



serious:labs® v1.1  
Cleaning Guide

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# Welcome!

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Welcome to Serious Labs Clean Training Initiative. At Serious Labs, we understand the importance of maintaining the highest health and sanitation standards. This guide will demonstrate how to properly set up, clean, and run a training session using the following recommendations and guidelines. This document is meant to be a supplement to any current company policies or local government regulations. If there are any questions related to cleaning, or any other operation of the MEWP VR Simulator, please follow the instructions on the following page to contact a member of the Serious Labs team.

## Support Web Page

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If you have any questions related to the safe cleaning procedures, or anything related to the safe operation of the MEWP VR Simulator, proceed to our customer support webpage.

<http://portal.seriouslabs.com>

Please log in to our customer support Webpage using the information supplied. If you have lost or misplaced this login information, please contact customer support.

Our customer support webpage provides access to all of our Serious Labs content, where you can reference the MEWP User Guide, Health and Safety booklet, as well as all of our clean training documentation. If you are unable to solve an issue you encounter with the help of these documents, please log in using the provided login to raise a support ticket.

Once we have received the ticket, a member of the customer support team will contact you within 24 business hours.

In the case of emergency issues, such as a problem with the simulator during a demo or tradeshow, please select "Urgent Request" and provide as much detail as possible, in addition to filling out your contact information so we may get a hold of you.

## Customer Support

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Our customer support team is dedicated to supporting our customers internationally in several areas.

- » Deep Cleaning Support
- » Technical Product Support
- » Onboarding Support
- » Repairs and Maintenance
- » Replacement Parts
- » Product Training and Installation
- » Tradeshow and Conference
- » Support
- » Order Tracking and Queries
- » Product Feedback

For all other issues or inquiries, Serious Labs customer support can be reached by phone or email using the following information.

### **CUSTOMER SUPPORT**

+ 1-888-446-1688

[support@seriouslabs.com](mailto:support@seriouslabs.com)

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### **BUSINESS HOURS**

Monday to Friday

02:00-17:00 MST

09:00-00:00 BST

04:00-19:00 EDT

## Summary

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In this booklet, you will find all the necessary precautions and recommendations necessary to continue training in a safe and hygienic manner. The overall deep cleaning process is broken down into the following chapters:

- » **Additional PPE recommendations**
- » **Pre Training instructions**
- » **Job Hazard Analysis**
- » **Training Area Preparation**
- » **Deep Cleaning of the MEWP Simulator**
- » **Deep Cleaning of the Headset**
- » **ECSA Zone System**
  - Zone 1: Entrance Station
  - Zone 2: Cleaning Station
  - Zone 3: Simulator Station
  - Zone 4: Additional Wash Station
- » **Additional Clean Training Measures**
  - Replacement Headset Inserts
  - VR Hygiene Masks
  -

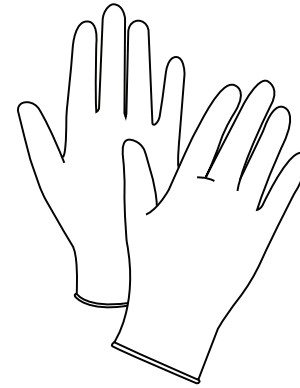
In addition to this document, we strongly recommend reviewing the MEWP VR User Guide, as well as the Health and Safety Guide. Both documents contain the standard setup and safety information required for administering the simulator training.



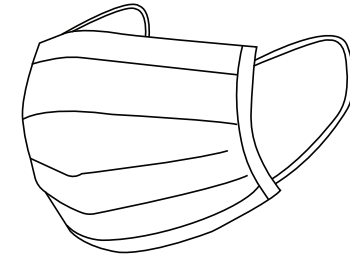
**IMPORTANT:** It is important to confirm that all company policies and government guidelines are being followed before beginning a training session. This booklet is meant to be a starting point for your own cleaning best practices. If you need any help setting up a safe cleaning initiative in your location, please call customer support for more information.

## Additional PPE and Supplies (1/2)

During times when viruses and bacteria are more likely to be present, additional PPE and supplies are recommended on top of what is already required for operating the simulator. It is critical that these items are always on hand and are easy to access, as they are one of the major control measures in place to limit the spread of viruses and bacteria. The following page lists details of the minimum requirements for carrying out a training session.



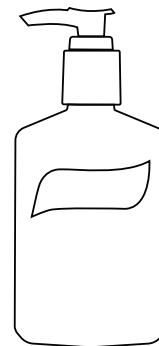
**SINGLE-USE  
DISPOSABLE GLOVES**



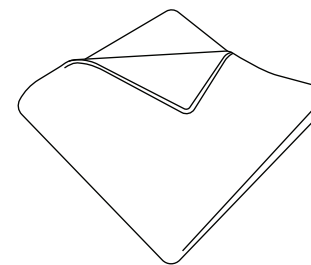
**FACE MASK**

**IMPORTANT:** DO NOT USE BLEACH OR ABRASIVE CLEANERS ANYWHERE ON THE SIMULATOR OR ITS ACCESSORIES.

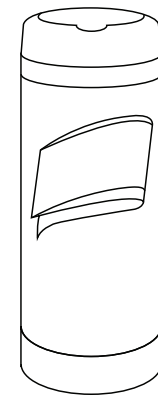
**IMPORTANT:** If there are any questions related to cleaning products or any of the chemicals being used for disinfecting the equipment that are not covered in this guide, please contact customer support before use.



