducing the frequency of contact between people

Reduced contact with others will reduce the risk of infection from people who do not know they are contagious. To achieve this, one must increase the distance between people, reduce the number of people who are close together. This is important for infection control and possible detection of infection.


3.7 Break and lunch

Lunch is served in accordance with guidelines from FHI.

ResQ's canteens must follow [guide for «safe serving»](#) from NHO.

Infection control measures canteen:

- People with respiratory symptoms should not stay in the canteen.
- Walk in the same direction in the serving area and avoid crowding.
- Wash your hands thoroughly with soap before arriving at the canteen.
- If necessary, use Antibac before helping yourself to food.

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- Do not sit down on a dining area that has not been cleaned.
- Avoid unnecessary movement in the room.
- Keep at least 1 meter away.
- Observe the maximum number of people in the canteen.

It must be strived for separate changing rooms, break rooms and toilets for employees and course participants.

3.8 Cleaning

Daily cleaning and ventilation of the room is recommended. Ordinary cleaning agents can be used.

Local cleaning routines should be reviewed in terms of organization, responsibilities and resource requirements and the need to make adjustments.


It is important with enhanced cleaning on exposed areas:

- Toilets and washbasins must be cleaned at least daily
- Wipe surfaces such as toilet seat and faucet on the washbasin 2–4 times a day
- Disposable paper towels and soap should be available, and you must make sure that trash is emptied regularly
- Tables and desks are washed after use
- Door handles, stair railings, chairs, armrests, other table surfaces and frequently touched objects are cleaned frequently, at least daily.
- Tablets, computers / keyboards must also be washed at least daily and between each user.


Pay extra attention to hygiene around the kitchen / dining room. Hand hygiene must be performed before and after employees use the kitchen / dining room. Handling of textiles and waste follows ordinary routines for the business. Follow regular waste disposal procedures.

In the table below, ref. [Recommendation from FHI](#) , it gives some suggestions on how often different items should be cleaned. The advice is given based on the current epidemiological situation and may be changed. Local assessments must be made based on premises, number of people present, user group, frequency of contact and the local, epidemiological conditions.

The recommendation must be seen in connection with the general recommendations for cleaning described above, as well as current recommendations for hand hygiene.

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Element	Use	Cleaning suggestion	Alternative
Floor	Premises frequently used by many different people	Daily cleaning and as needed	
	Few people, limited use	Clean if required	
Table and other surfaces	Short-term use with moderate touching, such as meeting room tables.	Daily cleaning	Leave unused for 24 hours after use
	Prolonged use with a lot of touching (e.g. desk).	Clean after each user	Leave unused for 24 hours after use
Other fixtures and fittings	Furniture that may be touched over a longer period of time, such as armrests in a treatment chair / hairdresser's chair	Clean after each user	Leave unused for 24 hours after use
	Fixtures that are rarely touched and then for short periods.	Normal procedure	
Common showers	Common showers used by many people	As a minimum, daily cleaning. Regular supervision to assess the need for extra cleaning.	
	Common showers that are rarely used (a few people per day).	Normal procedure	
Equipment used by several people Outdoor play equipment	Equipment used in group sessions and touched by hands over time (e.g. weights).	Hand hygiene before and after the session. Clean equipment after use	Hand hygiene before and after the session and equipment left unused for 24 hours after use.
	Equipment frequently touched by the hands of several people during the activity (e.g. basketball).	Hand hygiene before and after the session. Clean equipment after use	Hand hygiene before and after the session and equipment left unused for 24 hours after use.
	Equipment used by several people, but less frequently touched with the hands (e.g. footballs, cones).	Normal procedure	
	Outdoor play equipment	Normal procedure	
Textiles	Textiles that are used close to the patient's body (e.g. towels, cloths, bed linen).	Clean after each user.	
	Equipment used close to the face (e.g. hairdressers' cloaks, dry suits, survival suits).	Clean after each user.	Equipment left unused for 24 hours after use.
	Textiles that are normally used for several people and that are not close to the face (e.g. life jackets).	Normal procedure	

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3.9 Use of protective equipment

The company's normal routines for the use of protective equipment are followed. There is no need for infection control on personal protection equipment in contact with a course participant who is not suspected or confirmed to have Covid-19, unless specific advice is given about this.

If health care for a person with suspected Covid-19 cannot be postponed, the necessary protective equipment such as a face mask and gloves must be used.

Businesses should have available face masks (class I). If a course participant or Instructor / employee develops symptoms of acute respiratory infection during the course, the person should wear a face mask and end participation.

If a face mask is used in a situation, the following is important:


- Avoid touching the face mask with your hands when it is on, without hands first being washed or disinfected.
- Be sure to wash your hands both before and after putting on the face mask, and immediately after removing it.
- Discard used disposable face mask with normal household waste.

3.10 Instructors / employees who are themselves in a risk group

Instructors / employees who belong to a risk group with a high risk of a serious course of action for Covid-19 should not work closely with the course participant or customers but have a home office or be relocated to other tasks if possible.

Based on information about the outbreak so far, it is especially older people (over 65 years) who have a high risk of serious illness with Covid-19, especially if they also have an underlying chronic illness.

In addition, other adults with underlying disease (cardiovascular disease, diabetes and high blood pressure) have a higher risk of serious illness. This also applies to other serious chronic illness, pregnancy with complications and the use of drugs that weaken the immune system.

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4 SPECIAL INFECTION MEASURES FOR RESQ EMERGENCY PREPAREDNESS CENTER

ResQ shall have a robust and operational handling capability in an emergency in accordance with the guidelines laid down in our management system.

If the situation so requires, extraordinary measures can be implemented by the CEO that go beyond the general infection control procedures. These measures may be, but are not limited to:

- Implement a full or partial home office for employees with their workplace at the Emergency Response Center
- Introduce travel restrictions and restrict the use of public transportation
- Implement measures for Emergency Managers that are defined as critical personnel (critical personnel are defined based on situation and needs)
- Introduce extended reporting obligation for all personnel in the emergency preparedness organization in relation to infection control, illness, and quarantine
- Move all or part of the course / training activity in the Emergency Response Center premises to alternative locations
- Move shift changes out of the Emergency Response Center's premises
- Introduce separate rules on distance at the Emergency Response Center
- Introduce other special infection control measures (such as the use of face masks, special cleaning etc)
- Introduce special operational status reporting for the emergency response organization.


5 RESPONSIBILITY AND IMPLEMENTATION

All employees in ResQ must contribute to courses being conducted in accordance with internal and external guidelines.

5.1 Requirements for managers in the business

The manager must ensure systematic management of the business, including that the business meets basic requirements for infection control.

The manager must ensure that employees have the necessary knowledge of the current infection control measures and facilitate that these can be followed.

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The manager is responsible for ensuring that procedures are followed up locally.

6 REFERENCES

Norwegian Institute of Public Health

Covid-19-forskriften

The Norwegian Directorate of Health