



Working safely during Covid-19: Access and Practical Teaching of Amatsu Therapy, Muscle Testing and Anatomy & Physiology

Document created with reference to:

1. Working safely during coronavirus (Covid-19) 25/5/2020 <https://www.gov.uk/guidance/working-safely-during-coronavirus-Covid-19> May 25th 2020.
2. Higher education: reopening buildings and sites <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-sites/higher-education-reopening-buildings-and-sites> June 3rd 2020.
3. Working safely during Coronavirus (Covid-19) – Close Contact Service <https://www.gov.uk/guidance/working-safely-during-coronavirus-Covid-19/close-contact-services>

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Course Accreditation	Amatsu Therapy International UK

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Aims

To provide ongoing post graduate training in Amatsu Therapy whilst maintaining consistent high-quality standards with respect to course learning outcomes, *minimising risk to staff & students* and addressing workforce demands in times of Covid-19, whilst recognising the *risk of COVID-19 cannot be completely eliminated*.

Objectives

1. To provide a robust risk assessment of for the safe use of Kings House Management Centre during the coronavirus outbreak (COVID-19).
2. To run the Year 2 Amatsu Therapy course: New practical elements from Module 4 to Module 8, revision sessions and examination to be performed in modified circumstances.
3. To assess and manage the risks of COVID-19 on running the block days of Amatsu Therapy courses thoroughly.
4. To ensure adaptations and strategies imposed to reasonably and practically minimise risks of COVID -19 are communicated and discussed with relevant students, peers and colleagues prior to implementation.

Adaptations and strategies for managing risks of Covid-19

1. Thinking about Risk

1.1 Managing Risk

- a. Increased frequency of handwashing and frequency of surface cleaning.
- b. Where possible, enable alternative platforms for remote teaching such as Zoom, WhatsApp or similar video conferencing.
- c. Social distancing of 2m apart wherever possible.
- d. Where teaching must be conducted face to face, students/ peers/ colleagues/ should independently self-assess whether they are able to engage and may withdraw.
- e. Individuals who are especially vulnerable to Covid-19 should independently identify that they will be unable to engage with face to face teaching and should withdraw their engagement.
- f. Encourage a culture of collaboration with employers, staff and students.

1.2 Sharing Risk Assessment

All adaptations and strategies decided in the risk assessment of running Amatsu Therapy courses will be communicated and published appropriately via the most appropriate communication platform for the individual involved, e.g. email, WhatsApp, telephone or on the Amatsu Training School Ltd website).

2. Who Should attend the Teaching

2.1 Protecting People at Risk

- a. Clinically vulnerable individuals who have been advised not to work outside the home will not be able to attend the on-site teaching.
- b. Clinically vulnerable individuals who are at higher risk of severe illness will be requested to review the adaptations and strategy for face to face engagement and on-site teaching proposed for Amatsu Therapy courses and should carefully assess whether this involves an acceptable level of risk to attend the on-site teaching.
- c. Students and staff will be expected to self-assess and declare their current wellness and fitness to attend the on-site teaching, prior to the start of each working day, using the ATIUK Covid-19 declaration form. Questions will be asked about possible symptomatic Covid-19 and possible exposure. These forms will be kept for 3 weeks in line with the NHS Test, Track and Trace policy.
- d. Staff and students should expect to have their temperature monitored for elevation on entry to the site, prior to entry to the building. The temperature will be recorded.

2.2 All staff and students involved in the running of Amatsu Therapy teaching will be treated equally

- a. No student or staff member is excluded from adhering to these guidelines.
- b. It will be the responsibility of the teachers to ensure and evidence that the proposed guidelines have been agreed with Amatsu Therapy International UK (ATIUK).
- c. It will be the responsibility of the managing directors, to ensure and evidence that agreed guidelines have been reviewed by the staff and students involved in the on-site teaching in a timely manner.
- d. There is no facility for online teaching for new practical and experiential aspects underpinning the Amatsu Therapy course.
- e. Students identified from 2.1 a or b (as at risk or vulnerable students who self-assess and decide the risk is not acceptable to attend on-site teaching) will not be able to complete the required training for Amatsu Therapy courses at this time of Covid-19.
- f. Students who are unable to attend elements of the on-site teaching identified from 2.1 a or b will need to negotiate with the managing directors if sufficient teaching has been attended to progress on the module.

