



A member of RelyOn Nutech

# 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



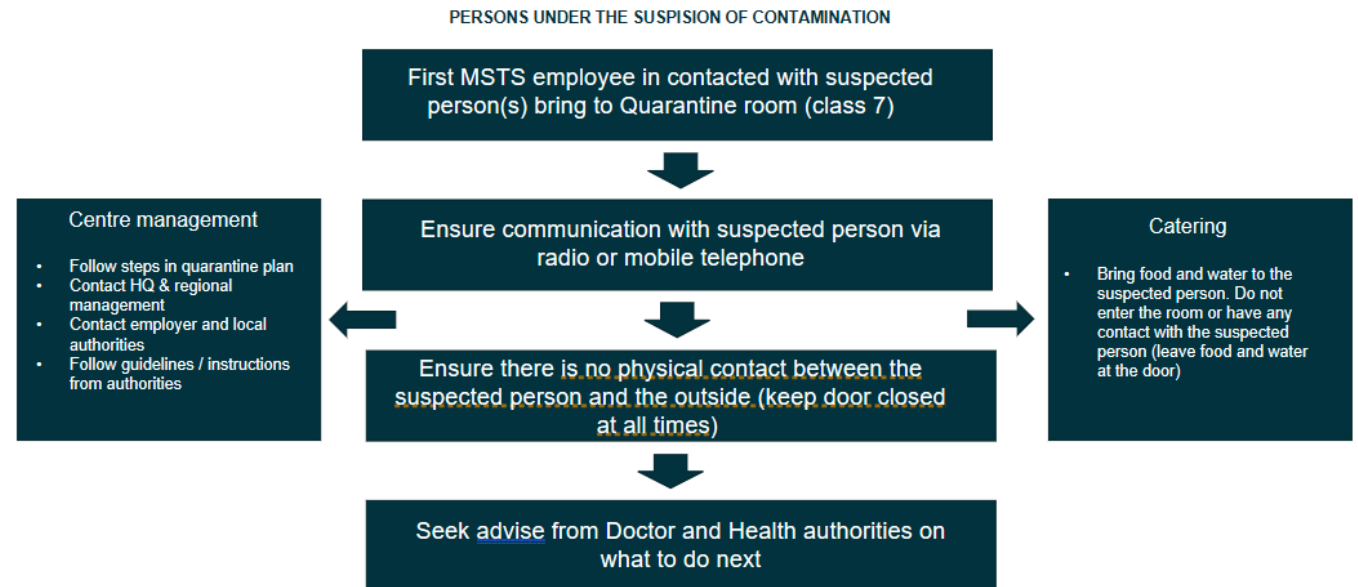
# DOCUMENTATION / SOP

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)?	<input type="checkbox"/>	<input type="checkbox"/>
2	Did you have any Corona-like symptoms (fever, cold, cough) within the last 48 hours?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are you aware that you have had any contact to a person infected or suspected to be infected with the Novel Coronavirus?	<input type="checkbox"/>	<input type="checkbox"/>
4	Have you been traveling to any prohibited locations as per guidelines of the national authorities in the past 2 weeks?	<input type="checkbox"/>	<input type="checkbox"/>

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 Asia Pacific

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 MEK 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"> <li>Unknown infected personnel</li> </ul>	<ul style="list-style-type: none"> <li>Spreading of COVID-19 infection</li> </ul>	4	3	12	H	<ul style="list-style-type: none"> <li>Clients are sent the Awareness and Prevention Form to be filled prior to attending the training</li> <li>Any "YES" answer will mean the delegate are not permitted to enter the training centre at all</li> </ul>	2	1	2	L	
2	Entering to the Training Centre	<ul style="list-style-type: none"> <li>Unknown infected Training Staff</li> <li>Unknown infected delegates</li> <li>Unknown infected visitor</li> </ul>	<ul style="list-style-type: none"> <li>Spreading of COVID-19 infection</li> </ul>	4	4	16	E	<ul style="list-style-type: none"> <li>Temperature screening station are set-up at entrance of training centre</li> <li>Recording of all name, HP</li> </ul>	2	2	4	L	If necessary, the MER response: <ul style="list-style-type: none"> <li>TIER 1 - Staff responder will give First Aid Treatment within 4 minutes</li> </ul>
3	Training Centre Entrance	<ul style="list-style-type: none"> <li>Door handles</li> </ul>	<ul style="list-style-type: none"> <li>Spreading of COVID-19 infection</li> </ul>										