**HAND SANITIZER**



**MICROFIBER CLOTH  
OR LENS WIPES**



**DISINFECTING  
WIPES**

## Additional PPE and Supplies (2/2)

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### **DISINFECTING WIPES**

There are many different chemicals and products that could fall into this category. A minimum of 70% alcohol content is recommended for any product being used for this purpose. Lysol Disinfecting Wipes are an example of product that can be purchased in North America. In the EU, Dettol Antibacterial Wipes are another commonly found brand. Serious Labs strongly recommends using alcohol-based cleaners for disinfecting the simulator and accessories. If only non- alcohol-based products are available, contact customer support before use.

### **HAND SANITIZER**

Ensure that the hand sanitizer is appropriate for killing viruses and bacteria. A minimum of 70% alcohol content is recommended. This will be used frequently throughout the training process, so having multiple bottles available is an easy and effective way to limit cross-contamination. Purell Hand Sanitizer is an example of product that can be purchased in North America. In the EU, Go2 Antibacterial Hand Gel is another example.

### **MICROFIBER CLOTH, OR LENS WIPES**

These are used to ensure that there are no streaks or smudges left on the headset's lenses after cleaning. Once a cloth has been used in a cleaning pass, it will need to be disposed of, or properly washed and handled before it is used again. Single-use lens wipes can also be used for this purpose, if they are available.

### **SINGLE-USE DISPOSABLE GLOVES**

These are to be worn after any individual has properly washed their hands, following the **Hand Washing Guide** in the Appendix of this document. To prevent any potential cross-contamination, dispose of the gloves once all of the required tasks have been completed. Ensure that there is a properly-lined garbage can readily available so that the gloves can be disposed of in a safe manner.

### **FACE MASK**

While there are many different types of face masks available, it is important that they have the following characteristics:

- » They allow for easy breathing.
- » They fit securely to the head with ties or ear loops.
- » They can be changed as soon as possible if damp or dirty.
- » They are comfortable and do not require frequent adjustment.
- » They are large enough to completely and comfortably cover the nose and mouth without gaps.

Wearing masks for the duration of the training day is strongly recommended for both the facilitators and the operators. For more information on how to properly wear a mask, click on the following link: [World Health Organization \(WHO\): When & how to use masks](#)

**IMPORTANT:** Medical masks, including the surgical variety and those with respirators (like N95 masks), are not a requirement.

## Pre-Training Instructions

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Prior to training, operators will need to be briefed on their expectations of the training and the guidelines to carry out a safe and sanitary training process. The pre-training instructions will be delivered to operators no later than 24 hours prior to their session commencement, and will include the following information:

- » **An outline of the session content:**
  - Specific skill targets that will be carried out on the simulator
- » **An overview of the ECSA system**
  - A simple 4-step system to ensure proper sanitation, and limit the risk of exposure
- » **Personal preparation instructions:**
  - Remove all makeup prior to training session
  - Complete COVID-19 Self-assessment
  - Outline proper attire

This ensures that the operator is prepared, and aware of the additional steps that may be required in the new training procedure. It is important that this is emphasized, to ensure that proper physical distancing is followed throughout the entire process.

## Job Hazard Analysis

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To better prepare the training location and to get a better understanding of the risks involved in times of heightened viral infections, a sample job hazard analysis, or risk assessment has been created. This example document outlines all the sanitary risks associated with working in a typical training facility and lists all the controlled safety measures that need to be in place. Each risk has been ranked, based on their danger level, as well as their probability of occurring. By using all the recommendations in this guide and following the safety controls identified within the risk assessment, the chance of accidental exposure is decreased drastically.

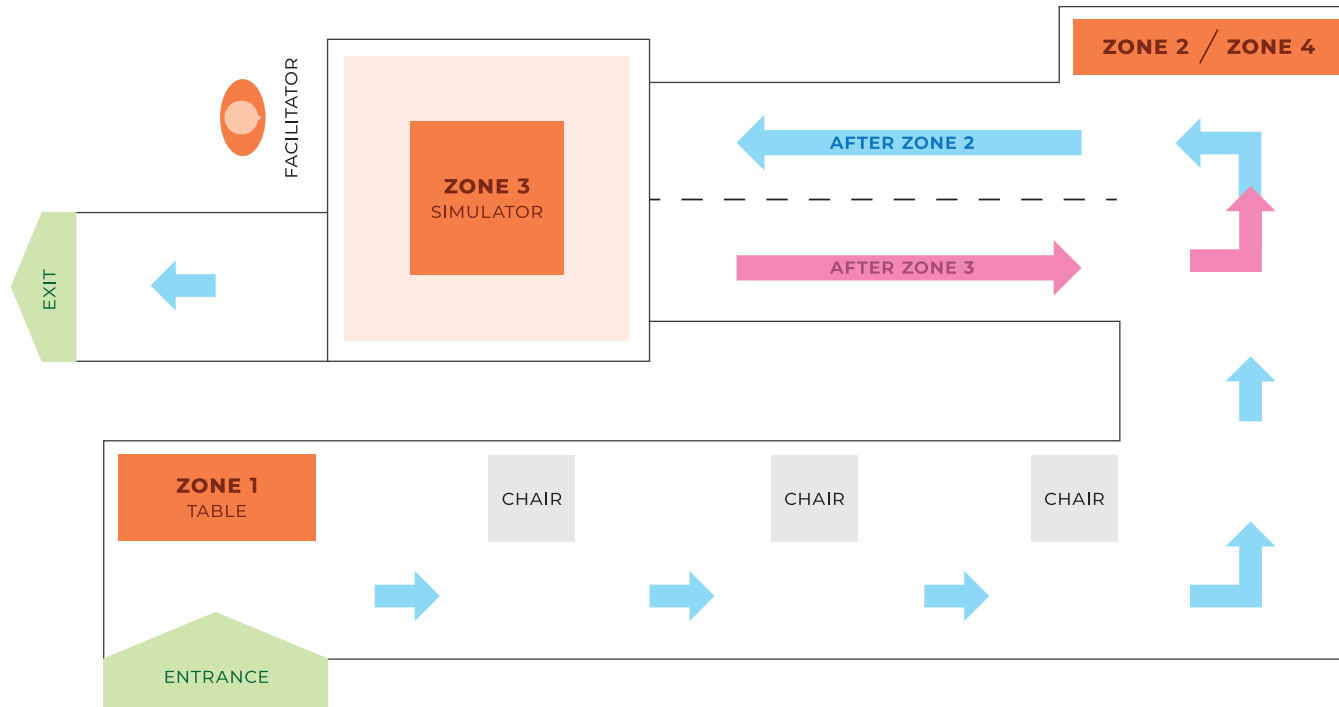
**NOTE:** A sample Email Template (which includes self-assessment) and Risk Assessment Guide can be found in the “**Appendix**” on Page 26.

