

# **COVID – 19 IN CLASS Policies & Procedures**

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**For all Instructors and Lifesaver 101 Providers**

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**June 29, 2019**

**THE LIFESAVER 101 GROUP INC.**



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# COVID-19

Welcome to the Lifesaver 101 Group's COVID-19 Policies and Procedures

In these uncertain times our highest priority is safety which means keeping you and our customers safe and healthy.

To make this happen, we need to be flexible and adapt with the constant changes happening around us right now. We are implementing the following policies and procedures and revisiting them on a regular basis as new information becomes available. We are working with Public Health and WSIB and will update these policies and procedures as new information becomes available.

Please read these policies and refer to them on an as needed basis to keep us all safe.

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## Self-Declaration

- Each day, upon entering the training facility, all instructors, visitors and participants will complete, sign and date the Lifesaver 101 self-declaration form.
- All self-declaration forms will be attached to the roster at by the instructor and submitted in the usual fashion.
- Any instructor, visitor or participant who answers YES to any questions on the self-declaration form will be denied entry into the training facility.
- Any instructor, visitor or participant with a temperature registering 38 or higher will be denied entry into the training facility.
- All instructors, visitors and participants will have their temperature measured using a non-contact thermometer each entry and re-entry into the training area. This includes returning from breaks taken outside of the room.

## Safe Entrance/Exit

- Participants and Instructors will be reminded of social distancing when entering and exiting the building.
- Participants will be encouraged to utilize the floor markings to ensure social distancing
- Signage will be posted to remind people of social distancing protocols
- Instructors will remind everyone about safe entrance and exiting before each break and prior to the class ending.
- All instructors, visitors and participants will have their temperature measured using a non-contact thermometer each entry and re-entry into the training area. This includes returning from breaks taken outside of the room.
- Instructors will wipe door handles with sanitizing wipes before and after breaks and prior to class starting and ending.

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## Limit class size

- Class sizes must be limited to the maximum number of persons allowed to gather as stipulated by the province of Ontario.
- Building capacity will also be considered.
- Class sizes must be limited to account for social distancing protocols
- If there is more than one training program being offered in the building on the same day, the following protocols should be observed:
  - Stagger of start and stop times so that participants in different programs are not arriving or leaving at the same time.
  - Stagger breaks and lunches for the different programs.
  - Have procedures in place to avoid crowding in washrooms.

## Workstations

- Individual participants are to be assigned workstations with the required supplies that will not be shared with other participants during the class.
- Ensure participants are positioned a minimum of 2 meters (6 feet) from one another and remain at a safe distance at all times. This may require us to change the layout of existing training rooms and/or reduce the number of participants per course.
- If physical distance cannot be maintained, participants and instructors will need personal protective equipment (PPE) consisting of a surgical/procedure mask and eye protection (goggles or face shield).
- Instructors will also have a workstation with supplies which will not be handled by any participants.
- Instructors are to sanitize the workstation with sanitizing wipes at the end of their class.

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## Handling Documents

- When handling documents, instructors will wear gloves.
- Where printed materials are required for classroom use, they must not be reused in future training sessions, and only instructors should pass out worksheets to individual participants.
- Participants must not handle materials used by other participants.
- Completed documents will be left in the assigned space at the end of each class where they will not be handled for 36 hours.
- Participants will use their own pen to put their name on their certificate
- Instructors are to sanitize their hands after handling documents.

## Personal Protective Equipment

- All instructors are REQUIRED to wear a non-medical mask during training.
- The mask will cover the instructor's mouth and nose.
- All participants are REQUIRED to wear non-medical mask during training
- Participants and instructors must maintain a physical distance of at least two meters (six feet) from other people during all aspects of training, including both seated and standing activities.
- Where this is not practical, participants and instructors must wear a minimum of a non-medical mask. Disposable non-medical masks must be properly discarded after each use and users should immediately wash their hands.
- Use of PPE during physical contact exercises is required; this may include:
  - Non-medical mask
  - Eye protection or Face shield
  - Gloves

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## Hygiene and Sanitation

- In each bathroom there will be access to soap and water for instructors, participants and visitors.
- Hand sanitizer with at least 60% alcohol will be readily available in all training facilities
- Instructors and participants are able to wash or sanitize their hands frequently, especially when they arrive, before and after touching commonly touched surfaces, and before leaving.
- All participants and instructors MUST perform proper hand hygiene frequently throughout the day.
- Each instructor will be required to verify with the cleaning form that the training room has been cleaned and sanitized. This form will be left in the agreed upon location for the next person in the building to easily access.
- Instructors will ensure all surfaces in the training room (tables, chairs, countertops, doorknobs, light switches etc.) are disinfected before and after the training using appropriate cleaning products.
- Instructors will ensure any training equipment, tools or props are cleaned and sanitized before and after use.
- Sanitizing wipes must be available for participant and instructor use.
- Commonly touched surfaces, such as door handles etc. will be wiped down at the beginning and end of each day as well as at break times with sanitizing wipes.
- To reduce risk, we will remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates.
- All workstations must be sanitized after each class.

