



**HUMAN RESOURCES DEVELOPMENT FUND**

**GUIDELINE FOR  
CONDUCTING FACE-TO-FACE  
TRAINING DURING THE COVID-19  
PANDEMIC**

**VERSION 1.1  
17 June 2020**

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## **1. PURPOSE OF THE GUIDELINE**

The purpose of this guideline is to inform stakeholders on the procedures and requirements for training to be conducted during the current COVID-19 pandemic.

## **2. OBJECTIVES**

- 2.1. Training plays a vital role as a catalyst to organisation growth and significantly contribute to the rebound and growth of the nation. Training is a large part of the economic recovery of the nation as upskilling, re-skilling and providing job placement with newer skills is critical to boost the productivity, performance and business recovery post MCO and COVID19 impact.
- 2.2. Having said that, training that is conducted face-to-face has the risk of exposing the participants to infection by the Covid19 virus in view of the delivery mechanism.
- 2.3. Hence, it is important to ensure that any face-to-face training that occurs is done so according to a guideline that ensures safety and health aspects are prioritised in the implementation of the training.
- 2.4. The objectives of this guideline are to:
  - i. Serve as a comprehensive guideline for face-to-face training to be conducted during the COVID-19 pandemic; and
  - ii. Ensure safety and health aspects are prioritised during any training activity.

## **3. SCOPE OF GUIDELINE**

- 3.1. This guideline will specify the requirements for training to be conducted during the COVID-19 pandemic.
- 3.2. This guideline will be guided by all Standard Operating Procedures (SOP) from the National Security Council (NSC) related to the COVID-19 pandemic. This is to ensure compliance to all NSC SOP.

## **4. REQUIREMENTS**

It is imperative to ensure the health and safety of all participants in any HRDF training including trainers, trainees and others. In view of this, all training that is conducted under any of the HRDF schemes must comply to all requirements highlighted in this guideline.

### **4.1. General Requirements**

#### **4.1.1. Temperature scan & contact tracing**

- All participants in a training must be screened before being allowed to enter any training facilities. This screening will be in the form of temperature scanning.
- All participants details including name, place of employment and contact information as well as the body temperature must be properly recorded for every session of a training.
- Any participant with high body temperature (more than 37.5 degrees Celcius) or showing other symptoms of Covid-19 should not be allowed access to the training facilities.

#### **4.1.2. Face mask**

- All participants in a training are highly encouraged to wear face masks throughout the duration of the training. If a participant does not have a mask, one must be provided to them by the training organiser.

#### **4.1.3. Hand sanitiser**

- Hand sanitiser must be made available at the entrance to the training facilities. Participants must also sanitise their hands every time they enter the facilities.

#### **4.1.4. Consumables**

- In order to reduce the risk of contamination, any consumables that is used during the training should be prepared for each individual with no sharing allowed. This includes but not limited to training material, markers, pens and paper.

#### **4.1.5. Social distancing**

- Social distancing must be maintained at all times. All participants must maintain a distance of 1 meter from each other.

## 4.2. Training facility setup

### 4.2.1. Training Venue

- Training can be conducted at the following venues:
  - Training providers' premises
  - Employers' premises
  - Hotels/Convention Centres/Rented Training rooms
- The training organiser must ensure that all the requirements in this guideline are met when choosing a venue for any training.

### 4.2.2. Maximum number of participants

- The maximum number of trainees allowed in a face-to-face training session is as detailed in the Allowable Cost Matrix (ACM) depending on the size of the training space and social distancing.
- Training organisers are advised to use the following formula to calculate the maximum number of participants (including trainers and teaching assistants) allowed based on training space in which

$$\text{Max Nos of participants} = \frac{\text{Training Space ( in m2)}}{4}$$

*OR Nos. of Participants allowed in ACM  
(whichever is lower)*

- The ACM can be found at the following link:  
<https://www.hrdf.com.my/wp-content/uploads/2016/12/Allowable-Cost-Matrix-2020.pdf>
- The maximum number of participants allowed in a seminar/conference shall be limited to maximum 250 participants depending on the size of the training space. This includes the organisers and speakers.
- Training organisers are advised to use the following formula to calculate the maximum number of participants (including organisers and speakers) allowed based on training space in which

$$\text{Max No. of Participants} = \frac{\text{Training Space ( in m2)}}{4}$$

*OR 250 pax  
(whichever is lower)*

#### 4.2.3. Entry and exit

- Entry and exit points to a training space should be limited. Ideally, there should be 1 dedicated entry and 1 dedicated exit point.
- For training spaces with only one access, the training organiser must do close monitoring of the access to ensure that all entry and exit to the room is done in an orderly manner.

