

## MEMO

18 May 2020

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To: All GWO Training Providers and Certification Bodies  
From: GWO Secretariat  
Cc: GWO Audit & Compliance Committee  
Subject: [Advisory Notice on CoronaVirus \(COVID-19\) – Update 7](#)

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### **Introduction**

Throughout the global pandemic, the GWO executive committee has convened to support contingency measures, including agreeing on advice and guidance to our membership and the global network of training providers during the Covid-19 crisis. The Committee's priority is to address the issues related to skills fade of technicians who have throughout the pandemic been running out of validity for GWO training. On average, approximately 1000 individuals reach the end of their 24-month validity period for BST every week.

To address these challenges and allow training providers to adapt their services to an environment where social distancing is the norm rather than the exception, GWO has implemented the following:



| <b>Change Log</b> |            |   |
|-------------------|------------|---|
| 19-May            | Advisory 7 | Extend temporary measure to allow 60 days of flexibility following certificate expiry in order to completed a refresher training until 31.12.2020   |
| 21-Apr            | Advisory 6 | Digital learning in Requirements for Training Provider, version 9<br>Remote auditing in Requirements for Certification Body, version 7<br>Interim measure: Eligibility to offer training in BSTR-P prior to completion of audit |
| 20-apr            | Advisory 5 | Adding BSTR-P as interim measure to address skills fade   |
| 20-Mar            | advisory 4 | Allowing audits 30 days additional flexibility<br>Further clarifying guidance to training providers on delivery of training   |
| 16-Mar            | advisory 3 | Extend temporary measure until 1 June.<br>Extension of refresher period to 60 days as response to WHO declaration of pandemic<br>Initial guidance on delivery of training   |
| 12-Mar            | advisory 2 | Measure extended until 14 April and affected regions outside China  |
| 21-Feb            | advisory 1 | Temporary measure until 1 April, limited to affected regions in China<br>Extended refresher period 30 days  |

### **Advice for all Training Providers**

GWO strongly advise training providers to follow World Health Organisation guidelines for [prevention in schools, workplaces and institutions](#), as well as to follow recommendations from national health authorities.

Further, during the delivery of GWO training, take reasonable precautions to deliver the learning objectives while observing precautionary measures to avoid spread. As a minimum, the following measures are recommended:

In all modules:

- a. Update your safety instructions and emergency procedures: Every GWO Standard contains in lesson 1 a 15-minute lesson on "Safety Instructions & Emergency Procedures". We strongly advise all training providers to adapt their introductory lessons to include reference to good hygiene, social distancing, and other measures you introduce in accordance with the guidelines mentioned above.
- b. Implement measures according to the guidelines mentioned above to mitigate ways virus may spread, including planning of exercises to allow social distancing, and prevent spread of virus from shared use of equipment. Introduce disinfection regimes between uses.



- c. During practical exercises in any GWO module where course participants are used as an injured person (casualty), we recommend training providers to use a dummy as the injured person.
- d. If infected (or displaying symptoms), instructors and course participants must refrain from attending training.

In specific modules:

- e. During First Aid and Enhanced First Aid (including refresher) modules for when practicing CPR on a resuscitation mannequin. Training staff shall continue to demonstrate correct CPR, however course participants (delegates) shall not be required to perform mouth-to-mouth part on mannequin. However, delegates must still practice establishing an airway and verbally confirming delivery and correct number of rescue breaths (without contact between course participants mouth and the mannequin's mouth), and otherwise complete the exercise as described.
- f. During Working at Height initial and refresher training, all practical exercises can be performed using a rescue dummy as injured person (casualty), including the double evacuation and ladder rescues of a conscious person
- g. During Advanced Rescue Training (Initial and Refresher), when performing practical rescue exercises where the course participants (delegates) are required to work in teams, these exercises may be carried out as single rescuer, making sure to cover planning of rescue in teams and teams communication during rescue.

#### **Digital Learning included in Requirements for Training Providers version 9**

New sections on digital training delivery have been included in the new Requirements for Training Providers version 9 released on April 21<sup>st</sup>. The digital training delivery requirements are regarded as an additional training setting on par with onsite (field) training and shall be audited accordingly.

See further details in the [Requirements for Training Providers version 9](#).

#### **Remote Auditing included in Requirements for Certification Bodies Version 7**

An option to perform Remote Auditing has been added to the new Requirements for Certification Bodies as an interim measure for surveillance audits and recertifications.

Remote audits may also be used for extension for scope if an already certified GWO training provider wishes to shift from another already certified method of training delivery to digital delivery. Further exemptions apply specifically for delivery of the Basic Safety Training Online Partial Refresher (BSTR-P) standard. See below.

Remote auditing is considered a temporary measure to be evaluated by GWO before 31 December 2020.



See further details in the [Requirements for Certification Bodies version 7](#).

### **Basic Safety Training Online Partial Refresher Standard (BSTR-P)**

The BSTR-P Standard was launched as an interim measure until 31 December 2020 and has been developed to address current restrictions placed on training providers during the COVID-19 Pandemic. The standard is to be reviewed by GWO Committees and working groups from 1 October 2020. The standard does not eliminate the need for skills-based training.

