



CLIENT 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 context of British Columbia, 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 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.



CLIENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

CLIENT PROCEDURES & RESPONSIBILITIES

The following criteria outline the requirements for PEAK clients to ensure the safety of all parties involved in face-to-face training and instruction. Compliance is necessary to ensure the continuation of all PEAK face-to-face courses.

Teaching Facility: Minimum Requirements

The following points must be adhered to by the client:

- Clients will be expected to provide an appropriate amount of space for this adaptive learning environment. Required space must accommodate a seating arrangement that allows for a minimum radius of 2m/6ft in all directions.
- The teaching facility must have an appropriate outdoor training environment (grass, woodland etc.) close by to conduct practical training sessions.
- Students will be assigned to 'training pods' and will remain in their assigned training pods for the entire training session.
- All students and instructional staff will be required to wear a PEAK supplied ASTM Level 3 surgical mask (3-ply) at all times; **indoors and outdoors**.
- To further reduce potential exposure, PEAK has invested in the purchase of high-tech, life-like full body mannequins to replace the need to utilize students to simulate as patients. When resources are available, these mannequins will be utilized as opposed to student patients.
- Access to the teaching facility will be restricted to students, instructional staff and cleaning personnel only for the duration of the teaching session.
- Eating food is not permitted in the teaching facility. Consumption of food is to be done outside of the teaching facility.
- Clients are expected to provide clean blankets for use during practical scenarios.
- Clients are expected to provide appropriate gloves.



CLIENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

Teaching Facility: Minimum Cleaning Requirements

Clients will be expected to have the washrooms and teaching facilities sanitized a minimum one hour prior to the start of the course, and each day of instruction, including:

- Disinfecting tables, chairs and all facility common touch point surfaces
- Washroom facilities cleaned and disinfected

Teaching Facility: Minimum Sanitizing Requirements

Clients will be required to supply suitable ABHS at the common entrance/exit of the teaching facility and will be responsible for replenishing this product when necessary. Washroom facilities must contain the necessary hand sanitizing products.

Minimum Student PPE Requirements

Masks

PEAK will provide students with an ASTM Level 3 surgical mask (3-ply) on a daily basis prior to entering the screening procedure; clients will be invoiced accordingly.

Gloves

Clients will be expected to ensure students have access to appropriate gloves.

- Gloves must be donned before touching any training equipment and/or making physical contact with any other person (i.e. practical scenarios).

Additional Student Requirements

Clients will be expected to ensure that their employees do not attend a PEAK training session(s) if they are unwell or experiencing any of the following symptoms:

- Fever, feeling feverish &/or chills
- New or worsening cough
- Difficulty breathing (shortness of breath)
- Headache
- Diminished smell &/or taste
- Muscle &/or body aches
- Fatigue &/or weakness
- Sore throat
- Diarrhea, vomiting &/or abdominal pain
- Nasal congestion / runny nose



CLIENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

In addition, the client will prohibit any of their employees from attending a PEAK training session(s) if their employee has:

- Had contact with a confirmed or possible case of COVID-19 within the last 14 days
- Travelled outside of Canada within the last 14 days
- Had contact with a person who has travelled outside of Canada within the last 14 days

Instructional staff and students 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. Students are required to arrive outside of the teaching facility 15 minutes prior to the start of the course. PEAK will provide students with an ASTM Level 3 surgical mask (3-ply) on a daily basis prior to entering the screening procedure.
- B. Instructional staff will sequester the students outside of the teaching facility while maintaining physical distancing. Students will not be permitted to enter the teaching facility until they have completed the screening procedure in its entirety.
- C. Instructional staff will direct students (one-by-one) to read the 'Respiratory Symptom Exposure Questionnaire' (RSEQ) placard posted outside of the teaching facility. Each student will be asked if they answered YES to any of the RSEQ questions.
- D. If any student 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 student may or may not be permitted to attend the training.
- E. Students that have answered NO to all of the RSEQ questions are to proceed one-by-one to Step 2.



CLIENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

STEP 2 – DIAGNOSTIC SCREENING

- A. Instructional staff will reconfirm that the student has answered NO to all of the RSEQ questions.
- B. Instructional staff will take the student's temperature using an infrared thermometer and assess their blood oxygen saturation (SpO₂) using a pulse oximeter.
- C. If a student's temperature and SpO₂ are within normal limits they will be directed to proceed one-by-one to Step 3.
- D. Students that present febrile and/or with a lowered SpO₂ value, 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 student may or may not be permitted to attend the training.

STEP 3 – PPE & HAND SANITIZATION

- A. Prior to entering the teaching facility, instructional staff will demonstrate the proper technique for donning and doffing masks and hand sanitizing.
- B. Students must hand sanitize prior to entering the teaching facility each and every time.

NOTE: Should you have any questions, comments, or concerns with regards to PEAK's 'COVID-19 Prevention & Management Program' please do not hesitate to contact PEAK's Executive Medical Director: jeff@peakemergencytraining.com

CLIENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

PRIMARY SCREENING PROCEDURE

