SHA Seafood HACCP SCP Virtual Training Course Protocol

1. **Title**

   Seafood HACCP Alliance (SHA) Seafood HACCP Sanitation Control Procedures (SCP) Virtual Training Course Protocol

2. **Purpose/Objectives/Goals**

   In response to the COVID-19 pandemic and heightened concern for spread through person-to-person contact, the Seafood HACCP Alliance (SHA) has instituted a protocol for conducting SCP training courses through virtual learning platforms. The following protocol outlines the requirements for SCP training course equivalency when conducting the training through virtual learning platforms.

3. **Course Equivalency Criteria**

   3.1. **Course registration and Supervisory Trainer (ST)**

       3.1.1. In a virtual learning space, there will be new administrative, electronic monitoring tools used to assure participant activity during the course. These should ensure course content and structure is equivalent to any in-person SCP training course.

       3.1.2. All virtual training must have at least one ST and a technical administrator (TA) present for the duration of the training, see section 3.4.

       3.1.3. The ST is responsible for registering the course as a Virtual SCP Training course with AFDO prior to conducting the training.

       3.1.4. All virtual training registered with AFDO must follow the Protocols outlined in sections 3.2 - 3.11 below to meet the minimum qualifications for an equivalent in-person SCP training course.

   3.2. **Participant Identification and Verification**

       3.2.1. All participants must have video and audio connections for the duration (6.5 contact hours) of the training (excluding breaks) to ensure required course contact times are met

           3.2.1.1. Participants must ensure they have sufficient capabilities to participate in virtual HACCP training (video and audio connection, broadband internet, appropriate virtual platform software etc.)

           3.2.1.2. Participants must be familiar with virtual learning space platforms prior to attending the training

           3.2.1.3. For those not familiar, recommend a 30 minute required troubleshooting session, in addition to the 6.5 contact hours.

       3.2.2. Virtual training may not exceed 30 participants unless justification is provided with the application and approval is obtained from the review committee.

3.3. **Participant engagement**

    3.3.1. Trainers must be able to actively engage all participants for the duration of the virtual training. Trainer(s) must implement targeted strategies to ensure engagement in the virtual environment. The following should be considered and made clear in the course application:

        3.3.1.1. What virtual learning platform will be used?

        3.3.1.2. How will the trainer(s) ensure the following interactions?

            3.3.1.2.1. Trainer and participants

3.4. **Student Participation**:

    3.4.1. All virtual courses must have a Supervisory Trainer and a Technical Administrator (TA).

        3.4.1.1. The TA will ensure all students are meeting the training requirements (audio/video) and will monitor the online platform for questions/issues.

        3.4.1.2. Technical administrator MUST be someone other than the ST but can be a co-trainer.

        3.4.1.3. Any students who are not present for any portion of the training, for any reason, are not eligible for certification through AFDO unless the ST deems it necessary to accommodate additional contact time with those individuals due to extenuating circumstances.

        3.4.1.4. Additional contact time should occur within one week of the training date.

    3.4.2. Supervisory trainers must clearly outline specific procedures/techniques that will be implemented to ensure active participation from students. A recommended/example approach is provided below.

        3.4.2.1. Knowledge assessment can be used throughout the virtual training to ensure the students are engaged, listening and comprehending course content. Example assessments can be found in the virtual course agenda template.

        3.4.2.2. ST can engage in a "roll-call" in order to ensure participant attendance throughout the training. It is recommended that this occur before starting and after each break

        3.4.2.3. If not using knowledge assessment and roll call, how will you ensure active participation and learning are taking place?

3.5. **Contact Time**

    3.5.1. Contact time for virtual training must meet the same 6.5 contact hours minimum as required by the in-person SCP training course. Adjustments to course contact hours must be clearly justified and approved by AFDO prior to scheduling the virtual course.

3.6. **Training Record**

    3.6.1. It may be beneficial to record your training in the instance that there is a question regarding student's participation as it relates to the issuance of their completion certificate. If you choose to record the virtual training, AFDO can request to review up to 45 days after completion of the course.

    3.6.2. Trainers should include the following language in their registration and confirmation emails to participants: "This training may be recorded for training and/or auditing purposes."

