

COVID-19: How to Effectively Train Your Employees



Today We Will Discuss...

- #1 Recommended courses & training environment options
- #2 Tools for ensuring your employees are competent & compliant
- #3 Best practices for keeping your training room & equipment sterile

Today's Speakers



Terra Brimberry

Account Manager
Intertek Alchemy



Dana Costello

Account Manager
Intertek Alchemy

#1

Recommended Courses & Training Environment Options

Alchemy's New COVID-19: Overview Training Course



COVID-19: Overview

- Course Learning Objectives:
 - Mitigate the spread of the coronavirus
 - Recognize symptoms and protect from respiratory illnesses
 - Prevent transmission to others
- Available in English and coming soon in Spanish
- Short course - 12 minutes

Intertek Alchemy Clients:

- Alchemy Player
- eLearning in Manager

Available to non-Alchemy clients:

- Available here:
<https://www.alchemysystems.com/content/covid19-training-course/>

COVID-19: Overview – Updates in Progress

Phase 1, ETA this Wednesday

- Change social distancing from 3 feet to 6 feet
 - Note 3 feet is still the recommendation from World Health Organization (WHO), but we are switching to widely spread Center for Disease Control (CDC) guidance to prevent confusion & be more appropriately cautious
- Replacing images of man coughing into his hand

Phase 2, ETA early next week

- Adding CDC as a reference point in addition to WHO
- A number of other small changes, largely making language stronger

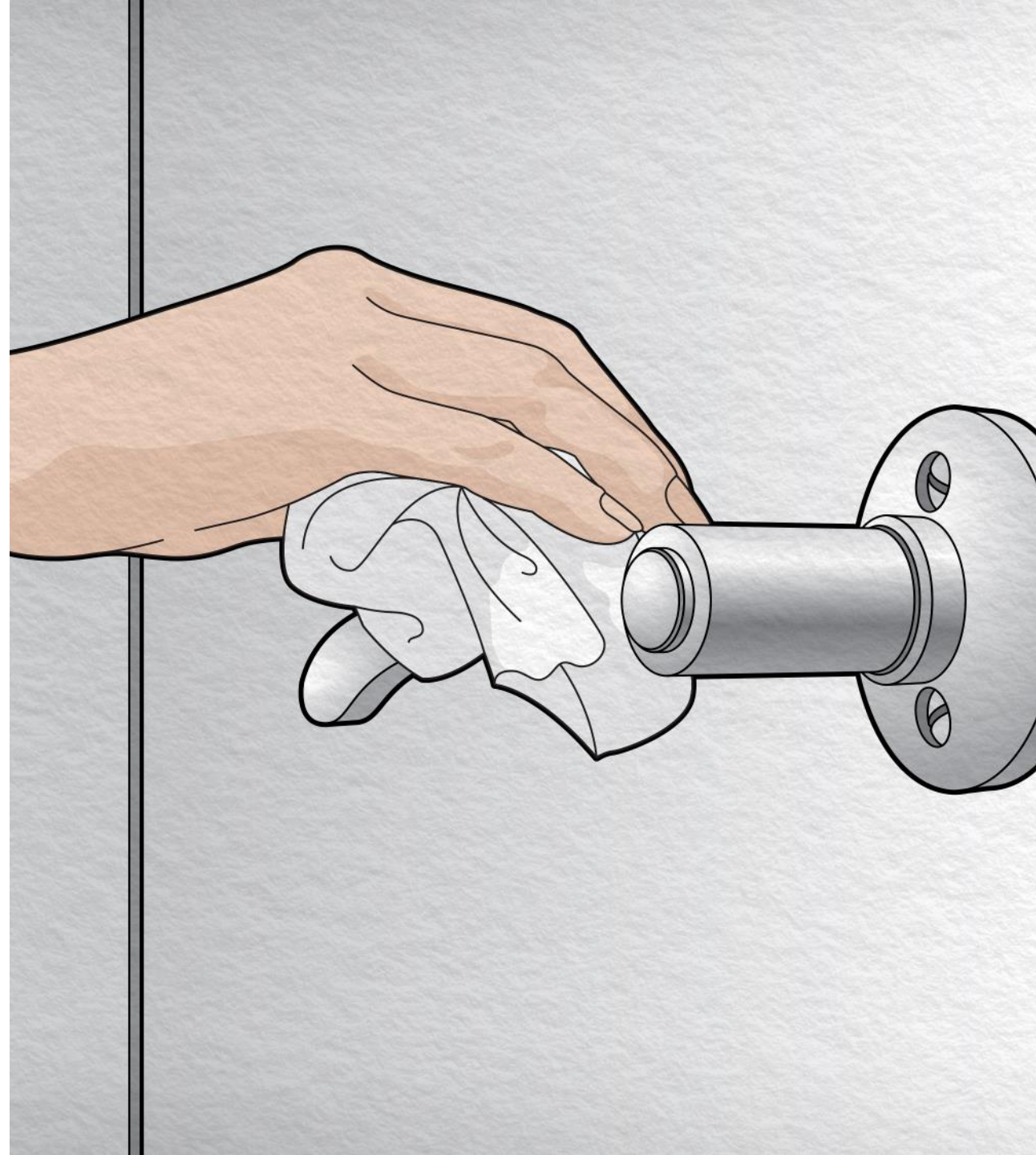
You can review the full list of updates (once completed) in our Product News announcement, which will be updated with each phase: <https://blog.alchemysystems.com/product-news/now-available-new-course-on-covid-19>