**IMPORTANT:** Confirm your company and local governmental guidelines, as they may change based on region and country.



## Training Area Preparation (1/2)

In order to maintain an efficient training solution, it is important to prepare the training area properly before commencement. Please see the following layout as an example:



It is important that each zone has ample space, and that there is enough clearance for 2m (6ft) to adhere to all proper physical distancing guidelines. If possible, set up the zones, so that the flow of people is in a single direction. Avoid any small rooms or confined spaces, and prop open all doors were possible. Make sure that you are still following all the standard set up requirements, found in the user guide document.

**IMPORTANT:** The VR headset is susceptible to damage from direct sunlight. Ensure that your space has adequate lighting for operating the simulator.

## Training Area Preparation (2/2)

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### Items you will need for setup:

- » Small table for **Zone 1**
- » Chairs for **Zone 1** (amount depending on attendees but limited to how many can be fit while maintaining 2m (6ft) of physical distancing space between each person and station.
  - Chairs must be made from a material that is easy to disinfect/sanitize, such as plastic.
  - Ensure that any furniture being used is wiped down frequently, as part of the cleaning process.
- » Wash basin/sink for **Zone 2**
- » 2 bottles of hand sanitizer with a minimum alcohol content of 70% for **Zone 1 and 2/4**.
- » Disposable face masks for **Zone 2**
- » Disposable gloves for **Zone 2**
- » Simulator for **Zone 3**
- » Small table to accommodate simulator laptop for **Zone 3**.

### Tips for setting up your space before training

- » Remove any unused furniture or clutter from the area
- » If there are any doors, ensure that they are either propped open, or they have an automatic opening function (unless they are required to be closed for Fire Safety).
- » Ensure there is enough space, so that a minimum physical distancing of 2m (6ft) can be followed.
- » Label all zones, so that they are clearly marked and are visible.
- » Place signs around the facility that limit traffic through the training area. Only facilitators and operators directly involved with the simulator should have access.
- » Lock the space up when not in use to prevent any accidental traffic.
- » Have easy access to all the required sanitation PPE required for training.

**IMPORTANT:** A full description of recommended products can be found in the “**Additional PPE and Supplies**” chapter on Page 7.

## Deep Cleaning Overview

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Properly cleaning the simulator, and all of its related accessories is critical for mitigating the spread of viruses and bacteria. The following sections will outline the techniques and supplies necessary to complete a full cleaning pass on the VR simulator, as well as the surrounding accessories. This process is done in the following order:

1. Ensure that the simulator has been cleaned and sanitized.
2. Ensure that the headset has been cleaned and sanitized.
3. Ensure that the remaining simulator accessories have been cleaned and sanitized.

For additional tools and accessories, which go above and beyond the minimum requirements listed below, please review the chapter called Additional Clean Training measures at the end of the guide.

### ITEMS YOU WILL NEED FOR COMPLETE CLEANING PASS:

- Disposable gloves
- Disinfecting Wipes
- Hand Sanitizer
- Clean Microfiber Cloths

**IMPORTANT:** Ensure that before any cleaning takes place, the facilitator has completed a self-assessment and has properly sanitized their hands. Before anybody can use the VR simulator, proper cleaning and sanitization of the simulator, headset, and accessories is required.