3. Socially Distancing

To determine the appropriate level of social distancing required, a walk-through evaluation will be made in review of the guidelines submitted, with reference to:

3.1 Strategy for Arriving and Departing

- a. Encourage travel by car where possible for students and teaching staff. Sufficient parking spaces are available at Kings House.
- b. Students must not attend class if they are demonstrating possible symptoms of Covid-19, are shielding, in quarantine, or self-isolating due to possible exposure.
- c. Stagger arrival of staff and students to the training building.
 - Staff will arrive ahead of the student cohort.
 - Students will be provided with a window of time from which they can begin to arrive prior to the start of teaching. It is unrealistic to allocate specific times to students. Students will be travelling from a variety of places and distances, which will result in a natural staggering effect.
- d. Sign-post areas for entrance and exit.
 - Prior to the start of teaching, Students will be provided with descriptions of the site and instructions to move directly towards the car park door on arrival. If a student arrives earlier than the allocated window of time, they will be advised to wait in the car park, whilst acknowledging the current social distancing guidance.
- e. Formulate a seating design, allocating students to specific seating on arrival. Shoes, bags and coats will be left outside the clinic room. The clinic room door will remain open.
- f. Students will be advised to leave non-essential possessions in their car. The car park has secure access and a security guard is on site all day.
- g. Signpost areas for handwashing.
 - Signage will encourage and remind students to wash their hands in the sink in the clinic room on arrival and prior to seating.
 - Disposable hand towels should be used to dry hands. Waste should be disposed of into the bin provided (operated by foot pedal)

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- All students will bring their own handwash sanitiser, although there will always be hand sanitiser present for use if student forgets their own.

3.2 Moving around building

- a. Access doors to toilets, tea area and clinic corridor will be opened by students and staff, using elbows or hands covered with couch roll. These door handles will be frequently cleaned (at start of day, at tea break and lunch break and at end of teaching day). Students will be encouraged to take a sanitising wipe with them each time they pass through the door.
- b. Clinic door will be propped open all day by the teacher, so students do not touch it.
- c. Current government guidelines advise a 2m regulation distance between people moving around the buildings and site. Kings House will provide sufficient signage.
- d. Restrict access to essential areas only e.g. teaching and toilet facilities. The students will be advised to access areas of necessity only during their time on site, e.g., classroom and bathroom facilities.
- e. Teachers will ensure adaptations and strategies for the toilet facilities are adopted with reference to government guidelines during Covid -19, e.g., cleaning strategy for the entrance doors, provision of soap dispensers in clinic room and regularity and monitoring of cleaning.
- f. Kings House will supply hand towels and soap in toilet facilities.

3.3 Clinic room

The clinic room (G9) at Kings House is a room approximately 5 meters by 4 meters with one access door. The requisition set up for the clinic room prior to the start of teaching will clearly identify a designated seating area for group facing communication and a designated area for the practical workshops.

Examinations and larger groups will use a larger conference room to allow designated seating areas.

The aim will be for students to move quickly to their designated areas, minimising viral transmission and face to face interactions. Students will be requested not to move between workstations (if more than one couch is used) or change their allocated seating position.

- a. Assigned and fixed seating in rows 2m apart (current COVID Guidelines 15/6/2020) for introduction to the practical workshops.
 - The maximum number of students attending the clinic room for face to face teaching at one time will be 3 plus 1 teacher. To accommodate the current 2m social distancing guidelines, the seating arrangement will have a chair in each corner of the room. The couch will be placed so it is the furthest it could be from the chairs.
 - The maximum number of people attending an examination or larger group workshop for face to face teaching at one time will be 12 persons. If more people than this is anticipated, a larger venue will be acquired.