3.7. **Training Materials**

    3.7.1. All relevant SCP training materials are required for the virtual course. STs must ensure the following required materials are used for the training:

        3.7.1.1 The SHA SCP PowerPoint slides must be used to deliver course content and review.

        3.7.1.2 The Sanitation Control Procedures for Processing Fish and Fishery Products training manual.

3.8. Course completion paperwork

3.8.1. Upon completion of a virtual SCP training the following course paperwork must be submitted to AFDO for review and issuance of certificates.

   3.8.1.1.1.   Student information sheet, consider how these will be collected when using a virtual learning space.

   3.8.1.1.2.   Seafood HACCP Instructor Worksheet (Excel spreadsheet)

   3.8.1.1.3.   Course invoice

Ultimately the virtual SCP training course should be equivalent in quality, content and contact time as any in-person SCP training course. Major deviations from in-person SCP training course Protocols include:

- Limitations on course size, maximum of 30 participants.
- At least one Supervisory Trainer and a Technical Administrator are required for all virtual training courses.
- All students must have internet connectivity and audio/video capabilities to participate.
- All students must have a computer to participate. Students may not access the virtual learning platform from a cell phone.
- Students must participate individually from a computer. Groups may NOT share a single computer.
- Trainer(s) must implement procedures/techniques that will ensure active participation from students (i.e. Knowledge assessments and roll call).

Other items of Note: The SHA-AFDO HACCP and SCP Training Protocol (October Edition) http://www.afdo.org/resources/Documents/SHA-AFDO%20PROTOCOL%2010.2019.pdf will still be followed at all times, including:

- Must follow the Agenda listed in Appendix I of this protocol. Any deviation must be justified.
- Projected costs of the course and registration fees must be consistent with SHA/AFDO's intention to minimize costs for training.
- Failure to conduct training according to the virtual training protocols may be cause for revocation of course registration or training qualification.
- All Trainers must be Qualified Trainers. Supervisory Trainers must be persons that have completed a SCP Train-the-Trainer course.
- Course audits may be conducted on virtual courses to assure instructors are following the established Protocols.

Appendix I: Sanitation Control Procedures (SCP) Virtual Training Course

(6.5 Hours with SHA SCP Training Manual)

Agenda

(30 minutes) Introduction to zoom (or virtual learning platform of choice) and troubleshooting - REQUIRED for those not familiar with virtual learning

Course Chapters – 3 Parts:

1. Sanitation monitoring, corrections and records;
2. Background information on sanitation; and
3. Sanitation Control Guides (examples)
   (proceed through Chapters with emphasis on 'how to' monitor and record SCPs)

Basic SCP Course

30 min Registration and Welcome

60 min Introduction with reference to additional requirements introduced through the new regulations for GMPs 117 that replace the prior version of GMPs 110

30 min Safety of Water - Discuss related concerns and controls for cross-contact with potential food allergens

BREAK – ROLL CALL

90 min *Condition and Cleanliness of Food Contact Surfaces (two parts)

30 min *Prevention of Cross-Contamination

BREAK – LUNCH – THEN ROLL CALL UPON RETURN

30 min Maintenance of Hand Washing, Hand Sanitizing and Toilet Facilities

30 min *Protection of Food from Adulterants and Proper Labeling, Storage and Use of Toxic Compounds

30 min Control of Employee Health Conditions

BREAK – ROLL CALL

30 min Exclusion of Pests

30 min Example of SSOP Plan and Sanitation Control Procedures

Adjourn/Wrap up/Q&A -

Ex: Knowledge assessment (KA) Questions:

1. SCP records shall be retained for at least _____ for refrigerated products
    a. 1 year
    b. 2 years
    c. 5 years
    d. 10 years

2. The regulation requires records for monitoring and corrections for _____ Key SCP Conditions ?
    a. 10
    b. 6
    c. 8
    d. 5

3. Which of these is not one of the eight common food allergens?

    a. Milk

    b. Fish

    c. Wheat

    d. Sesame

4. The regulation requires a written SSOP plan

    a. True

    b. False

APPENDIX II: Domestic Virtual SCP Course Registration Form

SHA/AFDO Seafood HACCP Training Program

DOMESTIC VIRTUAL SCP COURSE REGISTRATION FORM

SUBMIT ONE (1) COMPLETE APPLICATION FOR EACH COURSE DATE

Submit this form with the requested documentation to:
Association of Food and Drug Officials
155 W Market Street – 3rd Floor, York, PA 17401
717-757-2888 ▢ fax 717-650-3650 ▢ email afdo@afdo.org

Applications must be submitted 7 business days prior to the course start date. Approval must be obtained prior to the start date of the course for Course Completion Certificates to be issued.

