OVERVIEW

We appreciate that our clients and students have ongoing concerns for their safety and well-being. First aid and paramedic training requires physical contact in order to properly learn and master the skills being taught. This means that there will always be some risk of exposure. This document outlines the measures we are taking to eliminate, mitigate, and control the potential for transmission so that we can deliver essential training and protect both our staff and our students as best we can.

The following guidelines have been created in accordance with WorkSafe BC guidelines for first aid training institutions. These will remain in effect until such time as deemed appropriate by WorkSafe BC and the Ministry of Health.

Public health information is changing frequently. These policies and guidelines will be updated, as required, in order to ensure compliance with all of our regulatory bodies, including the Ministry of Advanced Education, Private Training Institutions Branch and Emergency Medical Assistants Licensing Board.

ADMINISTRATIVE MEASURES

Self declarations during registration and at start of class

- At the time of registration, students and clients will be asked to complete and sign a self-declaration stating they have had no known exposure to COVID-19 or shown any symptoms in the previous 14 days. They will also be informed of the requirement to wear a mask during their course
    - Reminder emails to students will include information about the requirements to wear a mask and to stay home when sick
- At the start of each class, instructors will conduct individual assessments with students using the same questions as the self declaration
- Individuals who answer “yes” to any of the questions on the self declaration or during the instructor assessment will be asked to stay home and will be given a credit for a future course of their choice

Documentation handling and storage

- All course registration and payment will be completed online or over the phone
- Systems are in place to ensure that documentation is not to be shared between students in the same class
- Contactless exchange of documentation will occur as much as possible
    - When not possible, individuals must wear gloves or sanitize their hands immediately prior to the exchange
- Electronic written tests and quizzes are being set up for all classes
    - Instructors are being provided with electronic devices to collect and complete required paperwork

- Admin staff are to keep any hard copies of course documentation quarantined for 72 hours prior to handling and/or processing. Instructors are to provide paperwork back in envelopes or sleeves provided.
- All electronic documents will be stored on the Canadian servers of a secure online service (sync.com) that is fully compliant with PHIPA and other provincial and federal privacy act requirements. Documents will remain stored in accordance with WorkSafe BC requirements (typically 3 years) or as required by other regulatory authorities (ie. EMALB)

Movement in the facility

- Course start times will be staggered as possible to minimize the number of people entering the building through a single point of entrance at any one time
- Signage on the exterior and classroom doors will remind students and clients they are denied entry if they have had a known exposure to COVID-19 or if they have interacted with symptomatic individuals in the last 14 days
- Signage throughout the facility/classrooms will remind students of physical distancing, hand washing and other safety measures
- Instructors are empowered to ask students to leave if they display any symptoms
- Class sizes are limited based on the available space at the training location; occupancy limits are posted
- Instructors are encouraged to keep exterior doors open (weather permitting) whenever possible

TRAINING MEASURES

Maintaining physical distancing whenever possible

- Signage will indicate that students are only permitted in the class for their course. Students will enter and exit through their own external entrance as available in the location
- Students will no longer share breakrooms; shared breakrooms will be closed in locations with a single space
- Tables are limited in classrooms and students will be seated more than 6 feet apart, where possible
- Students in private courses (off site) will be spaced as per employer requirements
- When possible, washrooms will be assigned to specific classrooms to minimize cross contamination
- Administrative staff are self contained in their own work areas – these are either single offices with a door, or spaces which allow for social distancing. Floor markings will be used to indicate 6 feet of separation. Masks will be worn by staff when not at their work stations.
    - Administrative staff will be encouraged to work from home when possible

Adjustment of delivery

- Each student will receive their own set of supplies, including, but not limited to, a mannequin, first aid kit, AED, pocket mask and one way valve, blanket and face mask
- Students will have a mat or similar to place on the floor to practice skills
- Skills will be demonstrated on mannequins whenever possible
- Video demonstrations, in place of in-person skills demonstration, will be used whenever possible
- Students will be paired at the start of the course for skills practice when use of mannequins is not possible and the skills practice is deemed essential. Students will practice only with their single partner and will no longer rotate amongst the class. PPE will be used as required (see next section)

Handwashing

- Students, staff and instructors will be reminded to wash or sanitize their hands upon entering and exiting the classrooms, as well as before and after breaks, and before and after eating. Signage will be posted in classrooms to remind of this requirement
- Hand washing facilities and/or hand sanitizer will be available to all classrooms

Use of PPE

- Each individual in the classroom will be required to wear a face mask
- Masks are available for all students and staff at no additional charge
- Staff will be requested to maintain at least 6 feet of space as much as possible during interactions
- All individuals will be required to use a mask and gloves when engaging in activities which require contact for certification or instructional purposes; masks may be removed to demonstrate specific skills (eg. rescue breaths)

CLEANING MEASURES

Cleaning of Space

- Frequency of deep cleaning by external providers shall be increased to match current WorkSafe BC recommendations
- Staff will wipe down “high contact” areas (including, but not limited to, door handles, water dispensers etc) at least 3 times a day using approved cleaning materials

Cleaning of Equipment

- Equipment is to be disinfected between uses by classes. This may be accomplished in a variety of ways depending on the material and usage. Disinfection measures include the use of

antibacterial soaps or sprays, washing machine detergent, isolation for at least 72 hours, or any combination of these measures.

- Mannequins will be cleaned extensively after training – replacing lungs, cleaning the face, chest, clothing and any area of the mannequin that may be contaminated by ventilation or exhaust. This also includes removal of face and chest, jaw, springs and chest plate depending on the style).
- Instructors will be instructed to bring their own materials when possible to reduce cross contamination

As of: November 20, 2020