



356 Van Horne Street South  
Cranbrook, BC  
V1C 1Z5  
Phone: 250-426-2525

## Re: COVID-19 Measures for First Aid Training

### Overview

Strategic Fire Control Ltd appreciates that our clients and students have concerns for their safety and well-being as the province has entered “Phase 2” of its COVID-19 response.

First Aid Training requires physical contact in order to properly learn, master and evaluate the skills being taught. This means that there will always be some risk of exposure, as it will not be possible to maintain physical distancing at all times. 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 after discussions with WorkSafe BC in looking at guidelines for First Aid Training Agencies. 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 WorkSafe BC, the Canadian Red Cross and also using guidance for safe guidelines as recommended by the BC Centre for Disease Control (BC CDC).

### Administrative Measures

#### Self-declarations during registration and at start of class

- At the time of pre-course registration, students and clients will be informed that it will be a requirement to meet pre-course COVID-19 screening on the day of the course, stating they have had no known exposure to COVID-19, travelled outside of Canada, or shown any symptoms in the previous 14 days leading up to the course date, and they will also be informed of the requirement to wear a mask during the course.
- On the day of the course, students will be asked to complete and sign a self-declaration stating they have had no known exposure to COVID-19, travelled outside of Canada, or shown any symptoms in the previous 14 days. They will also be reminded of the requirement to wear a mask during their course.
- Individuals who answer “yes” to any of the questions on the self-declaration, or show any symptoms of COVID-19 upon arrival, will be asked to return home prior to entering the classroom, and will be given a credit for a future course.

#### Documentation handling and storage

- All pre-course registration will be completed online or over the phone.
- All in class paperwork (COVID-19 Pre-Course screening forms, registration forms, application for certification forms, statement of fitness forms, exams, etc.) will be completed on site, and kept at

each student's individual desk until collected by the instructor at the end of the course. A new pen will be provided to each student for use at the beginning of each class, and it is to be taken home by the student at the end of the course.

- At the end of the course, all of the paperwork collected by the instructor will not be touched for 72 hours before being reviewed or filed by other Strategic Fire Control Ltd staff or WorkSafe BC Officers.

#### Movement in the facility

- Students will be asked to not arrive more than 15 minutes early for a given course start time to prevent unnecessary congregating of students on site.
- Signage on the exterior and classroom doors will remind students and clients that they will be denied entry if they have had a known exposure to COVID-19, if they have travelled outside of Canada in the last 14 days, or if they have had close contact interactions with symptomatic individuals in the last 14 days.
- Signage throughout the facility and the classrooms will remind students of physical distancing, hand washing and other safety measures.
- Instructors are empowered and authorized to ask students to leave if they display any COVID-19 symptoms.
- Class sizes are limited to a maximum of 8 students in a course.
- Room occupancy limits are posted in all common areas.
- Directional arrows are marked on the floor to prevent close quarter contact when moving through narrow pathways.

#### Training Measures

##### Maintaining physical distancing whenever possible

- First Aid Training classes are hosted in designated classrooms. Signage will indicate that only students and Strategic Fire Control Ltd staff (instructors, administrators, or cleaning staff) are only permitted in the class for their course: no visitors allowed. Students will enter and exit through the appropriate doors as available in the location.
- Students will no longer use an onsite lunch room; the previously available lunch room, water dispenser, coffee maker and fridge will be closed to students on course dates.
- Students will be asked to take a lunch break off site part way through each course day, to minimize food and drink consumed in the classroom area, and to allow for cleaning and sanitization measures to take place part way through a course.
- Students in courses will be seated at tables with physical barriers between each student.
- Administrative staff are self-contained in their own work areas. Floor markings will be used to indicate 2 metres of separation. Masks will be worn by staff when physical distancing is not 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.
- 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 designated 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 required to wash or sanitize their hands at least every 2 hours, or immediately following each break, or after eating or drinking, or using the bathroom, whichever comes sooner. Signage will be posted in classrooms to remind of this requirement.
- Hand washing facilities and/or hand sanitizer will be available in all classrooms.

### Use of PPE

- Every individual in the classroom will be required to wear a face mask; staff members are required to wear a mask whenever social distancing is not possible.
- Disposable masks are available for all students and staff to use at no additional charge.
- Staff are requested to maintain at least 6 feet/2 metres of space during interactions, or to use a mask when this isn't possible.
- 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. During CPR skill practice).

### Cleaning Measures

#### Cleaning of Space

- The frequency of cleaning by trained staff shall be increased to match current WorkSafe BC recommendations.
- Staff will wipe down “high contact” areas (including, but not limited to, door handles, water taps at hand washing stations, etc.) at least twice each day using approved cleaning materials.

#### Cleaning of First Aid 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.
- Instructors will bring their own instructional materials to reduce cross contamination.