Other Recommended Intertek Alchemy Courses & Communications Topics

- Effective Hand Washing Techniques* & Refresher
- Promoting Personal Hygiene* & Refresher
- Cleaning and Sanitizing Procedures
- Visitor Procedures
- U.S. Family and Medical Leave Act
- Canada Leave of Absence

Training Environments



Group-based Training with Social Distancing

If it's your best or only option, do it safely

- Reduce learners per session
- Maintain distance between learners
 - CDC (Centers for Disease Control and Prevention) at least 6 feet (2 meters) between learners
- Require all employees to use alcohol-based hand sanitizer or proper handwashing techniques before and after training
- Ensure all remotes and table surfaces are sanitized before and after each training session

Kiosk Mode

- Kiosk Mode is available to all Alchemy Clients through Alchemy Player
- Enables employees to train individually/on their own through a locked screen
- Doesn't require internet to take training
 - *Internet is needed to upload training records to Manager*
- Playlist or Learning Plans can be set up in advance to direct the training

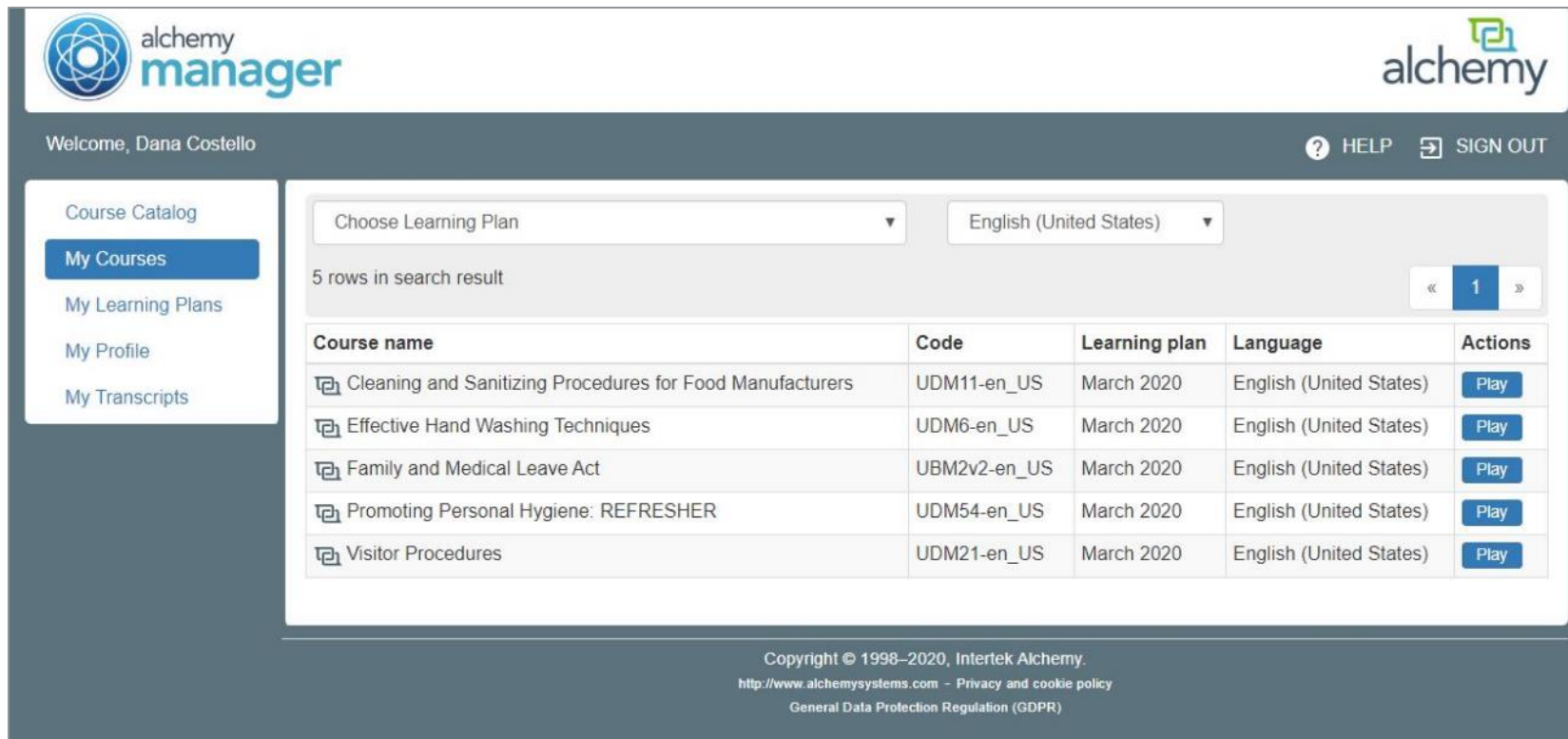


The screenshot displays the Alchemy Player Kiosk interface. The top blue header contains the 'alchemy player kiosk' logo, a welcome message 'Welcome, Shadaab Kazi', and a 'Sign Out' button. The left sidebar lists 'Assignments (9)' with 'All Assigned Activities' selected, 'Playlists', and 'Learning Plans' with 'March 2020' and 'All Activities' options. The main area, titled 'All Assigned Activities', shows a table of activities for 'March 2020' with a 'Due In 11 Days' indicator. The table includes columns for Activity, Language (English (United States)), Time, and Status (Play).






