



INSTRUCTOR RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

PREAMBLE

The emergence of COVID-19 has prompted a need for institutions to create policies and procedures for safe operation during the pandemic. Measures that serve to limit the spread of COVID-19 while maintaining business operations require a shift in normal operations with the goal of maintaining physical distancing and safe practices for infection prevention and control.

In the British Columbian context, an imperative exists to develop policies and procedures for limiting the spread of the virus while resuming economic activity. Policies and procedures should be developed with the primary goal of limiting the spread of the virus, while also mitigating risk for the emergence of subsequent waves of the pandemic.

PEAK EMERGENCY RESPONSE TRAINING

As a division of Peak Project Management, Inc., PEAK Emergency Response Training (PEAK) has developed protocols for infectious disease management and control to offer safe recreational activities and provision of essential first aid training. PEAK is focused on developing policies and procedures consistent with WorkSafe BC, the BC Centre for Disease Control and regional health authority's direction on operating businesses.

As such, this 'COVID-19 Prevention & Management Program', allows PEAK to fulfill the requirements from WorkSafe BC and the Provincial Health Officer regarding written plans for safe operation. There is an expectation that instructional staff, clients and students of PEAK will adhere to the policies and procedures outlined in the following document to reduce the risk of spreading infectious disease in the classroom.

NOTE: The information contained in the document is current to October 2, 201 and is subject to change without notice; as more information becomes available regarding the COVID-19 pandemic, and as guidance and control measures from WorkSafe BC, the BC Centre for Disease Control and the Office of the Provincial Health Officer are updated.



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INTRODUCTION

Instructors play an important role in limiting risk of transmission of respiratory viruses. This document outlines the general infection prevention and control procedures that all instructors must adhere to for the duration of the pandemic.

NOTE: Only instructors that are vaccinated are permitted to instruct face-to-face courses.

INSTRUCTOR DUTY TO SELF REPORT SYMPTOMS

All instructors will be expected to self-monitor for any symptoms of COVID-19 in the two weeks leading up to their scheduled course. Instructors should use the PEAK RSEQ as a reference for self-monitoring and contact PEAK's Executive Medical Director (Jeffrey Burko) as soon as they develop any symptoms during this period.

Instructors will also be expected to engage in daily self-screening following the same procedures as outlined for students in 'Appendix 1 – COVID-19 Screening Procedure for Face-to-Face Courses'.

If there is more than one instructor present at the course, the Lead Instructor will conduct all screening of other instructors at the course location.

**A note on obtaining infrared temperatures: ensure the individual is in a cool, shaded location when obtaining their temperature. If an individual presents with a temperature greater than 38°C during primary screening, they will be given 2 more opportunities to have their temperature evaluated, each spaced 5 minutes apart. The individual must display a temperature of less than 38°C on one of the 3 attempts.*



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COVID-19 SCREENING PROCESS

Instructional staff are prohibited from entering the teaching facility until they have completed the 'COVID-19 Screening Procedure'; to be completed at the start of each day of training.

STEP 1 – SYMPTOM & EXPOSURE SCREENING

- A. Instructors are required to wear an ASTM Level 3 surgical mask (3-ply) at all times: **indoors and outdoors**. If the mask becomes soiled it is to be replaced immediately.
- B. Instructors are not permitted to enter the teaching facility until they have completed the screening procedure.
- C. The Lead Instructor will direct each instructor (i.e. one-by-one) to read the 'Respiratory Symptom Exposure Questionnaire' (RSEQ) placard posted outside the teaching facility. Instructors will be asked if they answered YES to any of the RSEQ questions.
- D. If any instructor answered YES to any of the RSEQ questions, they will be required to undergo a secondary screening to be conducted by PEAK's Executive Medical Director or their designate (i.e. in-person or remotely) at an alternate location. Based on the results of the secondary screening, the instructor may or may not be permitted to enter the teaching facility.
- E. Instructors that have answered NO to all of the RSEQ questions are to proceed to Step 2.

