



A member of **RelyOn** Nutec

MSTS ASIA

CENTRE REOPENING ACTIONS





A member of RelyOn Nutec

We have undergone
**STRINGENT
PRECAUTIONARY MEASURES**
in strict compliance with National Guidelines



During the period of disruption caused by the COVID-19 pandemic, MSTS has implemented **strict precautionary measures** in order to protect everyone attending training, visiting or working at our training centres.

These measures are to ensure the highest standards of cleanliness & hygiene are maintained at all times and that delegates, visitors and staff are advised on the necessary personal hygiene & behaviours in order to mitigate the risk of transmitting COVID-19.

MSTS has implemented measures in the following key areas:

- Documentation / procedures
- Facility
- Cleaning & sanitizing
- Personal hygiene



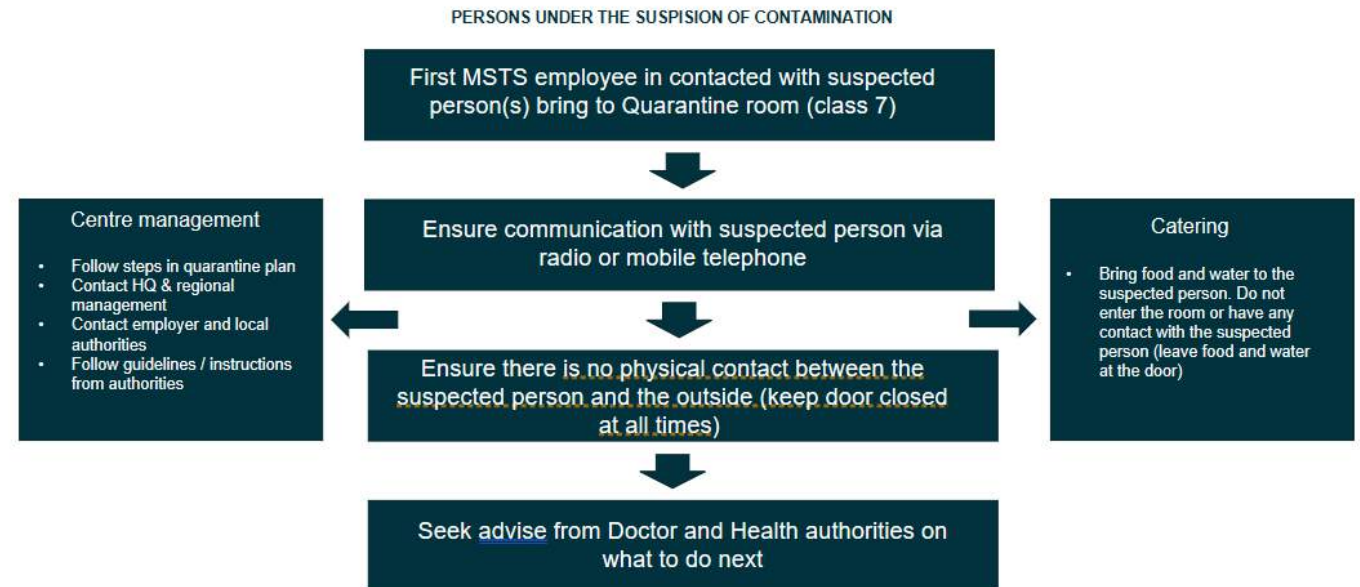
DOCUMENTATION / SOP

Detailed procedures developed for each centre:

- **Precautionary Measures / Guidelines**
- **COVID 19 Quarantine plan**



Quarantine plan COVID – 19 (Training Barge)





DOCUMENTATION / SOP

Awareness and Prevention Form

We ask everyone before arriving at the centre:

- If they experiencing COVID-19 symptoms
- Have they had any contact who has been infected or suspected to be infected with COVID-19 virus
- Whether or not they have travelled to high risk locations overseas in the two weeks preceding the training date
- Contact details / Telephone number

If the answer is yes to any of these questions they will not be allowed to attend training and an alternative future date will be arranged.

