

# POLICY & PROCEDURE

## VOLUME 2, POLICY 12



Policy # <b>2.12</b>	Policy Title <b>COVID19 PROTOCOLS</b>	Print Date <b>07/05/2020</b>
Revision # <b>0.1</b>	Prepared By <b>Jason Angulo, Owner &amp; Lead Instructor</b>	Date Prepared <b>06/26/2020</b>
Effective Date <b>07/05/2020</b>	Approved By <b>Not applicable</b>	Date Approved <b>Not applicable</b>

**Policy** All courses are to be offered with strict protocols relating to the Covid19 virus.

**Purpose** To maximize safety and minimize risk of exposure and contamination in courses.

**Scope** This policy/procedure applies to all courses taught under the name of the business, whether delivered directly or through contract work.

**Definitions** “Blended” refers to courses which are divided into two segments: an online course and in-class skills checks.

“Business” refers to In A Heartbeat First Aid Training.

“Covid19” refers to the viral disease caused by a new strain of coronavirus.

“Participant” refers to an individual who is taking a course.

“Procedural mask” refers to commercially produced masks used for performing patient procedures, or when patients are in isolation to protect them from potential contaminants. Also called a procedure mask.

“Protocol” refers to the official procedure or system of rules governing business affairs.

**Responsible Parties** The Business is responsible for ensuring that robust protocols are put in place and that they are based on the best available health information as indicated by applicable regulatory bodies.

The Instructors are responsible for ensuring the protocols are put in place and maintained before, during, and after courses.

### Procedures

#### COURSE REGISTRATION

- All courses offered must be blended courses.
- Payment for courses shall be electronic. Cash will only be considered on a case-by-case basis, but generally will be discouraged.
- If the Instructor is unable to maintain a two-meter (six-foot) distance between participants and the participants/Instructor at all times, then a face mask/covering and gloves must be worn by the Instructor(s) and all participants at all times. Gloves will be provided as well as masks, although it is encouraged participants provide their own.
- If participants have a condition or are unable to wear a face mask or covering to their class, they will not be admitted into the class and must reschedule.

#### PRESCREENING

- Before admittance into the class, all participants must be asked to determine if they have been ill or have had any signs of illness within the last 24 hours (fever, cough, breathing difficulties/shortness of breath, or other symptoms), or been in contact with someone who is ill. A screening questionnaire will need to be filled out by all participants.

### **BUILDING PROTOCOLS**

- A sanitization station will be provided in the classroom. It will include 70%+ alcohol hand sanitizer. Participants are also welcome to provide their own sanitizer.
- Tables and chairs will be set up in a manner where participants may maintain a two-metre (six-foot) distance from other participants.
- The open floor space shall be large enough so that each participant may socially distant themselves from other participants.
- Each table and other frequent contact surface shall be sanitized prior to participants being allowed into the building, as well before courses resumes after any breaks.

### **TRAINING EQUIPMENT**

- All non-disposable equipment and mannequins used during the class must be cleaned prior to participant use. Clean the face, mouth, and chest plate of mannequins.
- Disposable lungs must be removed from mannequins after use. New replacement lungs must be reinstalled in mannequins just prior to the next use.
- Triangular bandages and blankets must be assigned to a participant at the start of the training and laundered immediately at the end of each day of training.
- All disposable materials must be provided for participant's individual use, including gloves, bandages, etc. Have a box of disposable gloves of each size on hand for each classroom.
- No manuals may be shared between participants nor be used in multiple training sessions as a classroom set. Participants must be provided with materials they can use and take with them (or be appropriately recycled/disposed of).
- Participants may bring their own tablet to class and access the digital version of the manual during training. Successful participants will have access to the digital version of the manual following the course through My Red Cross.
- Small props (such as EpiPens) must be cleaned and disinfected using 70% isopropyl or ethyl alcohol, or a similar disinfecting wipe after each user has handled the item and also prior to storage.

### **STORAGE OF EQUIPMENT**

- When reinstalling disposable lungs in mannequins, instructors must do so just prior to next use.
- Contaminated training aids are to be placed in a separate receptacle from clean training aids.

### **CLASSROOM TRAINING SET-UP AND STANDARDS**

- There will be a minimum two meters or six feet of separation between participants and between participants and Instructors, with markings on floors to assist with maintaining social distancing. o

- This distance can be relaxed only if all participants and the Instructor(s) are wearing procedural masks (not homemade masks).
- If physical distancing cannot be maintained (two meters or six feet), Instructors and participants will be required to wear procedural masks and gloves during class and while in the facility. For brief periods of the classes that have CPR practice, it is understood and acceptable that the mask will have to be lowered.
- Every participant must wear gloves during all skill practices and assessment scenarios. Participants have to change gloves frequently between skills and scenarios. Gloves cannot be reused.
- Every participant must use a pocket mask with single-use one-way valve when giving rescue breaths on mannequins (one-way valves should be disposed of after each participant and not cleaned).
- Only if it is 100% unavoidable, skills are to be practiced and/or demonstrated using mannequins or other inanimate training aids. If skills must be done on participants, a mask and gloves must always be worn. Considerations can be made for family members who live in the same household to work together.
- Equipment ratios: A 1:1 participant-to-mannequin ratio will apply, along with a 1:1 participant-to-AED training device ratio, or end-of-class level cleaning for AED training devices between participants.
- The total number of individuals within a classroom including the number of participants and Instructors must meet the provincial requirements for group gatherings as well as meeting the spacing required for social distancing.
- When required to work together, participants shall work with the same partners and groups for the entire class.

#### **FACE MASK AND HANDWASHING**

- Instructors and participants must perform hand hygiene using soap and water for at least 20 to 30 seconds. The use of soap and water is encouraged as the most effective method of hand sanitization.
- If soap and water are not available, an alcohol-based hand sanitizer that contains at least 70% alcohol must be used.
- Face masks must be worn at all times while on the premises and taking part in the class. Procedural masks are recommended over cloth masks.

#### **Forms**

Covid19 Screening Questionnaire

#### **Related Documents**

None

#### **Revision History**

0.1: Added course fee handling protocol to “course registration” section of procedures – September 1, 2020

#### **FAQ**

None