**NOTE:** Please refer to the “**Appendix**” on page 26 for a thorough guide on handwashing.

## DEEP CLEANING OF THE SIMULATOR (1/3)

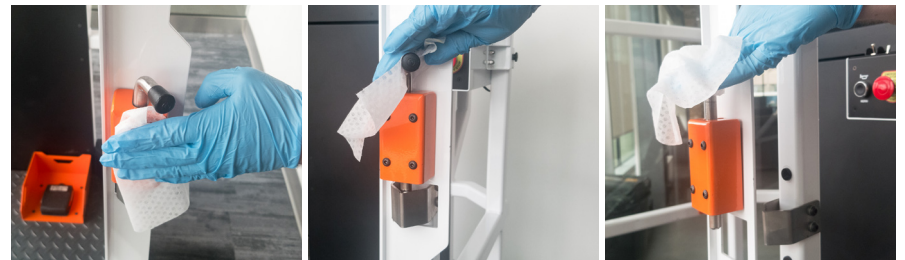
1

Thoroughly wash, and apply hand sanitizer to your hands, allowing for the residue to dry. Once hands have been properly cleaned, put on a fresh pair of disposable gloves.



2

Use a disinfecting wipe to wipe down the entirety of the gate latch and surrounding mechanism. Once it has been wiped down, open the gate latch by using the wipe to grab the handle.



## DEEP CLEANING OF THE SIMULATOR (2/3)

3

Using the disinfecting wipe, start by wiping down the simulator's boom lift control panel. Make sure that each control is thoroughly wiped with the disinfecting cloth. Start from one side and work your way across to the other. Do not wipe off any of the residue, allowing it to evaporate over time. It takes about 4 minutes for all of the cleaning residue to evaporate.



4

Continue by wiping down the scissor lift control panel. Make sure that each control is thoroughly wiped with the disinfecting cloth. Start from back outrigger/stabilizer toggles and work towards the front of the controller box. Follow the same procedure as the previous step, allowing the residue to evaporate for 4 minutes.



## DEEP CLEANING OF THE MEWP SIMULATOR (3/3)

5

Wipe the surface of the Oculus Touch controller(s), and the bracket that is holding it in place.



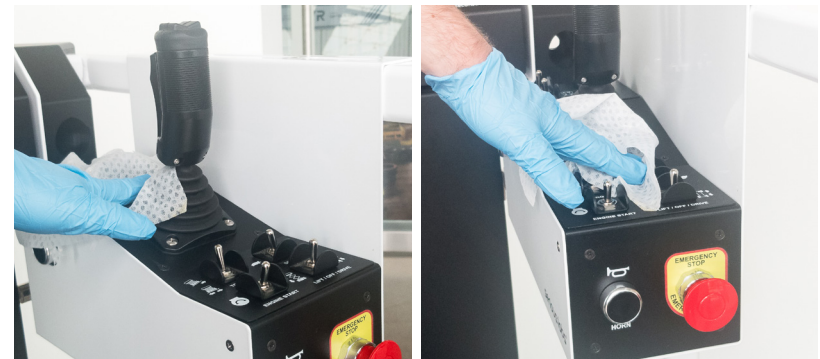
6

Once both control panels and the Oculus controller(s) has/have been wiped down, continue by wiping down all the remaining surfaces on the simulator. Start by cleaning one side and working your way across the simulator's surfaces. This step may require the facilitator to step out of the simulator, to ensure that all surface areas have been reached.



7

Once the simulator has thoroughly been cleaned and disinfected, dispose of the disinfecting cloth in a safe manner. Allow 4 minutes for all remaining residue to evaporate. Once that is complete, the simulator is now ready for use.



## DEEP CLEANING OF THE HEADSET AND ACCESSORIES (1/3)

The following steps are the minimum requirement when using the stock simulator hardware configurations. Products like the PU leather foam replacements, or the Disposable VR Hygiene masks are additional pieces of equipment, which can be used to enhance the deep cleaning process. For more information on these products and how they can benefit your workflow, please refer later to the booklet section titled Additional Clean Training Measures

### REQUIRED EQUIPMENT

- Disposable Gloves
- Disinfecting Wipes
- Hand Sanitizer
- Clean Microfiber Cloth

1

**IMPORTANT:** If you are continuing here directly after cleaning the simulator and have not removed the gloves from your hands, you can continue to step 2.

Thoroughly wash, or apply hand sanitizer to your hands, allowing for the residue to dry. Once hands have been properly cleaned, put on a fresh pair of disposable gloves.



## DEEP CLEANING OF THE HEADSET AND ACCESSORIES (2/3)

2

Select a fresh disinfecting cloth and wipe down the interior of the headset. Ensure all PU leather or foam inserts have been thoroughly wiped and have been allowed to dry for 4 minutes for the residue to properly evaporate.



3

Once the interior of the headset has been disinfected, wipe down the exterior of the headset. Pay special attention to any areas that are touched frequently, such as the fit wheel, goggles, and strap.



4

Wipe the headset lenses with the disinfecting wipe. Wait for 4 minutes for the residue to evaporate. Once the residue has evaporated, use a clean microfiber cloth to wipe off any smudges or streaks that may be present on the lenses. Dispose of the microfiber cloth in a safe manner.





## DEEP CLEANING OF THE HEADSET AND ACCESSORIES (3/3)

5

Once the VR headset has thoroughly been cleaned and disinfected, place the headset inside the simulator. Once the headset is in place, wipe down the Oculus cable that is protruding from the headset.

**TIP:** Use the loop on the straps to hook the headset on the scissor box controller, for an easy way to hang the headset.



6

Wipe down the laptop keyboard, and any other remaining accessories being used for training. If necessary, wipe down any chairs used in the **Zone 1** waiting area. Once all accessories have been wiped down, the disinfecting cloth can be disposed of in a safe manner. The headset and accessories are now ready for use.



