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 மூன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு
TERTIARY AND VOCATIONAL EDUCATION COMMISSION



தீபுத்தா සංවර්ධන, වෘත්තීය අධ්‍යාපන, පර්යේෂණ සහ නව්‍යීකරණ රාජ්‍ය අමාත්‍යාංශය
 மாநில திறன் மேம்பாடு, தொழிற்கல்வி, ஆராய்ச்சி மற்றும் கண்டுபிடிப்புகள் அமைச்சகம்
 State Ministry of Skills Development, Vocational Education, Research and Innovations

Date: 08.01.2021

My No. TVEC/02/02

All Registered Training Providers,

GUIDELINES TO FOLLOW WHEN RE-OPENING TRAINING INSTITUTIONS TO PREVENT COVID-19

All training institutions wish to re-start their operations, are required to obtain concurrence from the respective area Public Health Inspector (PHI) prior to the re-opening of academic/training activities at their centers/work premises and branches thereof.

The TVEC advises to follow the undermentioned guidelines and instructions in addition to national / local health guidelines to keep your place safe.

1. All persons within the premises are required to maintain at least 1-meter distance as per the Health Ministry Instructions.
2. All persons should always wear suitable facemasks as per the health guidelines.
3. All are required to wash hands often using soap.
4. All students must be advised not to roam around the premises and to stay in their classroom or workshop/labs as per the timetable.
5. Preferably, there should be one entry & exit points in the premises to control the movements of all persons.
6. Body temperature of all persons must be checked when entering to the centre/premises with Infra-Red (IR) temperature sensor and strictly not to admit any person with temperature higher than 98.4 F or 37 C.
7. All are strictly avoid shaking hands, hugging and gatherings.
8. If any student shows light symptoms of fever, cough or cold, advise him/her not to come to the institution until it is fully cured. Advise them to stay at home and provide training delivery materials through appropriate communication method as much as possible.
9. If any staff member shows light symptoms of fever, cough or cold, advise him/her not to come to work until it is fully cured. Wherever possible, encourage them to work from home.
10. Clean the equipment, tools and machineries used by more than one person (like computers, machines, toolsets, and table surfaces) frequently. Always wear personal hand gloves during practical sessions.
11. Theory classes can be conducted as per the facilities by maintaining 1-meter distance requirement in a classroom and must ensure proper ventilation is provided. Avoid issuing hardcopies of lessons/presentations and encourage students to write notes or provide them with softcopies.
12. Practical sessions should be arranged as per the facilities availability and need to allocate session for individuals or for small groups in order to maintain COVID-19 preventive measures.
13. Students must be advised to bring their own meals from home and approval must be obtained from PHI to cook food or maintain canteens at the premises.
14. Institutional assessments (continuous assessment) and final assessments can be done as per the facilities available adhering to health guidelines.
15. Before, during and after the assessments, the staff, assessment panel members and students should adhere to recommended health guidelines.

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 Director General (Actg.)



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