



Canadian
Red Cross

Training
Partner

COVID-19 - Return to Practice Guidelines

LifeShield, a Canadian Red Cross Training Partner – www.lifeshield.ca is resuming in-person First Aid & CPR training.

Per current Provincial regulations, we have capped class sizes at 10 including the instructor.

Social distancing of 6ft is required where possible, though a policy has been drafted (below) for use in situations where this is not possible.

The following points illustrate the procedures that we've implemented to keep us all safer.

Screening of Participants

1. All staff and participants will be screened before they enter the classroom. - A copy of our ***Fit for Training Questionnaire*** is provided as an annex herein.
2. Note: If you have a pre-existing, non-contagious condition i.e., Hay Fever, allergies, COPD a hand carried or emailed doctors note will suffice.

Building Protocols

1. Participants shall wear procedural face masks during class and while in the facility. - Procedural face masks shall be provided to participants at no additional cost.
2. Should a participant be unable to wear a procedural mask throughout the day, they can elect to instead purchase a personal use face shield / visor for 10.00 dollars, which is theirs to keep. These will be available at checkin.
3. We will indicate clearly where participants should proceed upon entering the training premises. Directional signage or markings on the floor shall be used.
4. We will control class movement as much as possible. Training rooms with multiple entrances will be designating an entrance and exit flow.
5. Easy, visible access to sanitization stations shall be provided near to and within the classroom space.
6. Participant stations will be positioned 6 feet apart, each with its own designated hand sanitizer bottle. The sharing of tables will not be permitted.

Personal Protective Equipment (PPE)

1. Participants shall wear face coverings during class and while in the facility. For brief periods of the class that have CPR practice, it is understood and acceptable that the mask will have to be lowered. Six feet of distance will be maintained in said circumstances.
2. Per above, LifeShield will provide (disposable) procedural face masks to all participants. These will be provided at no additional cost.
3. Per above, should a participant be unable to wear a procedural mask for a prolonged period, they can elect to instead purchase a personal use face shield / visor for 10.00 dollars, which is theirs to keep.
4. Given the nature of First Aid & CPR, close proximity is needed to cover certain skills. Notwithstanding the previous paragraph, when practicing skills requiring close proximity to others, the use of **full PPE** is mandatory. Though explained in further detail in the next section, **full PPE** includes:
 1. Procedural face mask
 2. Non-latex gloves
 3. Eye protection
5. Public Health guidelines will always take precedence. If directed to do so by Public Health officials, we will cease in-class training anew.

Skills Requiring Close Proximity to Another Participant

1. Mannequins shall be used as often as possible. Meanwhile, certain skills necessitate the use of a fellow human being. These skills include but are not limited to:
 1. Rolling a person into the recovery position
 2. Conscious adult choking
 3. Wound care
 4. Splinting
2. **Full PPE** is required when 6 foot separation is not achievable. **Full PPE** includes:
 1. Procedural face mask
 2. Non-latex gloves
 3. Eye protection
3. After a hands-on skills confirmation has been completed, the instructor and participants shall remove and dispose of worn gloves and sanitize their hands.
4. In situations where 6ft distance *can* be maintained, then **full PPE** is **not** mandatory but can be worn if the student wishes. A reminder however, that a (complimentary) procedural face mask or (purchased) shield/visor is mandatory at all times while in the facility.

In-Class Briefing

1. The following points shall henceforth supplement our traditional instructor-led briefing:
 1. Review of hand washing
 2. Review of physical distancing requirements
 3. Review of PPE requirements
 4. Review the emergency response plan with students.
 5. Cleaning of reusable tools and equipment used in-class
 6. Safe disposal of non-reusable tools and equipment used in-class

Use of Equipment

1. Each participant workspace will be allocated personal training equipment which is to be used for the duration of a given course. Said equipment is for the exclusive use of the designated individual and will not be shared.
2. At the conclusion of a training session all equipment will placed in a designated receptacle to be cleaned or disposed of by the instructor.
3. Take-home reference material will be distributed in electronic format within 24 hours of course completion.
4. Each Student will be provided a kit containing the following.