Awareness and Prevention Form (Novel Coronavirus)

The unfortunate spread of the Novel Coronavirus infection is of concern to us all and we have implemented precautions in this respect.

Therefore, we kindly request all of our delegates to complete and return this Awareness and Prevention Form upon arrival to the training center.

Name: _____

Date of birth: _____

No.	Question	Yes	No
1	Do you have any Corona-like symptoms (fever, cold, cough)?		
2	Did you have any Corona-like symptoms (fever, cold, cough) within the last 48 hours?		
3	Are you aware that you have had any contact to a person infected or suspected to be infected with the Novel Coronavirus?		
4	Have you been traveling to any prohibited locations as per guidelines of the national authorities in the past 2 weeks?		

Signature: _____

Date: _____

Confirmation of performed Access Screening and review of Awareness and Prevention Form:

Staff signature: _____

We also encourage to continuously focus on the typical measures to reduce exposure to and transmission of infection, which include thorough hand hygiene and to cover nose and mouth when coughing and sneezing with tissue or flexed elbow.

If you have any questions, please contact one of the RelyOn Nutec staff.




DOCUMENTATION / SOP

Risk Assessments

- Generic risk assessment produced to cover key zones at each training centre
- Updated dynamic risk assessments for each of the practical exercises to include COVID-19 precautionary measures.

MSTS ASIA SDN. BHD. Risk Assessment


 A member of Huet On Motors

Activity / Task		Attending TBOSIET EBS Training During COVID-19						Date		15 April 2020			
Location		MSTS Asia Training Centres						Risk Assessment No		TC-01			
Person at Risk		Trainer / Assistant Trainer / Delegates				Medical Equipment Available		Sick Bay		Document Reference: Tier 1 MER Inventory List Tier 2 and 3 facilities provided by Appointed Hospital			
Step No	Task Description	Hazard	Consequences	Rating Before Control				Controls Measures	Rating After Control			Medical Emergency Response	
				Likelihood	Severity	Risk Rating	Risk Level		Likelihood	Severity	Risk Rating		Risk Level
1	Course Bookings	<ul style="list-style-type: none"> Unknown infected personnel 	<ul style="list-style-type: none"> Spreading of COVID-19 infection 	4	3	12	H	<ul style="list-style-type: none"> Clients are sent the Awareness and Prevention Form to be filled prior to attending the training Any "YES" answer will mean the delegate are not permitted to enter the training centre at all 	2	1	2	L	
2	Entering to the Training Centre	<ul style="list-style-type: none"> Unknown infected Training Staff Unknown infected delegates Unknown infected visitor 	<ul style="list-style-type: none"> Spreading of COVID-19 infection 	4	4	16	E	<ul style="list-style-type: none"> Temperature screening station are set-up at entrance of training centre Recording of all name, HP 	2	2	4	L	If necessary, the MER response: <ul style="list-style-type: none"> TIER 1 - Staff responder will give First Aid Treatment within 4 minutes
3	Training Centre Entrance	<ul style="list-style-type: none"> Door handles 	<ul style="list-style-type: none"> Spreading of COVID-19 infection 										are especial by Huet div • Ensure all d on to the ha practice