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## Lesson Plan and Practical Skills Modification

- Participants will be encouraged to complete the online portion of the program to reduce in class time.
- Lesson plans will be to include the use of digital technology as an alternative to paper handouts in training. Participants will be encouraged to bring the digital copy of participant manual from home.
- Where participants must demonstrate skills or perform physical tasks and use supplied equipment, tools or props, individuals should be encouraged to:
  - first wash or sanitize hands prior to task
  - maintain physical distance during task, and
  - wash or sanitize hands when task is complete.
- Where practical skills demonstration is eliminated or modified, additional videos and lectures will be available to ensure the participant comprehends the skill required.
- Lesson plans will be adjusted according to social distancing protocols, participant and instructor feedback and information from Public Health and WSIB.

## Training Material and Equipment

- Each participant workstation will be equipped with all the necessary materials, equipment and props prior to the start of each class. (A list of each workstation requirement will be in the classroom)
- Training materials will be provided to participants in electronic format where possible.
- Where printed materials are required for classroom use, they must not be reused in future training sessions, and only instructors should pass out worksheets to individual participants.
- Participants must not handle materials used by other participants.
- Instructors can use tools and equipment for demonstrations; however, tools and equipment must not be passed around to participants. Where this is not practical, the instructor must disinfect the tools and equipment after each participant's use.
- Disposable supplies such as gauze etc. is to be disposed of daily after use.
- Participants must be given disposable or washable supplies that will only be used by themselves.
- The sharing of pens and normal office supplies is strongly discouraged.
- Participants are encouraged to bring their own personal pens/pencils.

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## **Instructor Responsibilities**

- Each day the instructor will review handwashing and physical distancing requirements with participants.
- Each day the instructor will review the emergency response plan with participants.
- Communicate lesson plan & practical skills modification information at the start of every class to ensure that participants are aware of the current process.
- Instructor should demonstrate the use of personal protective equipment required by the participants.
- Practice social distancing at all times, especially when completing demonstrations of safety equipment.
- Sanitize tools and equipment used by participants during practical demonstrations after each use.
- The instructor is responsible to ensure that the two-meter (6 ft) physical distancing rule is being maintained in the classroom.
- Wear gloves anytime they are distributing or collecting paperwork or supplies

## **Participant Responsibilities**

- Participants who demonstrate symptoms of COVID-19 over the course of the training should follow the emergency response plan of the training provider.
- Some people with COVID-19 do not show any symptoms, so everyone should practice physical distancing by maintaining a distance of at least 2 meters (6 feet) from others and during any interaction.
- Participants should practice proper cough/sneeze etiquette, and wash their hands frequently for at least 20 seconds, before and after eating and before touching their eyes, nose, or mouth.
- Participants should sanitize hands and disinfect any equipment, tools or props being brought into the training facility and at regular intervals throughout the course.
- All participants MUST perform proper hand hygiene frequently throughout the day.
- Participants will be required to maintain physical distancing requirements at all times.
- Participants should use their own learning equipment each day including, manuals, worksheets, calculators, notebooks, pens, pencils, etc. These items should not be shared with other participants.



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## Emergency Response Plan

- In the event that a participant or the instructor displays COVID-19 symptoms during the training session. The following will occur:
  - Instruction to all participants to go directly home, have no contact with their family or the public, and self-isolate.
  - Instruction to participants with symptoms to visit <https://covid-19.ontario.ca/self-assessment/>
  - The incident will be reported to Lifesaver 101
  - Courses at the training facility will be suspended until sanitation can occur.
  - Public Health will be contacted for guidance on next steps. Public health will provide instructions and do contact tracing if needed.
- To support contact tracing, Lifesaver 101 will keep all rosters and self-declaration forms to easily provide information about which people have had close interactions with an affected participant/instructor. This should include information such as:
  - date and approximate length and frequency of interaction
  - full names
  - contact telephone numbers
  - e-mail address

## Communication and Training

- Lifesaver 101 will make sure everyone is trained on the measures put in place and the policies and procedures developed.
- Signage will be posted, including occupancy limits and effective handwashing practices, who is restricted from entering the premises, etc.
- Lifesaver 101 will ensure instructors have been trained on monitoring to ensure policies and procedures are being followed.
- These policies and procedures will be in a binder at the front desk of each location.



