

Safe Work Plan				
COVID-19: Classroom Space at Eastern Ontario Emergency Training Academy (EOETA) and Pre-Service Firefighting Program (PSFF)				
Created by	James Cowan	Approved by	Diana Collis	Pages 1-9
Created Date	Sept 30, 2020	Revised Date	N/A	
Department/Lab	Classroom space at the EOETA used by PSFF Program	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Program		Course Code		
PSFF		ESRV 89		
PSFF		ESRV 90		
PSFF		ESRV 93		
PSFF Bootcamp		ESRV 84		
PSFF Bootcamp		ESRV 88		

Overview

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario advises the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others who are in close proximity (within 2 Meters) to them.

The following interim guidance includes recommendations to help reduce the risk of community exposures to acute respiratory illnesses, including COVID-19, in academic labs.

If an employee or student begins to feel unwell while on site.

Contact 705-749-5530 ext. 8000 immediately

To receive instruction/guidance on next steps.

Scope

This document will provide guidance on working safely based on all COVID-19 related H&S sector-specific and Public Health guidelines. This safe work plan applies to all Fleming staff, students and community members operating within the lab space or participating in the courses listed above. This safe work plan must be used in conjunction with all Fleming College operational procedures and established safety protocols.

In addition, this safe work plan will be supported by the Fleming College Pre-Service Firefighting Program Safety Plan and documentation that is an established practice for all fire ground activities conducted amongst this firefighting program and procedures. (See Appendix)

Restricted Campus Access

All occupants must be pre-approved prior to arrival. All individuals attending campus are required to complete "Return to Campus" training in advance and participate in daily health-related screening as per Public Health recommendations. Additionally, all employees and students are required to wear a non-medical mask or face covering while on campus and practice physical distancing and personal hand hygiene.

1. Overview of Tasks / Outline of Activities in Lab

- 1.1 Development and assessment of practical firefighting skills including (but not limited to) forcible entry, fire suppression, building search and rescue scenarios, Incident Command and medical training etc.
- 1.2 Patient transfer skills that require the movement of mass and individuals (i.e.: manual lifting and transferring, use of mechanical lifts, lifting stretchers and baskets).
- 1.3 Use of shared equipment (e.g hand and mechanical tools, stretchers, SCBA equipment, etc.).
- 1.4 Use of standard firefighting PPE requirements for classroom activities include:
 - 1.4.1 Fire Safety footwear
 - 1.4.2 Protective eyewear
 - 1.4.3 Non-medical face covering
 - 1.4.4 Gloves (Structural firefighting gloves or comparative glove for activity)

Recognize Hazards - Potential exposure while performing work

Required close contact (where physical distancing is a challenge)

Close contact (less than recommended 2-meters) with other personnel while supervising student work. Required work in small spaces, such as training props, scenarios and rooms, along with handling heavy tools and equipment.

Shared equipment

Handling shared equipment, materials and facilities.

Porous materials

Handling of porous materials within the lab environment (i.e.: hoses, ropes, and harnesses)

Congregation (entering and exiting labs etc.)

Potential for congregation and small grouping of individuals.

2. Detail the controls that are implemented to reduce hazards

Close Contact - Physical distancing at 2-meters is identified as best practice for the prevention of transmission and is required at all times while working in student groups. A face covering must also be worn at all times, while in the classroom and building areas, as per EOETA Policy, Fleming College Policy and Public Health directives and where physical distancing is not possible, an appropriate face covering and protective eyewear is required.

Shared Equipment – Wherever possible, equipment will be dedicated to student groups. Students will be assigned to a set of equipment at the beginning of lab activities/stations. This equipment will include tools and equipment for classroom lessons and medical treatment supplies. Gloves must be worn at all times, when handling any equipment and school supplies. Gloves to be donned and doffed as per your EMR / ITLS training protocols.

Porous Materials – Gloves must be worn while handling any porous materials and equipment in the classroom and buildings.

Congregation – Small group stations (platoons) will be established and staggering of breaks will be implemented to ensure that physical distancing will be maintained in and around the various classroom spaces. Amongst the small groups physical distancing of 2 meters shall be maintained wherever possible before, during and after classroom activities.

3. Space Readiness

For the purposes of this Safe Work Plan the outside practical training site will be prepared in the following manner to address the COVID concerns and safety for instructors and students:

- **Entry/Exit and Attendance Guidelines**

- Instructors and students will park their vehicles and bring into the classrooms and building personal belongings necessary the classroom instructions and lessons and any additional equipment and items to be left in their vehicles

- students will sign into the fire ground using the one card system located on the outside of the Fleming portable and then proceeding to their assigned classroom where they will find the desk organized to keep the 2m physical distancing separation – this information on which classroom to attend upon arrival will be supplied to students and instructors by the course leads prior to the instruction date.