MSTS ASIA SDN. BHD.
 Risk Assessment

MSTS ASIA SDN. BHD. Risk Assessment													
								are especially looked after by Huet divers inside pool • Ensure all delegates to hold on to the handrail and practice • Ratio of 1 Huet Diver looking after 2 delegates					• TIER 2 - if condition deteriorates call for an ambulance. Ambulance will reach within 20 minutes. • Quarantine Room available • TIER 3 - MEDIVAC to Hospital KPJ Pasir Gudang Specialist within 1 Hrs.
7	Entering helicopter simulator on land through nominated entrance	Impact injuries Social distancing Pool water quality	Slip, trip & fall when entering helicopter simulator may lead to bruises, fractures, dislocations Spreading of COVID-19 infection	4	3	12	H	• Max. 2 delegates at 1 time • Disinfection of simulator prior to each group of 2 delegates practical training • Ensure all delegates wear a bump helmet for head protection • Briefing to each delegate as to what to hold onto and where to walk. • Good safety briefing delegates directed to hand holds and best methods of entering and evacuate the helicopter simulator	1	1	1	L	• TIER 0 - Ensure own safety & call for help • TIER 1 - Staff responder will give First Aid Treatment within 4 minutes • TIER 2 - if condition deteriorates call for an ambulance. Ambulance will reach within 20 minutes. • Quarantine Room available • TIER 3 - MEDIVAC to Hospital KPJ Pasir Gudang Specialist within 1 Hrs.
8	Evacuate from helicopter simulator on land through nominated exit	Impact injuries	Slip, trip & fall when entering helicopter simulator may lead to bruises, fractures, dislocations	4	4	16	E	• Ensure all delegates wear a bump helmet for head protection • Briefing to each delegate to use the steps and hand hold correctly • Briefing to each delegate to not run during the evacuation	2	2	4	L	• TIER 0 - Ensure own safety & call for help • TIER 1 - Staff responder will give First Aid Treatment within 4 minutes • TIER 2 - if condition deteriorates call for an ambulance. Ambulance will reach within 20 minutes. • Quarantine Room available • TIER 3 - MEDIVAC to Hospital KPJ Pasir Gudang Specialist within 1 Hrs.



FACILITY

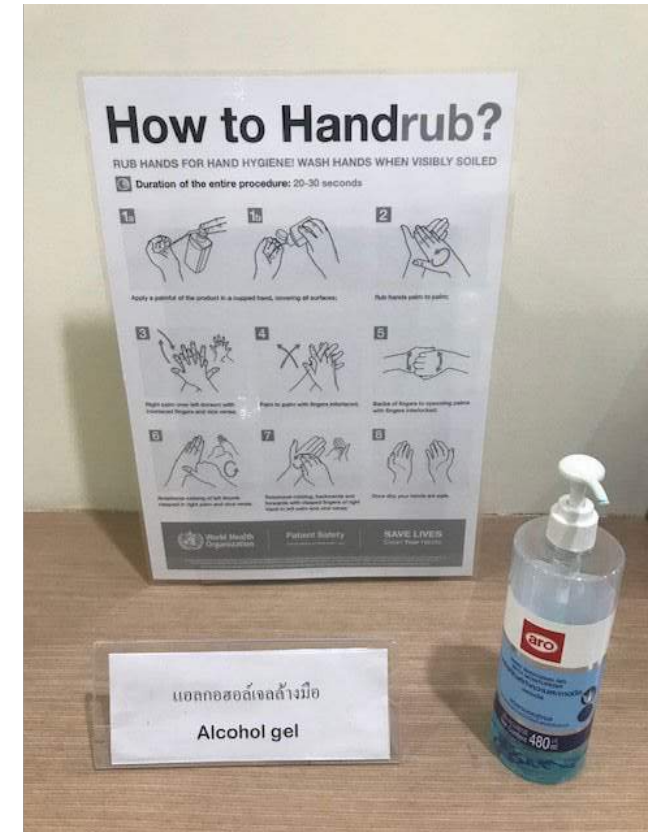
Temperature screening station

- Location: Entrance to training centre
- Adequate equipment & items
- Recording name & temperature reading (Staff, Delegates & Visitors)



Hand Sanitizer stations

Key locations at the centre
(including instructions)





FACILITY

COVID 19 Posters

- Sanitized door handles
- COVID 19 preventive measures / awareness

Slide presentation / Video of Covid-19 procedures during registration:

- Copied into desktop in all classrooms





FACILITY

Classrooms

- **Reduced** capacity (as per National / State Guidelines)
- **Social distance** marking with yellow tape or individual desks re-positioned
- **Restrictions on delegate movement** ensuring each course uses same classroom for whole course with table plan recording delegate position.



