



STUDENT 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.



STUDENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

STUDENT RESPONSIBILITIES

Students 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.
- Students are also encouraged to wear gloves provided while conducting practical scenarios that involve student-to-student contact.
- 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. Students 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.
- Students are not to share office supplies, such as pens, pencils, notebooks etc.
- Eating food is not permitted in the teaching facility. Consumption of food is to be done outside of the teaching facility.

IF A STUDENT BECOMES SYMPTOMATIC DURING TRAINING

Students who become symptomatic during training are to immediately notify an instructor and leave the teaching facility.



STUDENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

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.

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

Students are to ensure that they 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

In addition, students are prohibited from attending a PEAK training session(s) if they have:

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

NOTE: Refunds will not be provided to any student that is unable to attend a training session due to illness of any cause including COVID-19. With the submission of a doctor's note, students who are unable to attend a training session due to COVID-19 related illness will be transferred to another course where a seat is available, one time only, at no cost.



STUDENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

COVID-19 SCREENING PROCEDURE

All individuals are prohibited from entering the teaching facility until they have completed the 'COVID-19 Screening Procedure', which will 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 answered NO to all of the RSEQ questions are to proceed one-by-one to Step 2.

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.



STUDENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

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 Jeff Burko, PEAK's Executive Medical Director at 604-868-7325 or via email at jeff@peakemergencytraining.com.

STUDENT RESPONSIBILITIES: COVID-19 PREVENTION & MANAGEMENT PROGRAM

PRIMARY SCREENING PROCEDURE

