

SDS COVID-19 Training Protocols

1. Introduction

The health and safety of our team and clients here at SDS are of the utmost importance. As such, in order to restart our in-class training sessions, we are taking stringent measures to avoid the spread of COVID-19 within our office and training facilities. The protocols, which include prevention, detection and response measures, are intended to limit the impacts of the pandemic and ensure business continuity.

As the situation develops, new orders may be implemented by the government. Should any procedure in this policy conflict with any federal, provincial or municipal law, order or prescribed standard, then the most stringent set of standards shall apply.

2. Prevention Measures

2.1 Screening

Upon registration, participants will be required to complete the Pre-Screening Health Check Form provided by SDS to ensure that they are not experiencing symptoms, have been regularly exposed to someone experiencing symptoms, or have travelled within the last 14 days at the time of registration. Confirmation of registration is dependent on completing this health check.

On each day of training, participants will be screened prior to entry. Any participants that fail the pre-screening health check on day of registration or day of training will be required to rebook training after 14 days. Temperature checks may also be in place on the days of training.

All participants will be required to sanitize their hands and offered face masks if they do not have their own.

2.2 Communication and Awareness

The instructor will inform all participants of the COVID-19 protocols in our training facility prior to starting the course. All participants will be required to follow these protocols in order to reduce the spread of germs and bacteria.

Participants will be reminded of the helpful tips below with regards to personal hygiene to prevent the spread of germs:

- Practice physical distancing (maintain 2 metres or 6 feet apart);
- Avoid touching mouth, eyes, and nose, especially with unclean hands;
- Practice good respiratory hygiene – sneeze or cough into a tissue and dispose or flexed elbow;
- Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol;
- Avoid sharing of PPE – PPE is for personal use ONLY;
- Sanitize your own PPE;
- Avoid contact with people who are sick;
- Stay at home if you are sick and report to your supervisor;
- Avoid high-touch areas where possible, or ensure you wash your hands after;
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing gloves;
- Where possible, wear any type of mask to avoid spreading germs;
- Wash your clothes as soon as you get home.

2.3 Sign-In Log

As usual, all participants will be required to sign-in on the Record of Training log. The instructor will verify completeness of information as this will be used for contact tracing purposes.

2.4 Cleaning and Sanitation

All cleaning and disinfecting protocols are carried out as per the Public Health Agency of Canada guidelines:

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

Classroom will have windows and doors open to allow for better air circulation as well as reduce the need to touch door handles. High touch areas such as bathroom door handles will be sanitized after each break and after the course is completed.

Participants will be given disposable gloves to complete the practical training portion of the course if applicable. The ratio of equipment to participants will be 1:1. In some cases, it will be required to share (i.e. anchor points). Equipment will be sanitized in between use of each participant.

Entire classroom including tables, chairs, and any equipment used will be sanitized after training is completed. SDS will allow for adequate time in between scheduling courses to reduce the spread of germs.

2.5 Physical Distancing

In order to allow for adequate physical distancing, class sizes will be reduced. Participants will be encouraged to maintain at least 6 feet or 2 metres apart, including during breaks.

3. Detection Measures

Individuals who have potentially been exposed to the virus, or who are exhibiting flu-like symptoms are instructed **NOT** to attend the training course and to follow the steps below:

- Immediately contact your supervisor;
- Do not come into work, or if at work, wear a mask and go home immediately;
- Stay at home and self-isolate for at least 14 days.

In addition, individuals should:

- Find the closest Ontario assessment centre to get a COVID-19 test: <https://covid-19.ontario.ca/assessment-centre-locations/>

Should a worker test positive for COVID-19, they must notify the site supervisor and project manager immediately and follow the recommendations of the local health authority.

4. Reporting Measures

Should SDS be notified of an outbreak of COVID-19, SDS will contact the Public Health Agency of Canada at 1-833-784-4397. SDS will follow the advice of public health officials, which may include closing the office and training facility in order to thoroughly clean and disinfect.

SDS will cooperate with public health authorities and provide records to assist in the contact tracing process. Unless there is a demonstrated need to identify the exposed worker based on the public health authorities' advice, SDS shall not release the name of the individual to others.