Emergency First Aid & CPR Participants:

1. Non-Latex Gloves - Disposable
2. Procedural Face Mask - Disposable
3. CPR Barrier Device - Disposable
4. Safety Glasses
5. Adult / child mannequin
6. Baby mannequin
7. Kneeling pad
8. Sample of Asthma Inhaler / Epinephrine Auto Injector
9. Alcohol wipes x 6

Standard & Marine Basic First Aid & CPR Participants:

All of the above, PLUS

1. 3 Triangular bandages
2. 1 Sam splint
3. 4x4 gauze pad x 4
4. 4" roller gauze x 4
5. Pressure dressing (or towel laundered between courses)

LifeShield Instructor Responsibility

1. Our team is appropriately trained with respect prevention of disease transmission and the need for increased diligence amid COVID-19.
2. Our team is well versed with respect to our policies and procedures, including those aimed at keeping staff and clients safe.
3. We have advised all trainers to avoid all non-essential travel until further notice.
4. If an employee was to travel outside of Nova Scotia they would be required to self-quarantine for 14 days upon their arrival back to the province and seek approval prior to coming back to work.
5. Our team members understand that they need to notify management and stay home if they are sick. If an employee is concerned they have COVID-19 symptoms they may complete the self-assessment tool (<https://when-to-call-about-covid19.novascotia.ca/en>)

Emergency Response Plan

1. Actions to be taken in the event that a student or the trainer becomes sick during the training session.
 1. Instruct all students to go directly home, have no contact with their family or the public.
 2. Instruct to students with symptoms to visit <https://when-to-call-about-covid19.novascotia.ca/en> and do a self-assessment before calling 811
 3. Instructor to notify management that training was suspended due to concerns of a symptomatic student or trainer.
 4. The training room and any potentially contaminated equipment will be placed under restricted access, until the room and equipment can be disinfected.

Conclusion

Safe, effective, learner-centred training remains achievable provided we all exercise continued diligence. I am extremely proud of our team and have the utmost have faith in both staff and participants to move forward amid these challenge times.

Best Regards,

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Fit for Training Questionnaire

To prevent the spread of COVID-19 in our community and reduce the risk of exposure within training facilities, students, trainers and any other person at our training facility who may have contact with students are required to complete this "Fit for Training Questionnaire". This form must be received by the instructor before a student is approved to begin training.

Date (yyyy/mm/dd):	Time:
Name (First, Last):	Training Location (Street Address)
Company Name (if applicable)	Instructor Name (First, Last):

Self-Declaration by Student / Trainer: If you answer YES to any of these questions, **notify the instructor immediately.**

1	Are you sick or exhibiting any of the following symptoms? - If so, please specify. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Fever <input type="checkbox"/> Cough <input type="checkbox"/> Body Aches <input type="checkbox"/> Headache <input type="checkbox"/> Sore Throat <input type="checkbox"/> Runny Nose <input type="checkbox"/> Unusual Fatigue <input type="checkbox"/> Shortness of Breath <input type="checkbox"/> Sneezing <input type="checkbox"/> Hoarse Voice. <input type="checkbox"/> Diarrhea <input type="checkbox"/> Loss of Smell of Taste <input type="checkbox"/> Red, purple or blue lesions on the hands or feet without clear cause
2	Have you traveled outside of Nova Scotia in the last 14 Days? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Has anyone in your household been quarantined (self or directed) or identified as a COVID-19 confirmed or suspected case? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	To your knowledge have you been exposed to anyone who has been been quarantined (self or directed) or identified as a COVID-19 confirmed or suspected case? <input type="checkbox"/> Yes <input type="checkbox"/> No

I (print full name) _____ confirm that I am NOT experiencing any flu-like symptoms and agree to report to the instructor immediately if symptoms occur.

Signature: _____ Date: _____