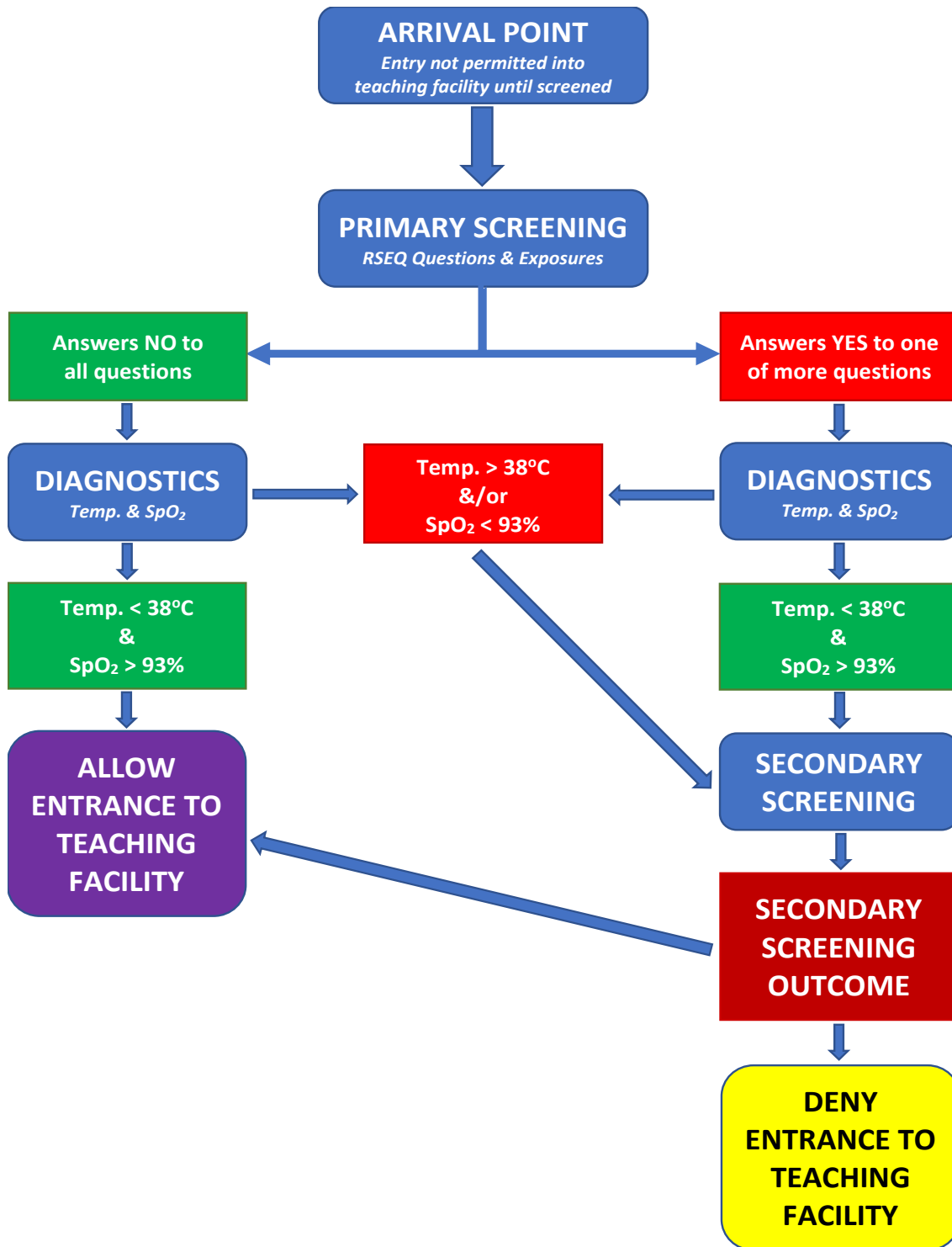
STEP 2 – DIAGNOSTIC SCREENING

- A. The Lead Instructor will reconfirm that the instructor has answered NO to all of the RSEQ questions.
- B. The Lead Instructor will take the instructor's temperature using an infrared thermometer and assess their blood oxygen saturation (SpO₂) using a pulse oximeter.
- C. If the instructor's temperature and SpO₂ are within normal limits, they will be directed to proceed one-by-one to Step 3.
- D. Instructors who present febrile and/or with a lowered SpO₂ value will be required to undergo a secondary assessment to be conducted by PEAK's Executive Medical Director or their designate (i.e. in-person or remotely) at an alternate location. Based on the results of the secondary assessment, the student may or may not be permitted to attend the training.

STEP 3 – PPE & HAND SANITIZATION

- A. Instructors must hand sanitize prior to entering the teaching facility each and every time.

PRIMARY SCREENING PROCEDURE





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INSTRUCTOR RESPONSIBILITIES

Instructors that successfully complete the screening procedure are free to enter the teaching facility if they adhere to all of the following protocols:

- Sanitize hands for a minimum of 20 seconds at a time; frequently throughout the day with a suitable ABHS. If there is visible dirt on any part of the hand, use soap and water first, then use the ABHS. It is essential that hand washing always occurs when: entering or leaving any building, before and after breaks, demonstrations, after use of washroom facilities, and before and after eating.
- Practice of physical distancing between instructors and students. The maintenance of physical distancing is an effective strategy for reducing risk of viral transmission and should be maintained between instructors and students, when possible. Physical distancing guidelines from the BC CDC state a radius of 2m/6ft should be maintained. Instructors are to practice the following: minimize close-contact interactions with students and other instructors whenever possible.
- Application of an ASTM Level 3 surgical mask (3-ply) at **all** times: **inside and outside**, regardless of physical distancing. If the mask becomes soiled it is to be replaced immediately.
- Limiting shared materials: assign students fixed partners (training pods) for the duration of the course with assigned equipment that is not to be shared between training pods.
- Instructors are expected to review respiratory etiquette (covering mouth while sneezing or coughing) and all other infectious control measures with students before commencing instruction.

IF AN INSTRUCTOR BECOMES SYMPTOMATIC DURING TRAINING

Instructors who become symptomatic during training are to immediately notify a secondary instructor, if present. If no secondary instructor is present, the instructor is directed to suspend instruction and contact the Executive Medical Director and/or PEAK's administration immediately.