

OHS - Safe Work Procedure				
COVID-19: <i>First Aid – CON-ED</i>				
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Department/Lab	Continuing Education, Heath & Wellness – First Aid B3181	Document #		

1. Concern

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario suggests that the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others within a 2m area.

2. Scope

This document will provide guidance on working safely based on all COVID related H&S sector-specific and Public Health guidelines. This procedure applies to all Fleming staff and students and community members that use these classrooms. ALL staff and students will be required to complete COVID-19 screening, prior to campus access or prior to participating in any off-campus academic activity.

3. Overview of Tasks / Outline of Activities in lab

- Demonstrate and practice first aid components
- Complete written test
- Standard PPE requirements for access to this class/lab include:
 - Non-medical face covering
 - Disposable gloves

4. Recognize Hazards / Potential Exposure while Performing Work

- a. Close contact (less than recommended 2-meters) while demonstrating/supervising student work.
- b. Handling shared equipment and materials.
- c. Potential for congregation and groupings of individuals.

5. Detail the Controls that are implemented to Reduce Hazards

- a) **Close Contact** - Classroom set-up will have marked training spaces for each participant which are a minimum of two metres or six feet apart to accommodate physical distancing during classroom activity.
 - Instructors are required to wear a surgical/procedural mask and gloves at all times.
 - Participants are required to wear a non-medical face covering and gloves at all times.
 - Equipment and processes used in the classroom will be modified to allow for limited or in some cases no contact during competency assessments for certification. If contact is required, students will be paired with the same partner for any contact, non-medical face covering and

gloves will be worn and gloves will be disposed of and replaced after all contact. Where there is contact, students will not be face to face ie. the Heimlich maneuver.

-Only if it is 100% unavoidable, skills are to be practiced and/or demonstrated using mannequins or other inanimate training aids. If skills must be done on participants, a non-medical face covering and gloves must always be worn. Considerations can be made for family members who live in the same household to work together.

-Hand hygiene will be performed at regular intervals by all participants and Instructors ie. Before and after class, after demonstrations and any breaks etc. Hand sanitizer will be available in the classroom and stored with the first aid supplies in the con-ed office.

-Knowledge evaluations will be collected in a basket as the participants exit the classroom maintaining physical distancing and put into an envelope. Envelopes will not be opened and reviewed/graded for 48 hours following the course.

- b) **Shared Equipment** - Each participant will have their own equipment for use in the classroom including: mannequins, AED's, first aid equipment, sandbags, blankets, knee pads or mats (optional), required course documentation, pens, and any other material expected to be required by the client during the course. Equipment for each participant is included in their personal training space.

-All pocket masks will be fitted with a one-way single-use valve per participant.

-Disposal of all waste and non-reusable classroom supplies will be conducted at the end of each session.

-Lungs for mannequins will be disposed of immediately after classroom use. New lungs will not be installed until just before participants are ready to use them.

-Participants may bring their own tablet to class and access the digital version of the manual during training

- c) **Congregation** – Floor markings, entry/exit guidelines and staggering of breaks will be implemented to ensure that physical distancing will be maintained in and out of the classroom space.

6. Preparation of Work Area

a) **Close Contact**

- i. Students will be assigned to a training space for the day and will not be permitted to move freely within the classroom.
- ii. When contact is required, a mask and gloves must always be worn and students will not be face to face. Gloves will be disposed of between contacts. If physical contact is required for more than 15 minutes, eye protection will be worn in addition to the gloves and face masks. Considerations can be made for family members who live in the same household to work together.
- iii. Attendance will be taken.

b) **Shared Equipment**

- i. Students will be encouraged to bring in their own equipment when possible. Use of paper and pens will be discouraged, students will be permitted to bring tablets and

smart phones into the classroom for textbook referral and for the purposes of notetaking.

- ii. Diligent hand hygiene will occur at regular intervals.
- iii. All equipment will be disinfected after use by the instructor and returned to the con-ed storage area.
- iv. Consumables that cannot be wiped clean and disinfected will not be reused (i.e.: gauze, cotton swabs, etc.). Care will be taken to provide only what is required for each student, to prevent waste of supplies.

c) Congregation

- i. Room will be set up with distinct training spaces.
- ii. Student breaks will be staggered.

7. Procedure

a) Student Access and Movement within Lab Space

- i. Students will arrive at their classroom following the building entrance screening process.
- ii. Students will check-in with an instructor and/or technologist, a contactless student identification check will be required. Students will obtain a procedural mask and gloves for the day. Students will use hand sanitizer between glove changes.
- iii. All attendance will be recorded electronically by the instructor from a distance of two metres.
- iv. Students will receive training space assignments for the duration of their course.
- v. Students will access only lab space where their station is located. Once at their workstation they should not freely move within the lab. If the student requires additional supplies, they will notify the faculty who will provide additional supplies as necessary.
- vi. Students will be responsible for diligent hand hygiene for the duration of their time on campus.

b) Lab Set-up and Take-Down

- i. All equipment and supplies that are required for the course will be dispensed into non-porous plastic baskets and allocated to each training space for the duration of the course.
- ii. Faculty will provide specific supply requirements for each workstation to eliminate waste.
- iii. All equipment and reusable supplies will be collected from each training space and cleaned by the instructor prior to returning to the con-ed storage area.

8. Disinfection Procedures

a) Equipment Disinfection Guidelines

- i. All CPR mannequins, AED Machines and reusable supplies will be disinfected using college provided wipes and allowed to dry prior to reuse.

- ii. Electronic screens (tablets, computer monitors, etc.), keyboard and mouse will be disinfected using a 70% isopropyl alcohol solution sprayed onto a paper towel and then used to wipe the surface.

b) Daily Procedures

- i. All training space surfaces will be cleaned using college provided wipes and allowed to dry for prior to reuse.

c) Post Course Procedures

- i. All daily procedures will be completed.
- ii. All equipment and reusable supplies in training space baskets will be disinfected using guidelines listed above and returned to con-ed storage room.
- iii. Any unused porous supplies will be disposed of.
- iv. The instructor podium and electronics (i.e.: safety phone, computer keyboard and mouse, computer monitor, etc.) will be disinfected using the above guidelines.

9. Evaluation

- a) Frequent review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- b) Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

10. Approvals

Revision History

Date	Rev.	Revision Summary	by
	0	Original.	