

# Designing Safe ILT

---



Despite the great push to convert and re-purpose ILT into a digital format due to COVID-19 – there are still certain ILT classes that simply can't be delivered 100% digitally. Granted, there may well be portions of the class that can be converted into self-paced pre- or post-class assignments. However, core components of the class may require hands-on instruction and exercises with real-time direct feedback from the instructor. Classes like CPR Training require observation-based Certification to enable many workers to perform key job roles. Complex machinery operations and maintenance require hands-on practice and real-time coaching from an expert. The machines or practice equipment that are typically a permanent part of the classroom cannot be sent to the remote workplace. In addition, creating a realistic simulation takes a great deal of time and money to develop (too much time for the training to be put on hold).

## L&D Team Responsibilities

L&D teams have a number of items they need to attend before any SAFE ILT sessions can be offered at your company.

- » Identify which classrooms can be configured for physical distancing, and then reserve that classroom and do NOT let it be used for anything apart from safe ILT.
- » Learners should be 6ft apart IF the Instructor will not walk around the room. However, if the class requires the instructor to walk around the room to observe and provide feedback to individual learners, then the learners should be 10-12 ft apart.
- » Set up and identify the room as a Safe ILT room in the LMS. Note the maximum number of learners and set up that number as a Max enrollment for the class.
- » Create Safe class enrollment notifications in the LMS that cover the pre-class student requirements and in-class safety protocols.
- » Have sufficient supplies of safety materials for students (masks, hand sanitizer, and gloves) and for room prep (disinfectant wipes and cleaning supplies etc.).

## Before the Class

- » Have all students complete a COVID-19 health check questionnaire (can be auto emailed from LMS to students the day before class - completed form required for classroom entry).
- » Training Coordinator or corporate health official administer temperature screen to each student.
- » Ensure that all non-disposable classroom equipment (i.e. manikins, machinery, tools etc.) used during the class will have been cleaned following CDC COVID-19 guidelines, prior to student use.

## During the Class

- » Instructors and students must wear face coverings during class and while in the facility. It is understood and acceptable for brief periods of the classes (i.e. during CPR practice), mask will have to be lowered.
- » Every student must wear gloves during all skill practices and assessment scenarios.
- » At a minimum, hand hygiene should be performed at the following times:
  - » Beginning and end of class
  - » Before and after meals and snacks
  - » Before and after skill practice sessions (When wearing gloves, hand hygiene should be done before putting on gloves and after removing them)



## After the Class

- » Appropriate cleaning of all class materials and surfaces, based on CDC guidance and the manufacturers' approved processes for those cleaning products.
- » All non-disposable classroom equipment is also cleaned following CDC COVID-19 guidelines.

Classroom ILT is not dead – it's just not the "go-to" Training solution that it was so often prescribed as in the past. ILT has its place, even during this Pandemic if we take appropriate steps to make it safe. Let's not "throw the baby out with the bathwater."

## NEED HELP?

*LTS Instructional Designers have years of experience designing Instructor Led Training be it classroom or virtual. If you wish to discuss your ILT set up and explore ways to engage one of our mobile learning consultants, [please contact us today.](#)*