# DEEP CLEANING INITIATIVE ZONE SYSTEM

## Overview

We have developed a simple four-step system to ensure that proper sanitation efforts are made while keeping the flow of training natural and efficient. We call this the **ECSA** system:

**E** - Entrance  
**C** - Cleaning Station  
**S** - Simulator  
**A** - Additional Wash

Each of these steps would be represented by a station in your training area, accommodating safe sanitation practices for facilitators, operators, as well as bystanders. It is also important to inform all parties that wish to attend this training session and/or use the simulator to follow these guidelines and are made aware of them well before the day of training.

It's important to note that it's critical that the facilitator follows all the physical distancing and hygiene policies. Before they begin their day, ensure that all facilitators, operators and bystanders have taken and completed a Self-Assessment, and that they have followed all preparation and sanitation guidelines. Ensure that the deep cleaning processes are being followed, for every new session taking place on the simulator.

# ZONE 1: ENTRANCE

The first station in the ECSA system, will be where operators first enter the training area. From here, they receive brief instructions, and are given instructions on how to follow the verbal commands from the facilitator. It is also a location to wait their turn in a sanitized seating area, that has measures in place for physical distancing if the facilitator is not ready for them yet. As a facilitator, your role will be to minimize the operator's chance of contact with contaminants by ensuring that the area is free of unnecessary points of contact. As an example, ensure the entrances and exits of the training area are propped open, unless required to be kept closed.

## SUPPLIES REQUIRED FOR THIS STATION WILL BE:

- Sanitized table or flat surface
- Z1 Instructional Sheet, printed and prepared in a readable position on the table
- Seating that is easily cleaned and sanitized (position 2m (6ft.) apart from the nearest chair or person)
- Hand sanitizer for the table

**!** **FACILITATOR NOTES:** Before training begins, prepare the **Zone 1** by setting up a small table with an appropriate amount of hand sanitizer available. Each person that enters the training area will need to sanitize their hands at this station before proceeding further into the training area. Be sure to print out **Zone 1 (Z1) Instructional Sheet** and have it displayed prominently on the **Zone 1** table, alongside the hand sanitizer.

**IMPORTANT:** DO NOT allow someone new into the training area without clarifying that they understand the contents of Z1 Instructional Sheet, and they have fully prepared themselves for the training session. This means they should be in appropriate attire, with no makeup applied to their faces and hair in a controlled style that will not be in the way of the VR headset. They must also have completed a self-assessment on their current state of health.

**IMPORTANT:** Operators are **NOT** to continue through the stations, unless the facilitator has given them a clear verbal command to continue. It's the facilitator's responsibility to ensure that traffic is moving through the correct zones.

# ZONE 2: CLEANING STATION

The second station in the ECSA system involves a prepared cleaning station for all the operators and facilitators to use in an organized and efficient manner. After being called forward from **Zone 1** by the facilitator on site, the operator will make their way to the Wash Station and refer to **Zone 2 (Z2) Instructional Sheet** for guidelines on proper hand and face washing techniques. After washing thoroughly, operators will then put on the required sanitary PPE that is available, such as a facemask and gloves.

Please note that this station can only accommodate one person at a time while keeping a safe physical distance of 2m (6ft) from the nearest person.

## SUPPLIES REQUIRED FOR THIS STATION WILL BE:

- Hand and face washing basin/sink
- Antibacterial soap
- Z2 Instructional Sheet
- Disposable paper towel
- Disposable face mask
- Disposable gloves

**!** **FACILITATOR NOTES:** Before a training session can begin, be sure that a sufficient hand drying option is available. Paper towels are recommended, as they can be safely disposed of after each use.

Keeping twice as many disposable gloves and face masks than you believe necessary is a good guideline to follow to avoid running out prematurely.

Test that the water sources for the sink/basin is working ahead of time and ensure that an ample supply of antibacterial soap is available for all to use.

Finally, it is a good idea to print off the hand washing guidelines from **Z2 Instructional Sheet** before training commences and have it prominently displayed at **Zone 2** washing station.

**IMPORTANT:** Be sure to maintain appropriate physical distancing while using this station. Ensure that only 1 person is present at a time in the cleaning zone. If need be, mark a waiting area on the floor with tape for those waiting to stand on, allowing for 2m (6ft) between each point.

# ZONE 3: SIMULATOR

The next step in the system is the use of the simulator itself. Facilitators must ensure that the simulator is fully disinfected after each operator has completed a session in preparation for the next operator. Detailed deep cleaning requirements can be found in the previous Deep cleaning Chapter. It is important that all instructions given to the operator must be verbal. Do not touch the operator, the simulator, or the VR headset unless an emergency calls for it.

## SUPPLIES REQUIRED FOR THIS STATION WILL BE:

- Simulator
- Deep Cleaning Guide and applicable cleaning supplies
- Headset cleaning device
- Caution tape, floor tape, or stanchions to block of area (optional)



**FACILITATOR NOTES:** It is important that the facilitator, and only the facilitator is permitted to operate the simulator laptop and clean/disinfect the simulator. Facilitators should not attempt to clean or disinfect the simulator without reading through the Deep Cleaning chapter carefully for instruction. Additional cleaning steps will be required before/ after each use of the simulator, and these steps can also be found within the Deep Cleaning chapter.