#### 4.2.4. Seating arrangement

- The training organiser must ensure there is ample space between trainees in line with social distancing. To achieve this, the seating arrangement must be adequately spaced (4 square meters).
- Please refer to Appendix A for some recommended seating arrangements.

#### 4.2.5. Disinfection/Cleaning

- The training space must be disinfected on a daily basis throughout the duration of the training including prior to and after the training.

### 4.3. Activities

4.3.1. All activities involving physical contact or close grouping of trainees will not be allowed.

4.3.2. Non-physical group activities such as group discussions can be conducted. However, the training organiser and trainers must ensure that the trainees are adequately spaced for social distancing.

4.3.3. Practical and hands-on activities can be conducted. However, the training organiser and trainers must ensure that the trainees are adequately spaced for social distancing.

### 4.4. Registration

4.4.1. Registration of participants including attendance record must be done digitally. This is to be done using QR codes through the *MySejahtera* application in addition to other forms of digital registration for organisers' records.

#### **4.5. Meal Arrangements**

- 4.5.1. Meals including refreshments must be pre-packed and consumed at the participants' individual seating in the training facility.
- 4.5.2. Buffet style meals are strictly prohibited.
- 4.5.3. Participants can take their meals in a separate space. However, those spaces must meet the same requirements as for a training space as defined in 4.2 above.
- 4.5.4. Only bottled drinks can be provided during the training session.

### **5. IMPLEMENTATION MECHANISM**

- 5.1. This guideline takes effect on 16 June 2020.
- 5.2. This guideline must always be read together with the approved Standard Operating Procedures (SOP) from NSC related to the COVID-19 pandemic. The approved SOP is attached for reference. All HRDF related training activities must comply to the approved SOP at all times.
- 5.3. It is the responsibility of the organisers, employers, training providers and participants to ensure compliance to this guideline and all related NSC SOP throughout the implementation of any training event under the HRDF schemes.
- 5.4. No face-to-face training will be allowed in areas under Enhanced Movement Control Order (PKPD).

### **6. AMENDMENTS**

- 6.1. HRDF may change or amend this guideline from time to time. Employers and Training Providers will be notified of the changes being made to strengthen this guideline.

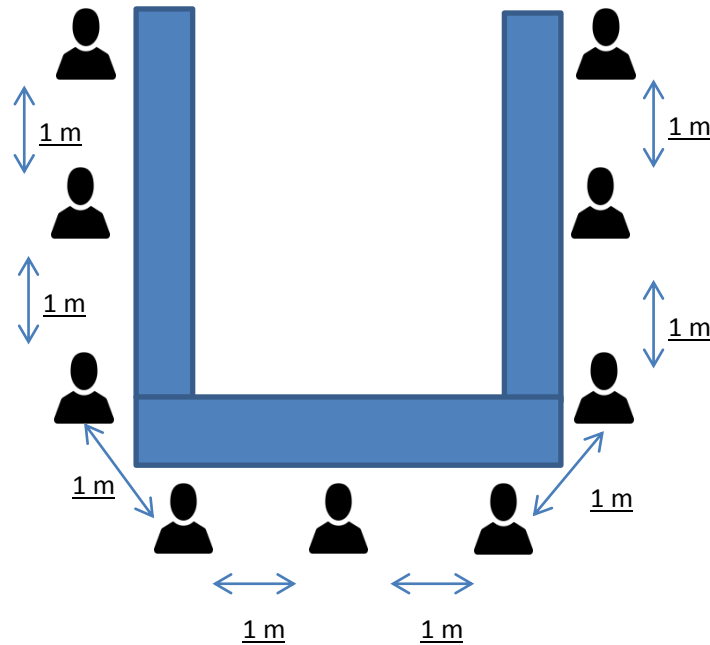
## **7. COMPLIANCE**

- 7.1. This guideline shall form the terms and conditions for conducting face-to-face training during the COVID19 pandemic wherein any breach of such terms and conditions shall subject the party in breach to legal action by HRDF, including penalty, suspension etc as HRDF deems fit, in accordance with the PSMB Act 2001.
  
- 7.2. Failure to comply with the related SOPs from NSC could also result in legal action, revocation of the approval to operate or other related sanctions. These SOPs are enforced by the Government through collaborations between the Ministry of Health, Polis DiRaja Malaysia (PDRM) and other enforcement agencies.