This new standard provides course participants with a partial training, equivalent to a significant portion of the normal BST(R) standard. The standard focuses primarily on the learning objectives in the domains of 'Knowledge' and 'Attitude'. It accommodates virtual classroom delivery and can be certified via remote audit according to the new Requirements for Digital learning detailed above.

WINDA codes will be created for the BSTR-P modules and records will be uploaded in the usual way. At present, the BSTR-P may be refreshed by attending an ordinary BSTR training.

The BSTR-P has maximum validity of six months, dated from the expiry of the participant's existing record.

### **Eligibility to offer training in BSTR-P prior to completion of audit**

Several training providers and employers are implementing BSTR-P as a matter of urgency to address skills fade amongst the workforce. In certain circumstances, this may mean a scheduled audit for the standard will delay implementation.

The GWO Audit & Compliance Committee has agreed that training providers may offer the training prior to completion of their audit, provided the following requirements are met:

- a. The training provider must already be certified to deliver the same module(s) that will be delivered in the BSTR-P
- b. The training provider must comply with the requirements in the section for digital learning in the newly released Requirements for Training Providers Version 9, the Requirements for Certification Body version 7, and the requirements laid out in BSTR-P
- c. Prior to offer training in the BSTR-P, the training provider must have an audit scheduled with a certification body to become audited and certified to deliver the module(s) in the BSTR-P, and the certification body inform GWO at [info@globalwindsafety.org](mailto:info@globalwindsafety.org) about the audit (as defined in section 7.5.6 of the Requirements for Certification Body version 7)
- d. Where non-conformities affecting the training received by participants are identified during the audit the training provider shall deliver the corrected parts of the training to those participants who have received the incorrect training without further expenses to those course participants that have already completed the training.



- e. Upload of records for the BSTR-P training delivered prior to audit, shall follow the rules in section 7.2.10 of the Requirements for Training Providers version 9, stating that: “Training Providers shall upload records to WINDA based on training taking place during audit or pilot training, provided a full module has been completed, and no major non-conformances have been raised during the audit”.

These measures are in place until 31<sup>st</sup> December 2020.

### **60 days’ flexibility for refreshing existing training**

GWO safety training usually have a validity period of 24 months. Validity may be refreshed by attending refresher training. If the refresher training is completed within the last 60 days before expiry, validity periods are extended by 24 months. This remains in effect.

Participants who allow their training validity to expire are ordinarily not allowed to refresh validity through a refresher course. They are required to attend the initial course to obtain a new record (See Note 1).

However, GWO has agreed to allow as a temporary measure 31st December 2020:

1. Course participants unable to refresh previous training within the 24 months validity period, are granted an option to take the planned refresher training up until 60 days after expiry.
2. Training Providers offering the refresher training to course participants under this exemption must [contact GWO](#) to receive further instructions.

The measure to allow attendance to refresher courses up until 60 days after expiry does not constitute an extension of agreed validity periods for GWO training, and does not constitute a general exemption towards employers and duty-holders to ensure employees have adequate safety competences. It remains an employer prerogative to make decisions on whether to require valid training or give exemption.

Until such time as ordinary certified GWO training can resume, we encourage employers who employ technicians whose training validity expires and who have reasonable reasons for expiry, to consider making exemptions and to take other measures to maintain necessary safety skills in whatever way is locally practicable, such as through exercises and managerial supervision. It continues to be important that the affected persons remain competent to perform their job functions safely and does not pose risk to themselves or to others working around them in the interim period.

The 24-month validity of most GWO training courses has been agreed to by the membership due to observed skills deterioration which happen over time and as an alignment to legal requirements put in place for those same reasons in various jurisdictions across the world.



The interim standard BSTR-P (see above) has been put in place to address skills fade, and is recommended for those expiring BST records.

Skills deterioration can mean trained skills are forgotten as they are not used during normal work (such as First Aid) or can mean gradual deviation from the correct and safe skills practices acquired during training.

### **Flexibility for surveillance and recertification auditing**

1. GWO will, as a temporary measure, allow re-certifications and surveillance audits to have a three-month grace period following the expiry of the certificate.,
2. In cases where the 3 months are needed, the auditors must [contact GWO](#) to receive further instructions.

### **Notes:**

1. Source: Basic Safety Training Standard v13 5.7 'Validity Period'; Advanced Rescue Training Standard v1 5.8 'Validity Period'; Enhanced First Aid Standard v1 5.6 'Validity Period'
2. GWO Reference Source – our previous advice on 6<sup>th</sup> March defined "affected countries or regions" as those where internal travel restrictions had been imposed by domestic governments: <https://pandemic.international.sos.com/2019-ncov/ncov-travel-restrictions-flight-operations-and-screening>
3. Centre for Disease Control Travelers advice: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
4. [WHO on Novel Coronavirus 2019](https://www.who.int/emergencies/diseases/novel-coronavirus-2019) <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>