- b. Assigned and fixed partners for practical teaching.
 - Each student will be assigned a partner for the training days and will not rotate or swap with others during that day. Records of practical partners will be kept for 3 weeks in line with NHS Test, Track and Trace policies.

3.4 Face to Face Teaching Interaction

The aim will be to minimise face to face interaction with students, staff and support workers inside the clinic building and to abide by social distancing guidelines at all time to minimise risk of transmission.

- Absolute necessary interaction between students and teachers will occur in the introductions to the practical teaching, formative guidance during the workgroup teaching and general questioning.
 - Absolute necessary interaction between students will occur during the workshop task with performing practical techniques. Students will be encouraged to minimise unnecessary social interaction and to abide by current social distancing guidelines.
- a. Only absolute necessary face to face teaching in the training environment.
- All non-essential learning material will be emailed to students or placed in the student DropBoxes, e.g., all modules are printed or emailed for student learning and review. Learning and teaching strategies will be proposed to support student development.
- b. Maintain Social distancing, e.g. 2m apart.
- Social distancing for staff and students cannot be maintained during workstation tasks and special protective measures will be proposed in line with UK Government guidelines for close contact careers.
- c. Avoid transmission, e.g. sharing pens and non-essential equipment.
- Staff and students will be provided guidance and instruction to bring their own documentation and recording equipment prior to the on-site teaching.
 - Students will be asked to bring their own hand sanitisers for use during classroom teaching, and more sanitisers will be present in the clinic room.
- d. Provide good signage for regular handwashing and drying facilities.
- Signage on minimising COVID-19 risk will be visible at the entrance to the building, entrance to the classroom, over the sink and in the clinic room.
- e. Ensure the teaching areas are well ventilated, with non-emergency doors and windows left open.
- Staff will ensure that classroom door is left open during teaching. Staff will ensure that no fire doors will be propped open at any time within corridors.
- f. Ensure the floor signage is clear.

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- Kings House to provide floor signage strategy on providing social distancing guidance on the surrounding site environment.
- g. Lesson plans.
- Each student will have a designated amount of time to perform clinical and practical tasks. When that time is reached, the work-station is sanitised and the room is cleared to allow ventilation. This will be usually a break time.
- h. Teaching equipment
- Teaching equipment will be kept to the minimum.
 - Skeletal models will be sanitised prior to use and handled only by the teacher.
 - Teaching equipment will be kept in a designated area of the room, usually the teacher's desk.

3.5 Common Areas

a. Stagger break times

- There will be no fixed break times during the morning and afternoon teaching sessions. This should facilitate staggered breaks between staff and students. Only staff will be able to access the refreshment area at any given time.
- Break times will take place after students swap places when performing practical tasks. The work station will be sanitised, then a break can be taken during drying time. The room will be ventilated during break times.

b. Facilities

- It is expected that at the time of teaching there will be no refreshment facilities on site.
- Staff and students are not necessarily local for Amatsu Therapy courses and will need replenishment during the full days of teaching. Staff and students will be advised prior to teaching to bring their own snacks, lunch and refreshments, mugs, glasses and utensils for the days teaching.
- No on-site refreshments are available. Hot drinks can be purchased at nearby Kings Langley High Street (a short drive away)

c. Encourage teaching staff and students to take breaks outside

- Students will be asked to take their lunch break outside, sitting in their cars if the weather is poor. If the weather is good, social distancing must be kept. Staff may use the refreshment stations at Kings House.

3.6 Accidents & Emergencies & Security Incidents

In the unfortunate event of an emergency occurring, people will not need to abide by socially distanced guidelines, and usual fire escape or first aid procedures will take place. All events and subsequent actions will be recorded by the class teacher.

4. Managing Students and Visiting Teaching staff & Support Workers.

4.1 Managing expectations

The Teaching Team will provide guidance and expectations on the adaptations and changes to expect in teaching and learning environment during Covid-19. Communication between staff and students will be encouraged via Zoom to facilitate recording and documenting interaction.