Activity	English (United States)	Time	Status
March 2020 Due In 11 Days			
▶ Cleaning and Sanitizing Procedures for Food Manufacturers	●	31m	Play
▶ COVID-19: Overview	●	12m	Play
▶ Effective Hand Washing Techniques	●	14m	Play
▶ Family and Medical Leave Act	●	22m	Play
▶ Promoting Personal Hygiene: REFRESHER	●	8m	Play
▶ Visitor Procedures	●	12m	Play

eLearning

- Not sure if you have eLearning? Check with your Account Manager or Alchemy Support
- Internet connection required to take training
- User logs in through your Alchemy Manager site with a username and password
- Add a user's email address to utilize the “forgot username or password?” function
- eLearning defaults to courses assigned via a Learning Plan



The screenshot displays the Alchemy Manager web application. The top header includes the 'alchemy manager' logo on the left and the 'alchemy' logo on the right. Below the header, a navigation sidebar on the left contains links for 'Course Catalog', 'My Courses' (highlighted), 'My Learning Plans', 'My Profile', and 'My Transcripts'. The main content area shows a 'Choose Learning Plan' dropdown set to 'English (United States)'. Below this, it indicates '5 rows in search result' and displays a table of courses. The table has columns for 'Course name', 'Code', 'Learning plan', 'Language', and 'Actions'. Each row includes a 'Play' button in the 'Actions' column. The footer contains copyright information for Intertek Alchemy from 1998 to 2020, a link to the privacy policy, and a reference to the General Data Protection Regulation (GDPR).