- At their designated training station, an accountability attendance will be taken for each platoon, following Fleming College PSFF program and course requirements

- training station rotations will occur dependent on the activities of the day and due to equipment restrictions – (this could include instructors rotating amongst

classrooms, platoons moving amongst classrooms or one instructor staying with platoon for the duration of the training day covering multiple topics)

Close Contact

- Only necessary equipment for the lab sessions will be permitted in the classrooms to promote physical distancing. All other equipment is to be kept away from the classrooms and buildings.
- Equipment will be divided to skill stations under the direction of the lead instructor and the instructors responsible for that classroom. Activity areas and desks will be set apart to ensure distance is maintained from other students and groups.
- Students will be assigned to platoons for the entirety of lab sessions. All activities and testing are to be completed in assigned platoons.
- All classroom sessions will be scheduled ensuring that students remain in their designated platoons, to assist with contact tracing.
- Attendance will be taken daily by the leads and instructors, including partnerships, group members, and assigned workstations. This will be in addition to the mandatory one-card system signing into the fire grounds and should be entered onto D2L.

Shared Equipment

- Employees and students are not permitted to share lab books or pens. 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 laptops, tablets and smart phones into the classroom for the purposes of notetaking.
- Disinfection stations will be set-up in the classrooms suitable for and dependent on the activities and equipment being used. Each classroom will be equipped with an equipment box that will include spare face coverings, latex gloves, disinfectant wipes and hand sanitizer.
- Diligent hand hygiene will occur before and after any bare hand contact with a piece of equipment (gloves are mandatory for all fire ground activities)
- All equipment and classroom surfaces will be disinfected after use by the platoon and students.
- All equipment and workstations will be thoroughly disinfected by the student following each training scenarios/classroom session
- All equipment must be disinfected prior to restocking the equipment in the buildings and identified as clean and ready with 'clean tag'.

Porous Materials

- Consumables that cannot be wiped clean and/or appropriately disinfected will not be reused. Care will be taken to provide only what is required for each student, to prevent waste of supplies.

Congregation

-Close contact is not permitted at any time while staff and students are on the Fleming College/EOETA premises. Desks and sitting areas will be separated to address social distancing measurements.

-Student breaks and lunch hours will be staggered and will be kept to platoons and partners. Students primarily bring a lunch or purchase from a local business. All lunches on the property will be consumed in the lunch room area in their small groups/platoons or in their personal vehicles. While eating lunch students and instructors will be required to maintain physical distancing of 2m, especially in light of masks may be removed while eating. Students will be requested to keep all personal items in their vehicles and not in the classrooms during classroom sessions.

- **Sanitation supplies**

Hand disinfection stations will be co-located with bathroom facilities located in the buildings. These bathroom facilities will be cleaned and disinfected by the scheduled platoon under the direction of the instructors at the end of each day and ready for the next classroom day. EOETA staff will be also conducting cleaning activities following up on the daily cleaning/disinfection activities.

-each classroom and lunchroom will be equipped with sanitation supplies under the control of the assigned instructor.

- **PPE requirements**

- Use of standard firefighting PPE requirements for classroom activities include:

- Fleming College uniform pants and shirts
- Uniform black steel toe boots
- Protective eyewear during activities (scenarios)
- Non-medical face covering
- Gloves when conducting activities in the classroom and handling any equipment

This equipment is already in the possession of all students and Instructors and extra supplies will be available if required by instructors.

Close Contact

-Only necessary equipment for the classroom sessions will be permitted at the skill stations to promote physical distancing. All other equipment is to be kept away from the classrooms and buildings.

-Equipment will be divided to skill stations under the direction of the lead instructor when required and the instructor responsible for that skill station. Activity areas will set apart to ensure distance is maintained from other groups.

-Students will be assigned to platoons for the entirety of classroom sessions. All activities and testing will be completed in assigned platoons.

-All classroom sessions will be scheduled ensuring that students remain in

their designated platoons and assigned seating, to assist with contact tracing.
-Attendance will be taken daily by the leads and instructors, including partnerships, group members, and assigned workstations. This will be in addition to the mandatory one-card system signing into the fire grounds.

Shared Equipment

-Employees and students are not permitted to share lab books or pens. 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 laptops, tablets and smart phones into the lab for the purposes of notetaking.

-Disinfection stations will be set-up in the building and classrooms suitable for and dependent on the classroom activities and equipment being used. Each training station will be equipped with an equipment box that will include spare face coverings, latex gloves, disinfectant wipes and hand sanitizer.