- a. Ensure all guidance on managing safety, schedules and timetables are communicated in a timely fashion via online platforms such as email, WhatsApp or Zoom, from which staff and student would expect to be communicated with.
- b. Maintain record of all communication and register of attendance. The teaching lead will take a register at the start of the on-site teaching for all staff, students and appropriate support workers.
- c. Ensure all lectures and non-essential face to face communication e.g. induction or theory classes are provided via online platforms.

4.2 Providing & Reviewing Exemplary Guidance

- a. Communicate responsibilities of the Course Director and teaching staff.
- b. Provide evidence of ongoing review of the success of strategies and guidance.

5. Cleaning

Kings House will provide necessary strategies and standards for successful provision and monitoring of the guidelines provided during COVID-19

5.1 Ahead of the start of Face to Face teaching

- a. Liaise with Kings House and The Amatsu Clinic for assessment of risk and implementation of strategy.
- b. Ensure the provision of agreed cleaning and sanitising products have been provided.
- c. Liaise with Kings House and The Amatsu Clinic for transparency in the responsibilities for ensuring schedules of cleaning: surfaces, objects and removal of waste and cleaning of toilets.

5.2 Hygiene Facilities

- a. Ensure appropriate signage and posters are in situ to maintain a high level of awareness for risk and hygiene guidance.
- b. Each student and staff member will use the premises and toilet facilities at their own risk.
- c. Each student and staff member will be responsible for their own health and safety, and the health and safety of others.
- d. Each student and staff member will take several anti-viral wipes with them when they use the toilet facilities, so the doors and surfaces can be wiped down thoroughly after each individual use. This includes doors in the corridors and external doors.
- e. Handwashing will be performed thoroughly and frequently in accordance with WHO and HSE handwashing policy, using the sink in the clinic and in the bathrooms. Nail brushes should be used. Students should bring their own nail brushes.
- f. Therapy couch and chairs will be sanitised with anti-viral solution between each use and allowed to dry.
- g. Therapy couch will be covered with a PVC covering, and covered in single-use couch roll. Couch roll will be disposed in the designated bin.
- h. All soft furnishings will be removed or covered.
- i. Students will bring their own yaw blocks which can be wiped down with sanitiser afterwards.
- j. Students will bring their own pens and notepads and will not use the desk surfaces.
- k. Desk use is designated for teacher's use only. The desk will be sanitised frequently.
- l. No books will be taken from the book-cases.
- m. All hard surfaces will be wiped with anti-viral sanitiser before class begins, and during each break. Students will be encouraged to perform sanitisation before going to lunch or break.
- n. Kings House cleaning staff will only perform a clean of the room once the room has been sanitised and left for 30 minutes. Kings House cleaning staff will not remove the waste bags.
- o. All cleaning and sanitising procedures must be documented.

6. Personal Protective Equipment (PPE) and Face Coverings

The UK Government advises the use of precautionary PPE in facilities designated as a clinical area like a hospital or first responders setting and public transport. Amatsu Therapy courses provides a simulated clinical environment for the experiential learning that takes place during the teaching workshops, meaning that social distancing cannot always be maintained.

6.1 Personal Protective Equipment

During the workshop tasks students and teaching staff will be face to face within the current 2m distancing when performing Amatsu Therapy techniques. All staff and students will comply with UK Government and GCMT guidelines which states minimum PPE of gloves and visor, plus IIR face mask. The evidence suggests that wearing a face mask may protect others in a situation of unknowingly being infected. Since this is a clinical environment, the Amatsu Training School requires all students and staff to wear IIR face masks and face visors.