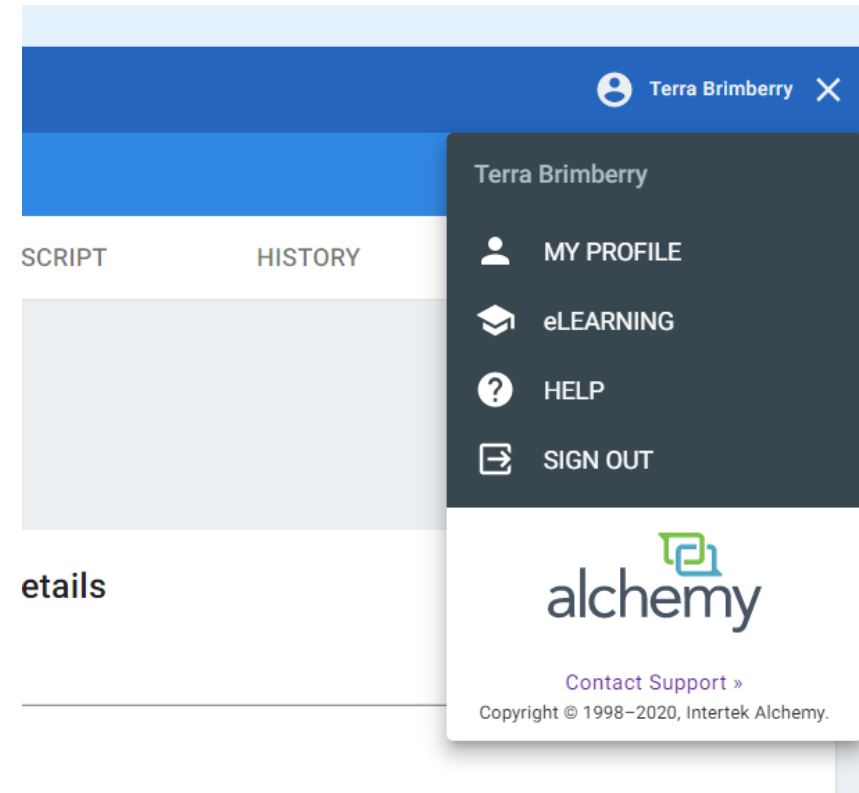
Course name	Code	Learning plan	Language	Actions
 Cleaning and Sanitizing Procedures for Food Manufacturers	UDM11-en_US	March 2020	English (United States)	Play
 Effective Hand Washing Techniques	UDM6-en_US	March 2020	English (United States)	Play
 Family and Medical Leave Act	UBM2v2-en_US	March 2020	English (United States)	Play
 Promoting Personal Hygiene: REFRESHER	UDM54-en_US	March 2020	English (United States)	Play
 Visitor Procedures	UDM21-en_US	March 2020	English (United States)	Play

#2

Tools for Ensuring your Employees are Competent and Compliant

Utilize Learning Plans

- What is a Learning Plan?
 - A curriculum assigned to a group of employees
- Why are Learning Plans important?
 - LPs track who has or has not been trained
 - Helps with continuity of training, observation, and qualifications
 - Allows users to see what courses they need to take in eLearning
- Can be downloaded to Player (if on Player 7)
- Training available via the Alchemy Knowledge Base in Manager



Be Creative with What You Have



- Verify the right practices are being followed on the floor
- Create an observation Learning Plan that is a follow up to your COVID-19 training
- Can be done individually or in groups that are practicing good social distancing