Classroom Layout & position of delegates

Course _____ Dates _____ Classroom No. _____

Name:		Name:		Name:
Name:		Name:		Name:
Name:		Name:		Name:
Name:				



FACILITY

Common Areas

- **Marked** with yellow tape for **social-distancing**
- Clearly marked distancing on tables in Restaurant.
- Food prepared and sealed





FACILITY

Disinfection by 3rd party

- Facility disinfection activities completed prior to re-opening





Training

Practical exercise examples

- **Trainers demonstrate CPR** whilst delegates only simulate to avoid cross contamination
- **Helicopter Escape** only two delegates in simulator with trainer at any one time.
- **'In-water'** group sea survival techniques practised individually or with dummies





CLEANING & SANITIZING

Surface cleaners

- Recommended Sanitizer to kill COVID-19 virus for surface cleaning.
- Spray bottle (of the surface cleaner solution) kept in all classrooms & offices for cleaning tables & door handles
- All cleaning in accordance with latest manufacturers guidelines



MSTS
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PRECAUTIONARY MEASURES
at MSTS Training Centres

Internal and surfaces areas will be
SANITIZED REGULARLY
minimum 3 times per day



PERSONAL HYGIENE

Wearing of masks

All delegates and staff will be required to wear masks at all times.

Frequent washing / sanitizing of hands

Sanitizing stations throughout the facility



PRECAUTIONARY MEASURES at MSTS Training Centres

All staff and delegates will be required to

**WEAR FACEMASK
AT ALL TIMES**

Transport arranged by MSTS will have drivers wearing facemask. Hand sanitizer available for passengers and vehicle sanitized before and after each trip





TASK FORCE

To ensure precautionary measures are upheld

- Each centre has a team of dedicated staff to ensure everyone at the centre adheres to the strict measures we have put in place.

“ YOUR SAFETY
IS OUR NUMBER ONE PRIORITY! ”



PRECAUTIONARY MEASURES
at MSTS Training Centres

A TASK FORCE

at each centre to ensure that
all procedures for COVID 19
are being strictly adhered





TRAINING

Training solutions that guarantee social distancing:

- **Virtual learning** includes option to learn theory elements of OPITO approved courses so just need to attend training centre for practical elements
- **Digital learning** theory of BOSIET with EBS delivered by OPITO online host
- **E-Learning** RelyOn Nutec has over **90 courses**, visit our website to see the full list at www.relyonnutec.com

Digital Delivery, Virtual Learning or E-Learning: NOT THE SAME?



OPITO Digital Delivery

The digital delivery option has been developed by OPITO to provide an alternative method of learning the theory elements of the training without any changes to the technical content.

Available Courses - BOSIET with EBS
- Tropical BOSIET

Certificate Certificate will be issued upon completion and competence of practical elements.



Delivery Mode:

The theory elements will be delivered via **OPITO online host** and the practical to be completed at RelyOn Nutec Thailand within **90 days**.

Virtual Learning



In virtual learning, delegates can interact with instructor at real-time, answer quizzes and even raise your hand during the session.

Delivery Mode:

The theory elements will be delivered via **online webinars** and the practical elements to be completed at RelyOn Nutec Thailand

Available Courses All courses offered by RelyOn Nutec Thailand including OPITO and TPTI approved courses

Certificate Certificate will be issued upon completion and competence of practical elements.



Screenshot of live virtual learning session



RelyOn Nutec
Digital

E-Learning

Over 90 e-learning courses developed by RelyOn Nutec Digital are accessible for subscription. You can upgrade your knowledge at your own pace any where in the world.

Delivery Mode:

The courses are delivered via **Know-How learning management system** that easily accessible even with low bandwidth connections.

Available Courses Visit www.relyonnutec.com to get the full list of available courses

Certificate Certificate will be issued upon course completion.

Booking and Inquiry

All bookings and inquiries can be directed to bookings@th.relyonnutec.com

PRECAUTIONARY MEASURES at MSTs Training Centres

Rest assured,
FEEL SAFE
to attend training at
any of MSTs Training Centres.

We have put rigorous efforts to fight
COVID-19 to ensure the safety of our
delegates and employees, **SERIOUSLY!**