Before beginning training, the facilitator should outline a safety zone around the floor of the simulator with tape or stanchions. For increased physical distancing circumstances, a recommended safe distance away from the simulator is 2m (6ft). During operation, the only person within this safety are should be the operator.

Be sure to test the headset cleaning device prior to opening a training session to avoid delays. It will need to be disinfected before, and after the facilitator has confirmed the function.

**IMPORTANT:** Attempting to clean or disinfect the simulator without carefully reading and understanding the Deep Cleaning Guide could result in serious injury to the facilitator and/or the operator, as well as risk permanently damaging the simulator, or rendering it inoperable. If there are any questions, regarding the cleaning, or operation of the simulator, contact customer support for more information.

# ZONE 4: ADDITIONAL WASH STATION

Finally, operators will be asked to exit the simulator and complete a secondary washing of their hands and faces before leaving the area. If possible, a separate and secondary cleaning station is recommended. If this is not possible, be sure to follow a safe physical distancing practice while the finished operator cleans up in the **Zone 2** wash station. To properly accommodate the disposal of PPE, be sure to have an open waste disposal receptacle nearby. To avoid possible cross contamination, do not allow finished operators to wait or lounge in the training area.

## TOOLS REQUIRED FOR THIS STATION WILL BE:

- Hand and face washing basin/sink
- Antibacterial soap
- Z2 Instructional Sheet
- Disposable paper towel
- Disposable face mask
- Disposable gloves



**FACILITATOR NOTES:** Since this will be the same process being repeated from **Zone 2**, be sure to cross-reference the **Zone 2** instructions for clarity.

Ensure that a sufficient hand drying option is available for all in the training area to use multiple times if need be.

Keeping twice as many disposable gloves and face masks than you believe necessary is a good guideline to follow to avoid running out prematurely.

Test that the water sources for the sink/basin is working ahead of time and ensure that an ample supply of antibacterial soap is available for all to use.

Finally, it is a good idea to print off the hand washing guidelines from Z2 Instructional Sheet before training commences and have it prominently displayed at **Zone 2** washing station.

**IMPORTANT:** Be sure to maintain appropriate physical distancing between everyone at this station, as you should anywhere in the training area, as there could be someone approaching this station from another. If need be, mark a waiting area on the floor with tape for those waiting to stand on, allowing for 2m (6ft) between each point.

## ADDITIONAL CLEAN TRAINING MEASURES (1/2)

In conjunction with what has already been recommended in this guide, there are additional cleaning products which go above and beyond the minimum requirements. These can be used to make it easier to clean the simulator between use and should be considered in training facilities that typically have a large throughput of operators. If you have any questions regarding these products, or how they could be intergraded into your clean training approach, contact customer support for more details.

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### Replacement VR Headset Inserts

**[AMAZON LINK HERE](#)**

These aftermarket upgrades for your Rift S headset replace the foam ring, which lines the interior of the device, with PU leather pads. These replacement headset inserts make it easier to clean the surface of the headset and prevents any unwanted moisture from collecting around the device. They are easy to install, with instructions Inside the box. If you have any questions related to the PU leather inserts, or how to properly fit them, contact Serious Labs Customer Support.



*Image via Amazon*

## ADDITIONAL CLEANING OPTIONS (2/2)

### Disposable VR Hygiene Eye Masks

**[AMAZON LINK HERE](#)**

These disposable masks can be used as an additional layer of protection for the operator, while they are using the VR headset. These masks are single use, after they have been worn by an operator during a VR session, they can be safely disposed of in a proper receptacle. The link provided is for a pack of 100 Hygiene Masks. If you have any questions related to Disposable VR Hygiene Eye masks, or how to properly fit them, contact Serious Labs Customer Support.



*Image via Amazon*



A grayscale photograph of a hand operating a control panel. The panel features several large, dark, spherical joysticks and numerous smaller, metallic buttons. The hand is positioned on the right side, with fingers resting on the buttons. The word "APPENDIX" is centered in white, bold, uppercase letters over the middle of the image.

**APPENDIX**

<b>IDENTIFIED TASK</b>	Using MEWP VR Simulator and Accessories
<b>PPE REQUIRED</b>	Disposable gloves, facemasks (where required)
<b>TOOLS REQUIRED</b>	Disinfecting wipes, clean microfiber cloth, garbage bag
<b>MATERIALS REQUIRED</b>	SLI-Deep Cleaning Labelling Kit, MEWP VR Simulator

**P\* - PRIORITY INDEX:**

Severity - **1.** Imminent Danger **2.** Serious  
**3.** Minor **4.** Not applicable (N/A)