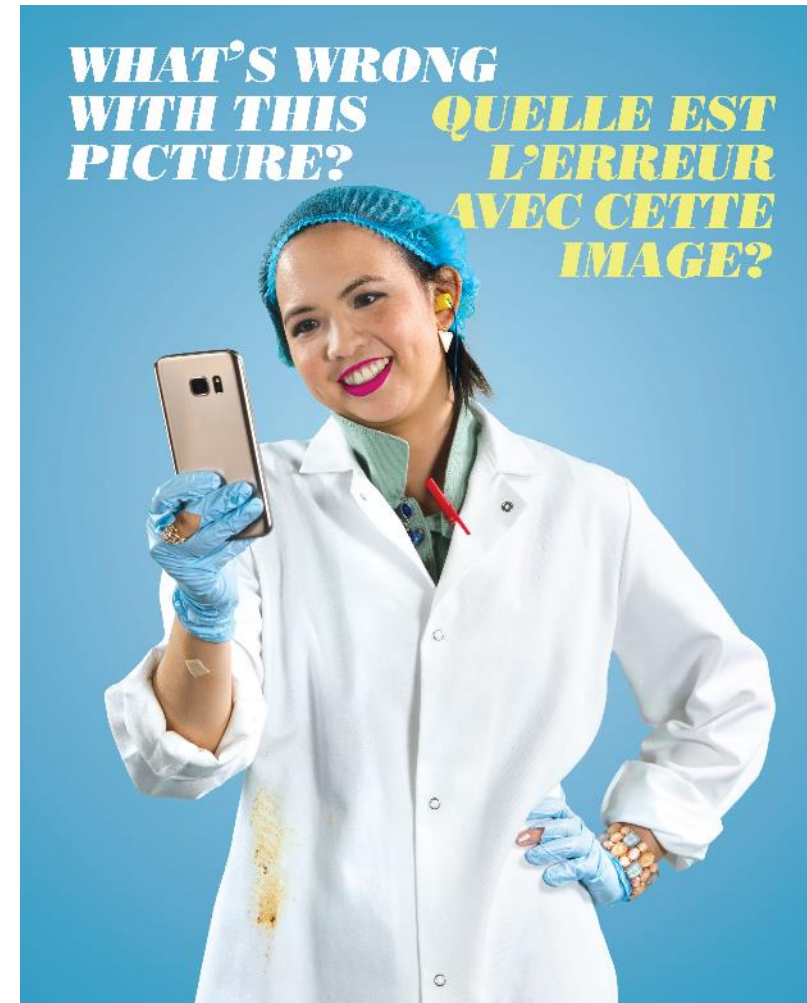
Be Creative with What You Have



- New Alchemy solution!
- Certify employees on COVID-19 awareness on the floor
- Certify supervisors to be COVID-19 awareness trainers

Communications

- Use huddle guides and posters to reinforce training on critical hygiene practices to prevent spread of viruses



#3

Best Practices for Keeping Your Training Room and Equipment Sterile

Facilitator Tips

- Be mindful that you are also using proper handwashing techniques before and after each training session
- Remember to also sanitize your training computer and accessories frequently
- Be available to answer questions during the session
- Schedule training with enough time to properly and safely sanitize hardware, surfaces, and computer equipment between sessions

Disinfecting remotes, base stations, mobile devices and keyboards

- Use sanitizing wipes with viricidal agents, like 70% isopropyl alcohol or CHG (chlorhexidine gluconate):
 - [Clorox® Disinfecting Wipes](#) (does not contain bleach)
 - [PURELL® Alcohol Formulation Sanitizing Wipes](#)
 - [Sani-Cloth® CHG 2% Wipes](#)
- Don't use abrasives, water, bleach, or acid-based cleaners
- Wring out the excess liquid from the wipe before using
- Wipe gently, especially on decals such as remote numbers
- Do not let liquid get into openings around keys, buttons, edges
- Sanitize all device accessories, such as cases, straps, or styluses
- **Always ensure that device users are washing their hands regularly and effectively**



Sources & Further Reading

[Bradford A, Rhee E. Your keyboard and mouse are filthy. Here's how to clean them](#)

[How to clean your Apple products. Apple.com. 2020](#)

[Austin P. Here's How to Keep Your Phone Clean — But Keep Washing Your Hands, Too. Time.com. 2020](#)

[Howell V, Thoppil A, Mariyaselvam M, Jones R, Young H, Sharma S, Blunt M, Young P. Disinfecting the iPad: evaluating effective methods. J Hosp Infect. 2014](#)

Intertek Alchemy Resources

- How to Guides and Videos available in the Alchemy Knowledge Base (in Manager)
- Contact Support:
 - Monday through Friday from 3 a.m. to 7 p.m. Central Time
 - 1.888.988.8832
 - support@alchemy systems.com
- Contact your Account Manager

Questions

Thank You!