

COVID-19 HANDWASHING AND HYGIENE TRAINING PLAN

The COVID-19 Handwashing and Hygiene training plan was collaboratively created by the department managers at Marcelo Care. By combining our expertise in Marcelo Care risk management, procedures, and a deep understanding of best practices, this training plan will help you monitor and evaluate the frequency and standard of handwashing and hygiene for COVID-19 at Marcelo Care.

This training plan should contain key information on maintaining proper hand hygiene. The training program should commence by highlighting the importance of handwashing as it continues to remain one of the most effective ways to prevent the spread of COVID-19. A detailed overview of the steps involved in proper hand washing should be included, including soap, warm water, and the recommended time for washing hands.

Next, the training plan should elaborate on specific tips on how employees can maintain optimal hygiene levels, including hand sanitisers and masks.

The training plan is a comprehensive guide for maintaining our workspace and providing a healthy and safe environment. The procedures below are specific to our workspace and our team.

Employee Name		Department	
Job Title			
Last Review Date		Manager Name	
Review Date			

The Importance of Handwashing and Hygiene		
Key Statistics and Data		Complete
●		<input type="checkbox"/>

Follow Five Steps to Wash Your Hands the Right Way

What do I need to do?		Complete
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>

When to Wash Your Hands

Key Times to Wash Your Hands		Complete
•		<input type="checkbox"/>

Follow These Steps to Sanitise Your Hands

What do I need to do?		Complete
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>

The Importance of Wearing a Mask		
Preventing the spread of COVID-19		Complete
•		<input type="checkbox"/>

Follow These Steps to Wear a Mask		
What do I need to do?		Complete
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>

Example Competency Assessment Template

Handwashing and Hygiene Competency Assessment			
Objective: To assess employee competency in hand washing using soap and water.			
Evaluation: To be deemed competent, a “yes” score must be achieved in all Action Criteria boxes			
Employee Name:			
Department:			
Signature:		Date	
Assessor Name:			
Signature:		Date	

Competency Assessment		
Action Criteria	Action Performed Correctly Y/N	Comments
Handwashing		
1. Remove all hand and wrist jewellery.		
2. Turn on the water at the sink.		
2. Wet hands and wrists thoroughly.		
3. Apply enough soap to cover all hand surfaces.		
4.		
5.		
6.		
7.		
8.		
9.		
Competency Demonstrated	Yes/ No	

Hand Sanitising

1. Remove all hand and wrist jewellery.		
2. Apply 1 squirt (1-3mls) to the palm of the hand and spread over the hands, ensuring that the fingernails are well covered.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Competency Demonstrated	Yes/ No	
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Wearing a Mask

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Competency Demonstrated	Yes/ No	
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Overall Comments:

Note: If the performance falls into the category “NYC” comments must be included.

Comments are optional if category “C: is demonstrated/ achieved.

Example Training Course Evaluation Template

Handwashing and Hygiene Training Course Evaluation			
Employee Name:			
Department:			
Lesson:		Date	
Rating Scale			
Please respond to the following statements by circling your answer using the scale from “1 = strongly disagree” to “10 = strongly agree”.			
1 = Strongly Disagree 2 3 4 5 6 7 8 9 10 = Strongly Agree			
I was engaged with what was going on during the lesson	1 2 3 4 5 6 7 8 9 10		
The lesson held my interest	1 2 3 4 5 6 7 8 9 10		
I understand how to apply what i learned on the job	1 2 3 4 5 6 7 8 9 10		
What I learned in this lesson will help me on the job	1 2 3 4 5 6 7 8 9 10		
I would be glad to help others with what I learned	1 2 3 4 5 6 7 8 9 10		
How could this program be improved?			
Please share any other comments you may have			

Example Resources for Brainstorming Session

How to Hand Wash

- <https://www.cdc.gov/handwashing/fact-sheets.html>
- <https://globalhandwashing.org/wp-content/uploads/2020/10/ILO-Hand-Hygiene-at-the-Workplace-Brief.pdf>
- <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- <https://www.cdc.gov/handwashing/index.html>
- https://globalhandwashing.org/wp-content/uploads/2018/02/AdvocacyToolkit_v8-int.pdf

How to Use Hand Sanitiser

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>
- <https://www.fda.gov/consumers/consumer-updates/safely-using-hand-sanitizer>
- <https://www.pennmedicine.org/updates/blogs/health-and-wellness/2020/august/how-to-use-hand-sanitizer>
- <https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

How to Wear a Mask

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- [https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak)
- <https://www.who.int/news-room/questions-and-answers/item/q-a-children-and-masks-related-to-covid-19>