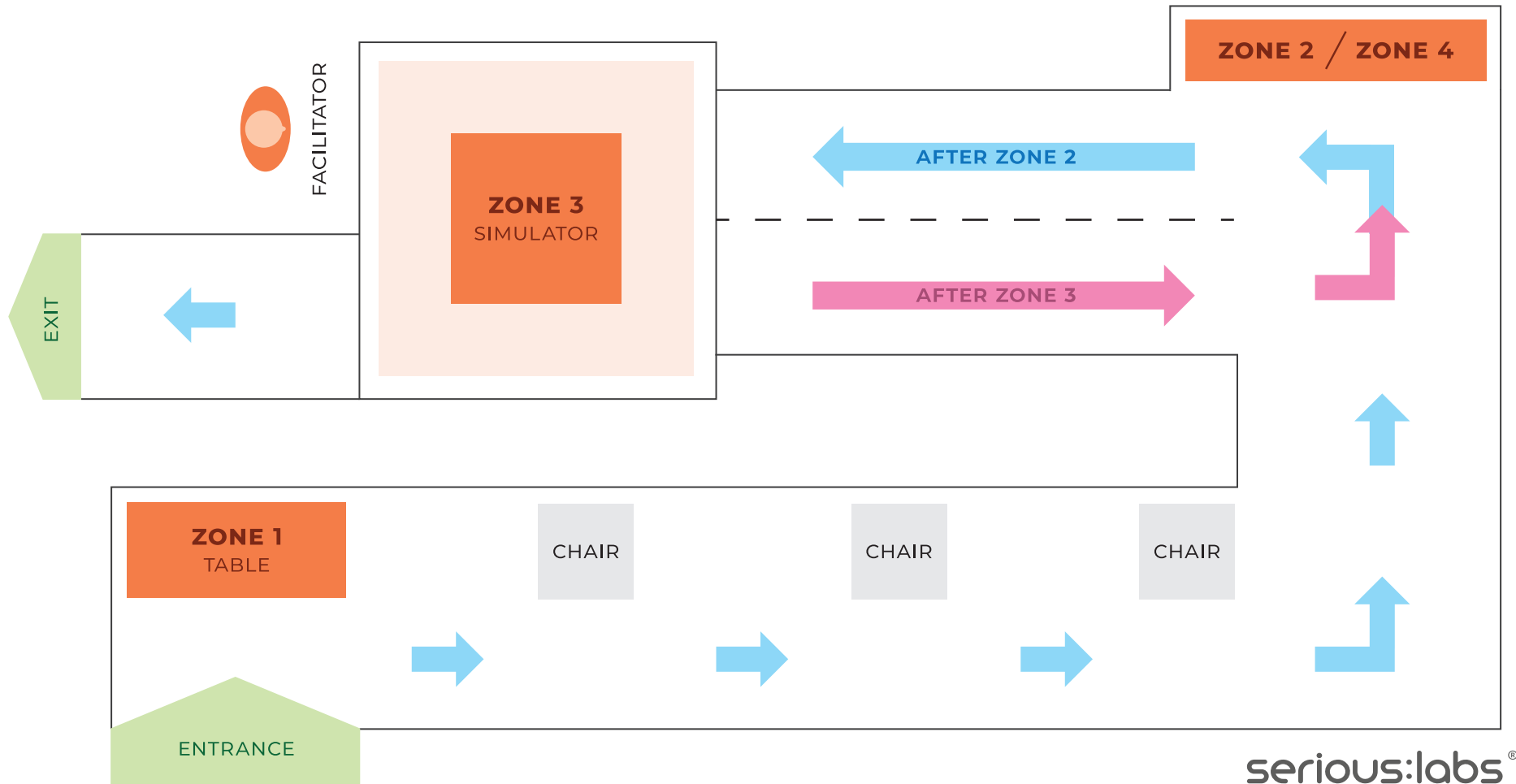
Probability - **A.** Probable **B.** Reasonable probable  
**C.** Remote **D.** Extremely remote

POTENTIAL HAZARDS	RISK RATING	CONTROL MEASURES	REQUIRED PPE
Contamination of the facilitator by an infected operator	<b>2A</b>	<ul style="list-style-type: none"> <li>Both the operator and the facilitator wear suitable masks when carrying out training on the simulator</li> <li>The operator must complete a health Self-Assessment to confirm they have no symptoms before entering the training area</li> <li>The operator will wash his/her hands and use alcohol-based sanitizer (min. 70%) before putting gloves on</li> <li>The operator will dispose of gloves after all use of the simulator is complete.</li> <li>The operator will maintain physical distancing and not be within 2m (6 Ft) of the facilitator.</li> <li>There will be clear signage identifying each zone, and what is required to happen in each zone.</li> <li>There will be limited, and regularly cleaned, seating in the operators' waiting area to limit any contamination.</li> <li>There will be one operator at a time planned for using the simulator to minimize the interaction between others</li> <li>No food or drink permitted within the training area</li> <li>Follow all proper cleaning protocols for VR Headset.</li> </ul>	<ul style="list-style-type: none"> <li>Disposable Gloves</li> <li>Face Masks</li> </ul>

POTENTIAL HAZARDS	RISK RATING	CONTROL MEASURES	REQUIRED PPE
Contamination of the operator by the previous user	<b>2B</b>	<ul style="list-style-type: none"> <li>• Once the operator has finished their turn and departed, the facilitator will complete a thorough cleaning of the simulator and headset following the Serious Labs latest cleaning process</li> <li>• Limit the number of operators to a minimum in the training area at any given time</li> <li>• All doors to be left open or be automatic subject to the door not being a fire door. In the case of a fire door, Disinfecting Wipes and a garbage can with bag must be available</li> <li>• Have limited areas within the training area which could become contaminated such as, tables and chairs</li> <li>• The training area is only used for simulator use and is locked in between sessions</li> <li>• Allow enough time in between each practical session of the facilitator to carry out all cleaning procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Disposable Gloves</li> </ul>
Contamination of the operator by the facilitator	<b>2A</b>	<ul style="list-style-type: none"> <li>• The facilitator will wear disposable gloves which are changed and disposed of in between each operator</li> <li>• The facilitator will wear a suitable mask when the operator is in the training area</li> <li>• The facilitator will maintain physical distancing and not be within 2m (6ft) of the operator</li> <li>• Position the laptop directly behind the simulator so the cable will give the maximum distance between the laptop and the simulator</li> <li>• Hands will be washed and sanitized using alcohol-based products before and after each operator enters the room</li> <li>• No food or drink permitted within the training area</li> </ul>	<ul style="list-style-type: none"> <li>• Disposable Gloves</li> <li>• Face Masks</li> </ul>

