



Registration

- o Registration policy includes a self-declaration from all participants that they have had no known exposure or shown any symptoms of infectious disease as recommended by public health.
- o Registration is taken over the phone or online only.

Administration

- o Payment for training can be completed online or over the phone to reduce physical interaction.
- o Confirmation of registration and/or payment is provided electronically by email.
- o Traffic patterns are clearly marked throughout the facility with safe entrance and exit paths to the classroom that allow the staff and clients to maintain physical distancing.
- o There is a screening questionnaire in place for all learners and staff entering the training facility or classroom.
- o There are strict class size limits to accommodate physical distancing requirements (two metres) which are outlined at registration.

Training

- o Classroom set-up has marked training spaces for each participant which are a minimum of two metres or six feet apart to accommodate physical distancing during classroom activity.
- o Instructors are required to wear a medical mask and gloves at all times if physical distancing cannot be maintained.
- o Learners are required to wear a mask or face covering and gloves at all times if physical distancing cannot be maintained.
- o Equipment and processes used in the classroom have been modified to allow for limited or in some cases no contact during competency assessments for certification.
- o At a minimum, hand hygiene will be performed at the following times by all learners and Instructors:
 - o Beginning and end of class
 - o Before and after meals and snacks
 - o Before and after skill practice sessions (when wearing gloves, hand hygiene should be performed before putting on gloves and after removing them)
- o Handwashing stations have handwashing posters visible and hand hygiene protocols will be clearly listed. Hand sanitiser is available if handwashing is not possible.
- o Knowledge evaluations will be collected from learners and put into an envelope. Envelopes will not be opened and reviewed or graded for 48 hours following the course.

Equipment

- o Each learner has their own equipment for use in the classroom including manikins, training- defibrillators, first aid equipment, blankets, knee pads or mats (optional), required course documentation, pens, and any other material expected to be required by the participant during the course. Equipment for each participant is included in their personal training space.
- o Lungs for manikins will be disposed of immediately after classroom use.
- o New lungs will not be installed until just before learners are ready to use them.
- o Disposal of all waste and non-reusable classroom supplies will be conducted at the end of each session.