**MSTS ASIA SDN. BHD.**  
 Risk Assessment

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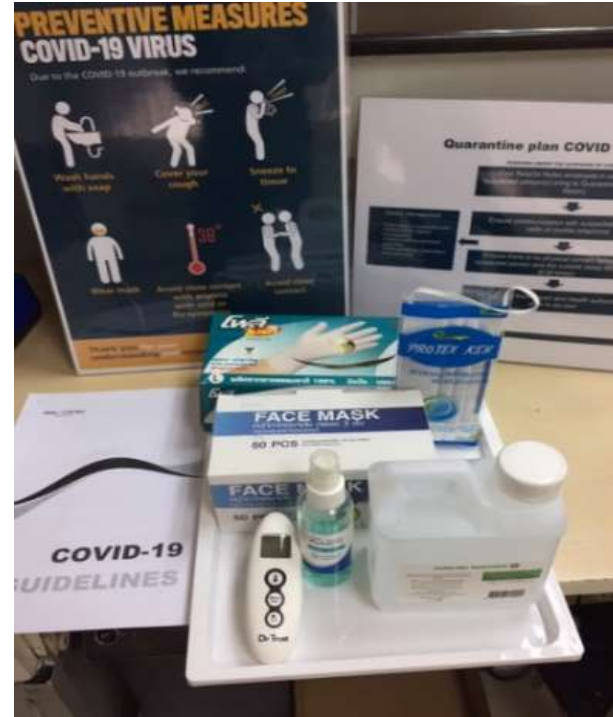
MSTS ASIA SDN. BHD. Risk Assessment												
							are especially looked after by Huet divers inside pool • Ensure all delegates to hold on to the handrail and practice • Ratio of 1 Huet Diver looking after 2 delegates					• TIER 2 - if condition deteriorates call for an ambulance. Ambulance will 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 3<sup>rd</sup> party

- Facility disinfection activities completed prior to re-opening







# TRAINING

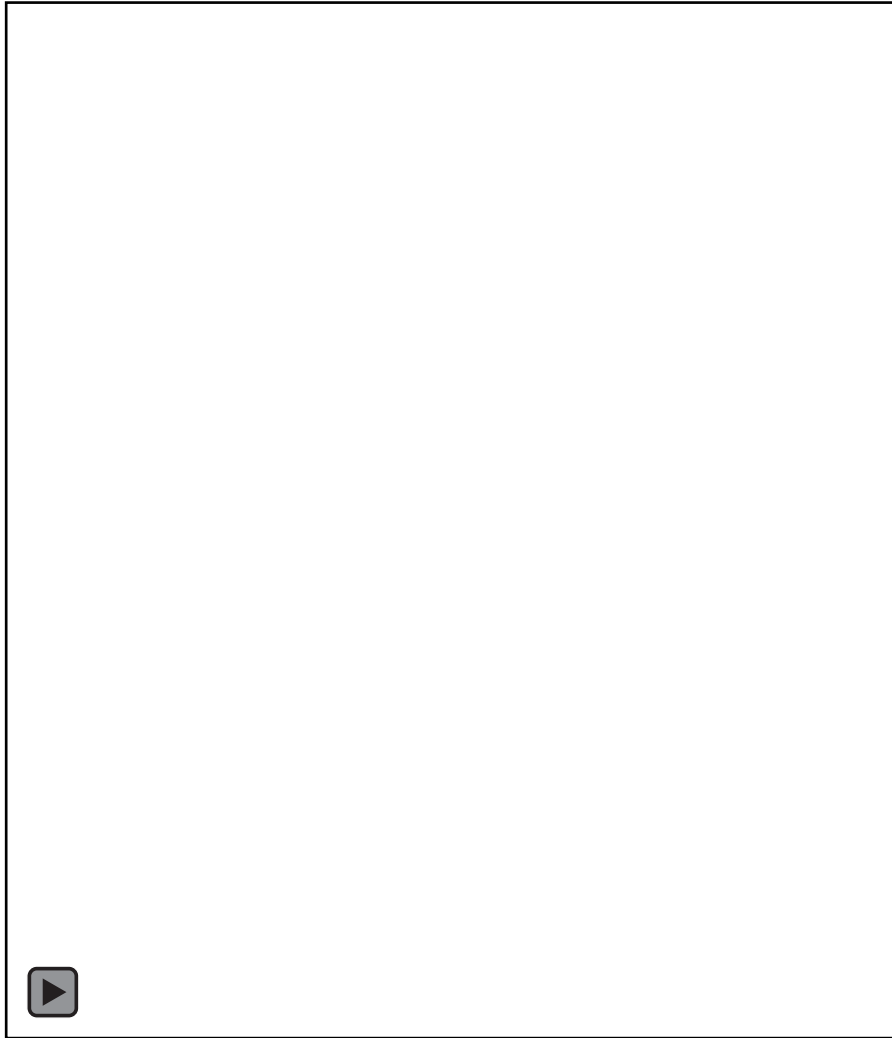
## Practical exercise examples

- **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





# TRAINING







# 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



**MSTC**  
A member of RelyOnNutech

**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](http://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](http://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](mailto: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!**