



## **COVID-19 GUIDELINES**

Dear valued Clients,

We would like to assure our Clients that due to the current situation with the COVID-19 virus and taking lead from the Botswana Government directives and WHO, we are taking COVID-19 very seriously and as such we are implementing all necessary protocols to ensure the safety of all.

We take this opportunity to inform you of the measures we have taken to provide a safe and secure environment for our Clients training with KTI. The measures are and include:

**Kindly note the Government Extraordinary Gazette dated 26<sup>th</sup> February 2021, item 2 (i) stating “a meeting and workshop may be held with a maximum of 50 persons for a maximum of two hours”. As a result KTI has postponed all in-person training for the duration of March 2021, and will commence again in accordance with Government regulations.**

KTI General Covid-19 Guidelines which are strictly followed are as below:

### **SCREENING PROCESS**

- The screening process takes place externally, at the screening station.
- Everyone wishing to enter the premise, staff, trainee's or Client's, must complete the following:
  - Give details for the Contact Tracing form, including date and time of entry and exit (all to enable contact tracing in the event of any suspected COVID-19 cases).
  - Have their temperature taken using an infra-red thermometer.
    - Where a visitor's body temperature is recorded as 37.4 degree Celsius or above the individual will be denied access to the business premises.
    - Members of staff that have their temperature recorded as above 37.4 degree Celsius will be required to immediately consult with a health care practitioner and the information submitted to the Covid19 Command Centre.
  - Hands will be sanitised using DOH & BOBS certified hand sanitiser.
  - No one shall be allowed entrance to the premises unless they are wearing a mask. Masks must be worn at all times by Staff, visitors and Trainees alike. Staff may remove masks only if seated at a desk more than 2m from another person.
- Staff and visitors must abide by the Government Requirements that if they have been in contact with a COVID-19 patient or if they have been tested as positive, they must refrain from entering the premises.
- Kalahari Training Institute reserves the right to ask any member of public or staff to leave the premises should they exhibit signs/symptoms related to COVID-19 (for example a constant cough, sneezing etc) and obtain medical permission to be fit for duty.

### **SOCIAL DISTANCING**

- Social distancing is observed throughout the company, staff, visitors and Trainees alike, a distance of 1m to 2m must be kept from one person to another at all times.
- Social distancing within all our classroom environments; all Trainee's will sit no less than 1m to 2m apart. All current social distancing protocols from the Government will be adhered to.
- Where possible all business meetings will be carried out remotely via Zoom or Microsoft Teams.
- When in-person meetings are necessary all social distancing protocols from the Government must be adhered to.



## GENERAL TRAINING AND OFFICE COVID GUIDELINES

- Mandatory sanitising stations at reception and at each class registration point.
- Hand washing station are available in the bathrooms for all Staff and anyone entering the premises to use at any time.
- KTI in-house classroom size is a maximum of 21 people (being 20 No. Trainees and 1 No. Trainer).
- External Training in a suitable training venue (in accordance with social distancing Government protocols), the classroom size can be a maximum of 50 people (being 49 No. Trainees and 1 No. Trainer).
- The KTI office, training rooms and equipment used for training purposes is sanitised/disinfected 3 times per day.
- Each Trainee is required to wash hands and sanitise before class starts, before and after each meal break, on completion of each training session and after use of the bathroom.
- At the beginning of each training session, we are playing a World Health Organisation COVID-19 awareness video and the KTI protocol is also explained, for our Trainee's information.
- Morning and afternoon teas and lunches will be provided in accordance with the current regulations. Each Trainee will be asked to go individually to dish up their food and drink.
- As per our Cleaning rota, all door handles, the reception desk and high use surfaces are regularly disinfected 3 times per day.
- Information posters have been installed around our facility and in training rooms.
- Further COVID-19 information from the World Health Organisation is available at reception.

**Please note that KTI offer Tutor based on-line training as well as self-paced E- which will allow people to train in their own offices or at home. Limited courses are currently available, more will be added soon. Contact our Sales Executives for further information.**

During this difficult time, we at the Kalahari Training Institute remain committed to providing you with outstanding customer service and training, while safeguarding the health of our staff and yours.

We will keep up to date with directives as issued by The Government of Botswana and WHO, adapting our response accordingly.

If you are in need of any clarification regarding training, sessions kindly contact us on:-

Tel: 3114858 or [training@kti.co.bw](mailto:training@kti.co.bw)

Or follow us on Facebook for up to date information.