- a. Students
 - Wearing a visor and IIR face mask will be safety critical and mandatory for students.
- b. Staff
 - Wearing an IIR face mask will be safety critical and mandatory for staff. Wearing a face shield/visor will be mandatory as staff will be interacting between groups, providing guidance and instruction. Face shields are re-usable and can be washed with soap and hot water at regular periods.
- c. Mandatory PPE Supplies
 - Visors will be provided by Amatsu Training School Ltd, but students may bring their own. Visors can be washed with soap and water regularly and often.
 - Nitrile gloves will be provided by Amatsu Training School Ltd in a variety of sizes. Students may bring their own if they prefer. If there is a clinically justified reason for not wearing gloves, this must be documented by Amatsu Training School Ltd and the individual concerned.
 - IIR masks will be provided. These should be changed frequently throughout the day and when leaving the building, disposing of them safely. If the mask becomes damp, they must be replaced.
 - Aprons will be provided but are not mandatory. All students and staff should change out of their travel clothes into work clothes/uniform for the on-site training and change when leaving the site. This applies at lunchtime too, should students leave the venue to purchase lunch.
- d. The use of face coverings of any kind must be implemented safely. Students and teaching staff must adhere to the government guidance:

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- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
 - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
 - Change your face covering if it becomes damp or if you've touched it.
 - Continue to wash your hands regularly.
- e. Removal of Clinical Waste
- Waste must be placed in the designated bin. The bin bag will be sealed and dated, then placed in a secure zone for a minimum of 72 hours before disposing in household refuse.

7. Management of Teaching Schedule, Staff and Support Workers

The objective will be to minimise face to face interaction of staff, support workers and students to minimise risk of transmission. Teaching schedules, classroom requisitions, delivery of equipment, teacher specific hygiene agreement, cleaning schedules and provision of mandatory supplies will be negotiated and agreed prior to the start of on-site teaching.

7.1 Teaching Schedules & Hygiene Agreements

Adaptations to the delivery of accredited Amatsu Therapy courses during COVID-19, will need to consider that all learning outcomes are addressed and where significant changes are made that these are reviewed by Amatsu Therapy International UK and the External Examiner.

- a. The Teaching team will negotiate adaptations to the teaching schedule during COVID-19 to remove unnecessary face to face contact that can be delivered on an alternative platform, e.g., Zoom, WhatsApp, email, video.
- b. The face to face teaching schedule will reflect the minimum and maximum number of teachers required to maintain a quality student experience and minimise transmission.
- c. A minimum number of one and maximum of two teachers has been negotiated for the on-site Amatsu Therapy courses, i.e. at any one time during the workshop tasks a maximum of two teachers will be moving between a minimum of 6 student workgroup stations. Students will be requested not to move between workstations. This will mainly apply during practical examinations or in larger classes.
- d. During usual face to face workshops, one teacher will be present with a maximum of three students. Each student will be designated a partner, and the teacher will partner up with one of the students if there is an odd number of students.
- e. During online workshops and classes, a minimum of one teacher and maximum of 3 teachers will deliver tuition to a maximum of 12 students.
- f. The face to face teaching schedule will reflect a balanced allocation of face to face interaction with the student cohort to minimise transmission. This will allow observed practise of techniques with peer and teacher feedback.
- g. The teaching team will agree to maintain and enforce all on-site COVID-19 guidelines, to minimise risk and protect staff and students on-site. The teaching team will negotiate adaptations to the agreed hygiene strategies reflecting teaching practice in comparison to student guidelines. E.g. teachers will agree to use change gloves and perform hand sanitation before moving from one working group to another.

8. Inbound and Outbound Supplies

Course specific equipment and classroom set up will be arranged ahead of the start of teaching and arrival of teachers and students. The removal of clinical and household waste will need to be removed at established time points of safety when there are minimal staff and students present.

a. Specialist Equipment

- The Course Leader will secure the provision of specialist equipment following an agreed timetable of course teaching and will deliver it to the course teacher in advance of the training days.
- Delivery staff will follow all agreed social distance guidelines. This includes the mandatory wearing of face masks where social distance guidelines cannot be maintained and to provide access to hand sanitiser.

b. Removal of waste

- Course specific protocols for the management and subsequent removal of waste products will be agreed, e.g. at Amatsu Therapy courses, each workstation will have a clinical waste bag and be managed separately from household waste.
- The waste will be bagged, sealed and dated, then left in a secure place for 72 hours before placing in household waste.