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Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(Training Division)
FDA Bhavan, Kotla Road, New Delhi-110 002

Dated : 11-05-2020

Sub :Training of food handlers on COVID-19 guideline under FoSTaC : SOP for Training Partners

Being the most essential service, entire food sector is functional and is serving the whole nation. Therefore, it is very much crucial that each & every food handlers follow the COVID guidelines strictly. Here comes the role of Training Partners who has to rise up in this occasion and train the food handlers as much as possible.

2.   In response to pandemic COVID -19, travelling and social gathering has been restricted. Therefore, the course has to be conducted by digital mode. is aimed at imparting knowledge and skills to a target audience using voice audio, slides, screen sharing and text chat. It is organized around specific learning objectives that are identified in advance, and which form the basis for relevant webinar content and interaction.

3.   An SOP for conducting online classes can be issued in the form of an advisory to all Training Partners. The steps in detail are as follows:

1. Upload training calendar on FoSTaC portal

    Course on COVID is available under Awareness category on FoSTaC portal. Course code is ACA058. Training Partners will get their respective COVID trainers mapped on FoSTaC portal. Subsequently, training calendar will be uploaded on FoSTaC portal in the similar process like earlier.

2. Schedule the online training programme using available applications - Training partner needs to schedule the training session as per the approved calendar and using available software like WEBEX, Microsoft Team, skype, Google hangout, Twilio, GoToMeeting etc. TP shall share the web link inviting FSSAI also.

3.   Registration and enrollment of participants
    TP will upload all the participant's information details on FoSTaC portal. It will be done through separate tab meant for COVID training at the TP home page.

4.   Delivery Protocol :

a) Attendance Call & Marking: Trainer must log on 30 minutes before the session & he is to maintain a register for marking attendance before the start of the session. Also attendance is to be logged automatically and is received by trainer at the end of the program. A batch size should not be more than 100. Trainer will brief the participants about the online training etiquettes like keeping the microphone on mute mode etc.

b) Introduction of the Programmes & Module wise Delivery: Duration of the session will be two hours. The Power-Point Slides of the course shared on the platform and the training is provided.

c) For COVID training, there will be no assessment. However, trainer can conduct small activities to make the training session interesting. Sample of such activities has been provided in the PPT.

d) Training Partner can directly download the certificate and forward to the participants. However, this is to inform that, COVID 19 Training is not food safety supervisor's training. Therefore, the participants will receive the "Certificate of Participation"

5.   Documentation

The Training event is to be recorded by all the Training Partners for verification by FSSAI Officers to maintain the credibility of the programme. Such recording may be hosted on FoSTaC portal also for the purpose of training.

(Ashok Kumar Mishra)   11/05/2020
Assistant Director (Trg)

To,

Training Partners – For compliance please.