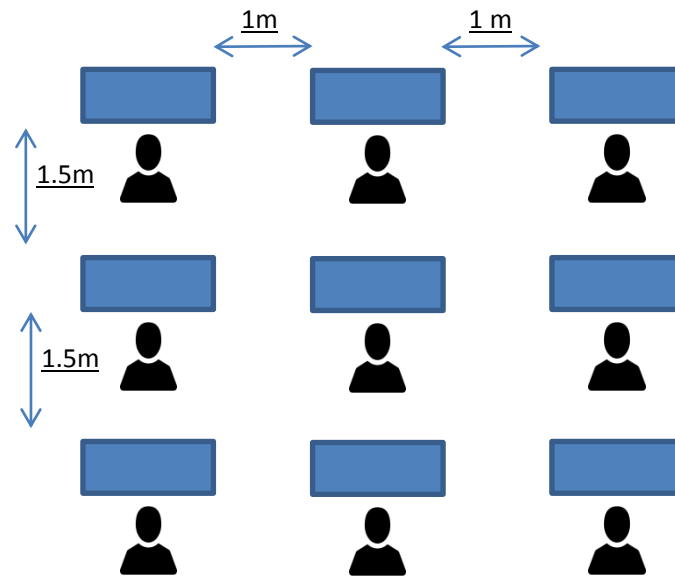
## APPENDIX A: RECOMMENDED SEATING ARRANGEMENTS

### 1. U-Shape Arrangement

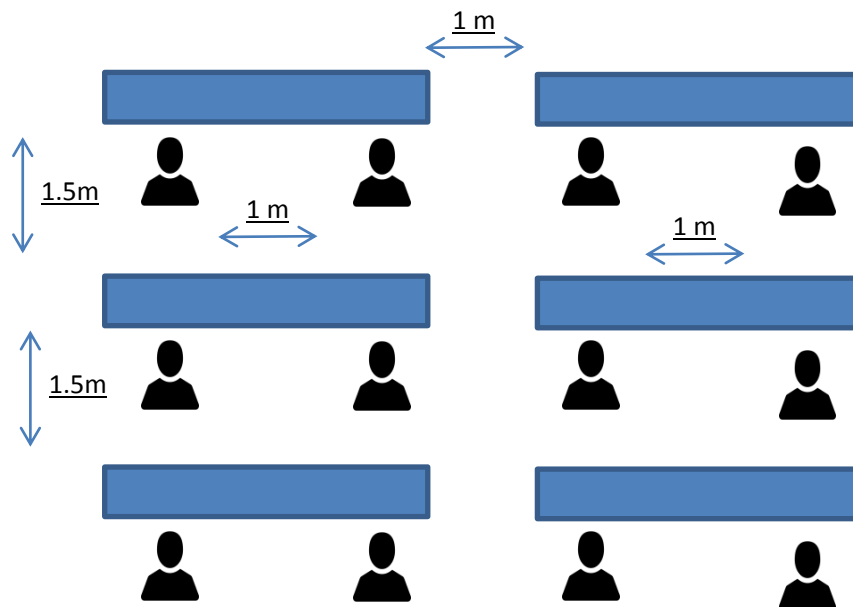


- All participants to be seated at least 1m apart from each other.

## 2. Classroom setup (using rectangular table)

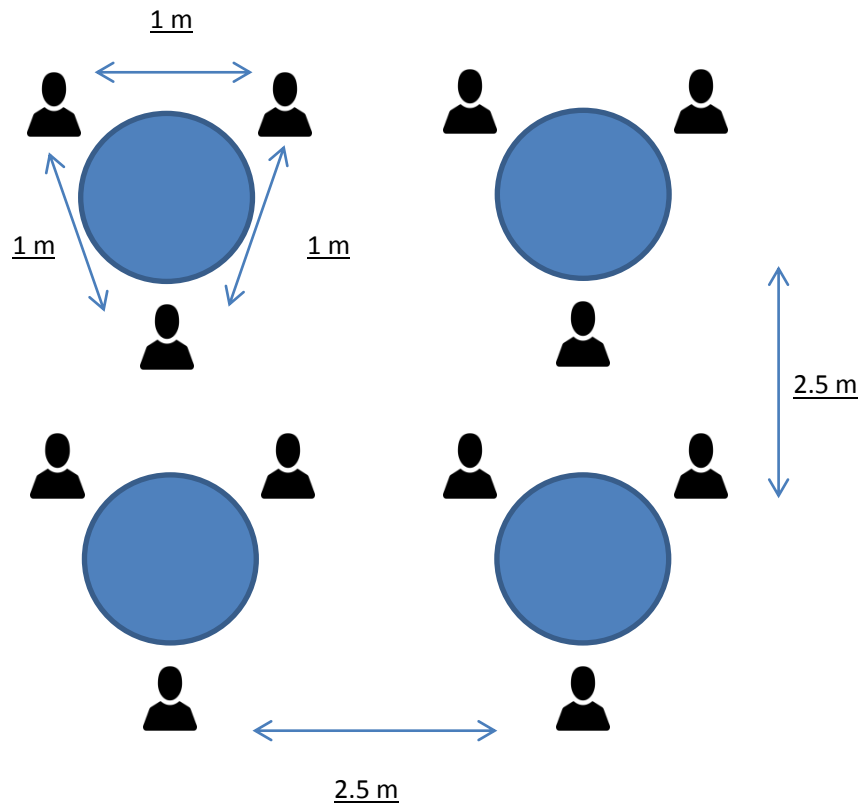


- Arrangement using 4-5' rectangular banquet tables.
- All participants to be seated at least 1m apart from each other.
- Table rows to be spaced at least 1.5m apart.