POTENTIAL HAZARDS	RISK RATING	CONTROL MEASURES	REQUIRED PPE
Contamination of the operator or facilitator from other employees or visitors working close by	<b>2B</b>	<ul style="list-style-type: none"> <li>• Simulator to be in an area which can be controlled, and access denied to anyone not using it</li> <li>• Establish a 2m (6ft) exclusion zone around the simulator which is clearly signed</li> <li>• Establish the PPE area in first zone for masks and gloves to be worn within the training area</li> <li>• Have a hand wash/sanitizing station at the entrance to the training area</li> <li>• Supplying PPE (masks, disposable gloves) which can be supplied without contamination from the previous delegate</li> </ul>	<ul style="list-style-type: none"> <li>• Disposable Gloves</li> <li>• Face Masks</li> </ul>

# Training Area Preparation



# Zone 1

## Entrance Station

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- Please ensure that you have **COMPLETED YOUR SELF ASSESSMENT**, and are ready to use the Simulator.
- **VERBAL COMMANDS WILL BE GIVEN** by facilitator on how to proceed through each zone.
- **DO NOT** move between zones without the facilitator's direct command.
- **MAINTAIN 2M (6FT) MINIMUM SOCIAL DISTANCE** between people while inside the training facility.

# Zone 2/4

# Cleaning Station

Please ensure that your **HANDS AND FACE HAVE BEEN WASHED BEFORE AND AFTER USING THE SIMULATOR**, please refer to the [Handwashing Guide Zone Card](#)

## IF YOU STILL NEED TO COMPLETE YOUR TRAINING:

- 1 Put on the supplied gloves and face mask.
- 2 Wait for the facilitator's **VERBAL COMMANDS** to proceed to the next station.

## WHEN YOUR TRAINING IS COMPLETE:

- 1 Safely dispose of the gloves and mask in a proper waste receptacle.
- 2 Wash hands and face following the guide.
- 3 Wait for the Facilitator's **VERBAL COMMANDS** to exit the facility.

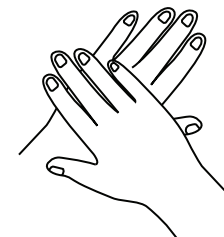
# Zone 2/4

# Handwashing Guide

- 1 Wet your hands with warm water.
- 2 Apply enough soap for a proper lather.
- 3 Wash your hands thoroughly for 20 seconds.
- 4 Rinse well under warm water.
- 5 Dry hands with a disposable paper towel.
- 6 Turn off the tap using another disposable towel.

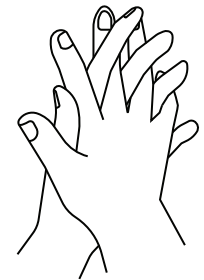
**MAKE SURE TO WASH THESE AREAS PROPERLY:**

**A**



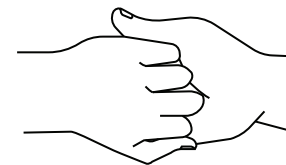
Palm and back  
of each hand

**B**



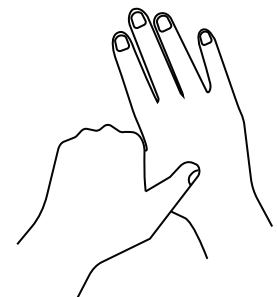
Between fingers

**C**



Under nails

**D**

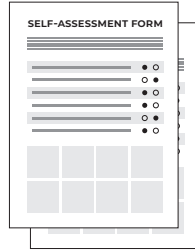


Thumbs



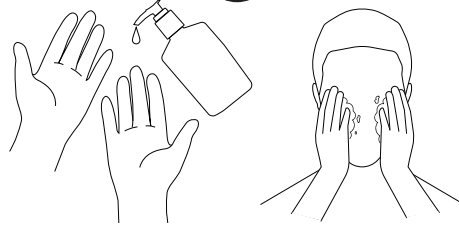
# Clean Training Process

1



Fill out self-assessment prior to visiting the training zone

2



Thoroughly wash your face and hands before entering the training zone

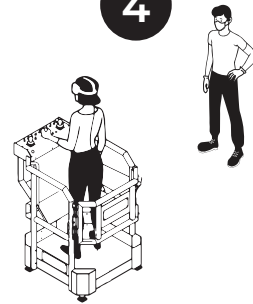
3

## Zone 1

### Entrance Station

Follow the arrows on the ground to Zone 1

4



Operate the MEWP Simulator with your facilitator

5



Thoroughly wash your face and hands after leaving the training zone

## NOTICE OF SAFETY

If you or someone on the jobsite is sick, we recommend consulting a health care practitioner. The only proven way to kill a virus or bacteria is with ample, detailed deep cleaning practices.