1.

    APPLICANT _____

                        First Name   MI   Last Name

    Title _____

    Mailing Address _____

    _____

    Phone _____

    Email _____

2. **COURSE:** ☐ **Virtual SCP** (6.5 contact hours) (Please provide justification if planning less than the required contact hours)

    Course Date: _____ Virtual Learning Platform: _____

    Expected Number of Students (maximum of 30): _____

    If course will be taught in a language other than English, list language: _____

    This Course is: (check one)   ☐Available to the Public   ☐ Closed to the Public

3. **TRAINERS AND QUALIFYING CREDENTIALS: Attach brief vitae for all Assistant Trainers <u>without</u> an AFDO "current" certificate number.**

	Name	*Certificate # (completed by AFDO)*
a. Supervisory Trainer **(required)***		
b. Technical Administrator **(required)**		

    **Supervisory Trainer must be AFDO "qualified" according to the SHA/AFDO Seafood HACCP and SCP Training Protocol and be present for the duration of the course.*

4. **AFDO LIAISON:** Optional – See Section 8.6 of the HACCP and SCP Training Protocol
    I will be using the appropriate AFDO Affiliate to help facilitate my course (i.e., registration, purchase manuals, and provide payment to AFDO for course certificates).   ☐Yes   ☐ No

5.COURSE AGENDA: Attach a copy of the course agenda you will be using for this course. Course agenda must meet the requirements as outlined in the Protocol for SHA Virtual SCP Trainings. A**ssure all topics are covered, and minimum contact times are met**. You will need to **PROVIDE ACTUAL PROPOSED TIMES AND SHOW THAT THE COURSE IS A MINIMUM of 6.5 CONTACT HOURS.**

NOTE: If you plan to teach the course agenda in less than the specified minimum contact hours you will need to justify your decision in writing before approval can be considered.

6. **TRAINING MATERIALS:**

   I certify that all training materials, including guides/manuals and slide sets used are the approved SHA/AFDO Training Materials as outlined by the protocol. ☐**YES**   ☐**NO**

   If NO, please explain: _____

7. **COURSE REGISTRATION FEE:**   Total cost/student $_____

   Registration fee must include:
   a) **$40** per HACCP student to AFDO for recording and preparing the AFDO Certificates of Course Completion
   b) **$35** for the SCP manual
   c) **$25** per student for Regional Affiliate (optional)

   NOTE: The total cost per student should be reasonable for necessary Trainer(s), travel, facilities, equipment, and related materials. ***If the cost per student is over $600.00, please itemize below.*** *The Alliance does not specify any specific limit for the cost per student, but the course approval process can question any apparently excessive costs in order to encourage access to affordable education that advances seafood safety. All approved open courses with the respective costs per student will be posted on Alliance maintained websites.*

Additional Costs per Student	Specific Justifications

8. **Virtual Course Specific Questions (Section 3.2 & 3.3 of the SHA Virtual SCP Training Protocol)**

   ● **Explain how you will ensure video and audio is live and functional for all participants during the entire training:**

   ● **How will you assure the following interactions take place:**
      ○ **Trainer and participants:**

   ● **How will you ensure active participation from students:**
      ○ **Will knowledge assessments and roll-call be used?** ☐**YES**   ☐**NO**

- ▪ **If no, explain how will you ensure active participation and learning are taking place:**

- o **Explain how will you ensure participant attendance throughout the training:**

10. MISCELLANEOUS INFORMATION: For open courses only – please specify any additional information you would like to be included when the course which is open to the public is posted to the Upcoming Courses on the AFDO website (i.e. registration website, any cost differences, etc.).

_____

_____

Signature of the applicant and/or Supervisory Trainer denotes agreement to conduct the described training in accordance with the SHA/AFDO Seafood HACCP and SCP Training Protocol and to be responsible for all fees.

Name: **Date:**