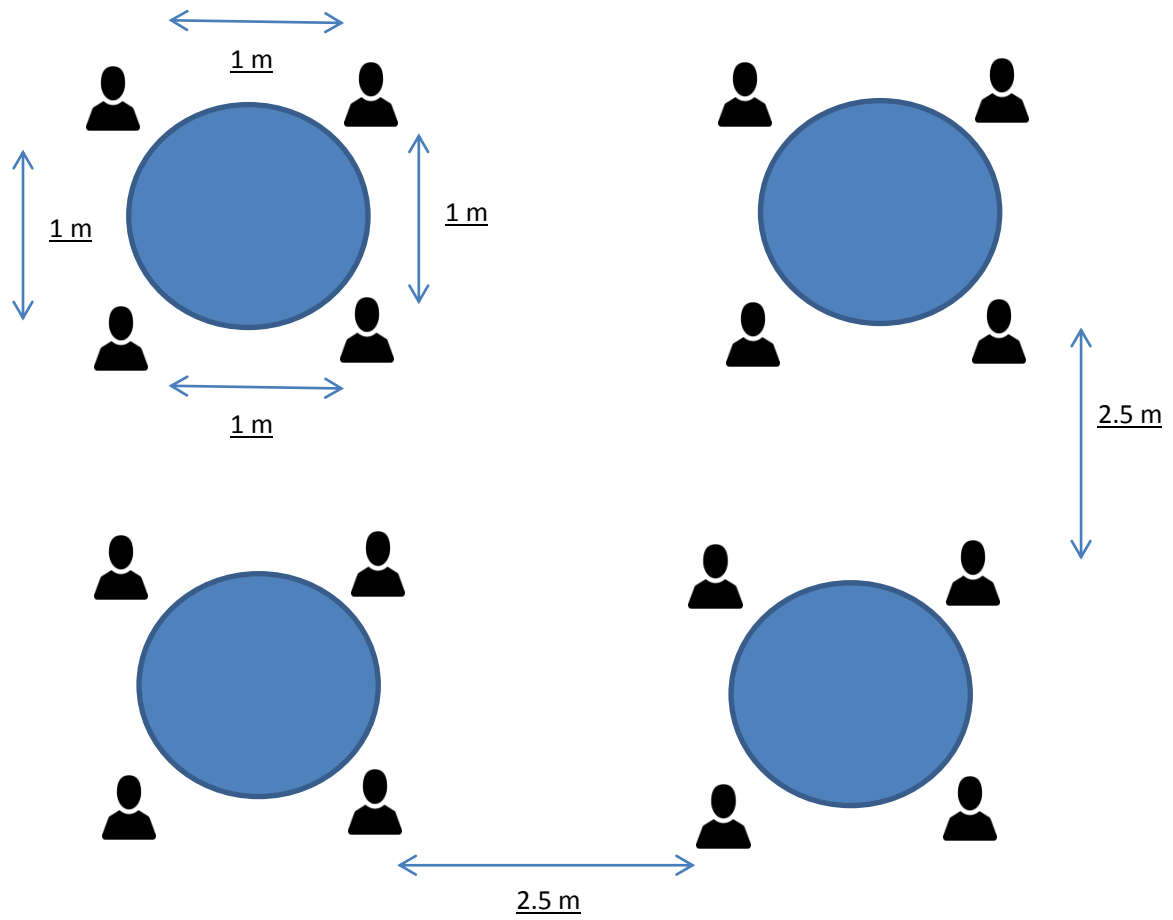


- Arrangement using 6' and longer rectangular banquet tables.
- All participants to be seated at least 1m apart from each other.
- Table rows to be spaced at least 1.5m apart.

3. Classroom setup (using round table)



- Arrangement using 60-66” round banquet tables.
- All participants to be seated at least 1m apart from each other.
- Table rows to be spaced at least 2.5m apart.
- If using half-moon seating, limited to 2 pax per table



- Arrangement using 72” round banquet tables.
- All participants to be seated at least 1m apart from each other.
- Table rows to be spaced at least 2.5m apart.
- If using half-moon seating, limited to 3 pax per table