-Diligent hand hygiene will occur before and after any bare hand contact with a piece of equipment (gloves are mandatory for all fire ground activities)

-All equipment will be disinfected after use by the platoon and students.

-All equipment and workstations will be thoroughly disinfected by the student following each training scenarios/instruction session

-All equipment must be disinfected prior to restocking the equipment in the classroom storage areas. Equipment is to be identified as clean.

Porous Materials

-Consumables that cannot be wiped clean and/or appropriately disinfected will not be reused. Care will be taken to provide only what is required for each student, to prevent waste of supplies.

Congregation

-Close contact is not permitted at any time while staff and students are in the classrooms and buildings premises unless necessary as part of a teaching scenario.

-Student and instructor breaks and lunch hours will be staggered and will be kept to platoons and partners to encourage social distancing in the lunchroom and common areas used by instructors and students.

-Students will be requested to keep all personal items in their vehicles and not in the classroom/buildings during training and instruction sessions.

4. Lab Occupancy Exceedance

If this lab has an approved and planned exceedance, please detail additional mitigation strategies for this inherent risk.

☐ YES

☒ No

Risk Mitigation Strategies Details Here (If needed):

-All students must have completed the Fleming College COVID 19 return to class program and test (once only) along with the daily Fleming College App evaluation each day before attending the EOETA. Any instructors or students showing signs of Covid 19 will be asked to not attend the classrooms and/or asked to leave if the concerns are acute -which will then be documented and reported accordingly.

-All activities in the classroom/buildings will be split into small working groups, working with an instructor. Classrooms group sizes will be dependent on availability of necessary space to always maintain social distancing principles

-All classroom/building activities are controlled and recorded by the course lead, who holds the responsibility for the command and control of all activities on the instruction days and also serves as the safety officer for the day unless a specific safety officer is assigned. Please find attached as an appendix, copy of a Fleming College PSFF Safety Plan that is completed every day that the program completes any activity.

Evaluation of Safe Work Plan

- a. Review and update this plan at the onset of each new section to ensure it reflects updates, amendments to legislation and best practices.
- b. Ongoing review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- c. Weekly inspections to ensure spaces remain decluttered and organized and that all equipment is in proper working order.
- d. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

Approvals**Revision History**

Date		Rev.	Revision Summary	by
28/09/2020		0	Original.	JC
30/09/2020		1	Proofread before submitted to PRD	JC

Appendix

TRAINING SAFETY PLAN

GENERAL INFORMATION

COURSE TITLE: ☐	INTAKE: September ☐ January
DATE:	TIMES:
TRAINING LOCATION EOETA ☐ BREALEY ☐ Other:	
SPECIFIC COURSE CONSIDERATIONS:	

STAFFING:

Lead Instructor:
Training Instructors Names:
Safety Officer Name:

PRE-TRAINING CHECKLIST

	Y/N	NOTES
Perform Visual Inspection Of Training Site	☐	
Identify/Remove Unnecessary Hazards	☐	
All Training Staff Briefed	☐	
Review Training Hazards with all Students	☐	
Identify Location of Medical Bag and Defib.	☐	
Review EVACUATION/EMERGENCY SIGNAL (when required)	☐	
Set Up - RAPID INTERVENTION TEAM (when required)	☐	
Provide Training Assignments to Students	☐	

TRAINING OPERATIONS

	Y/N	NOTES
Ensure PPE Inspection Of All Participants (when required)	☐	
SET UP-Incident Management System (when required)	☐	
SET UP-ENTRY CONTROL/ACCOUNTABILITY (when required)	☐	
SET UP- REHAB (when required)	☐	
ASSIGN IMS ROLES (when required)	☐	

TRAINING SAFETY PLAN

POST-TRAINING

Y/N

NOTES

ACCOUNT FOR ALL PARTICIPANTS:	☐
REHAB ALL PARTICIPANTS:	☐
ELIMINATE HAZARDS ,When Required:	☐
DIRECT PARTICIPANTS TO CHECK PPE/EQUIPMENT:	☐
RETURN ALL APARATUS TO SERVICE, When Required:	☐

COMMENTS

[illegible]

Training Officer/ Lead instructor shall be responsible for the safety and welfare of all students and instructors. The Training officer/ Lead Instructor will assign all instructor tasks and ensure that the approved curriculum is followed. During live fire scenarios and any other hazardous training exercises, it is the responsibility of the Training officer/Lead instructor to identify such a need and to ensure a Safety Officer is assigned to the training scenario. At all other times, the Training officer/ Lead Instructor will assume the role of training grounds Safety Officer. The Training Officer/ Lead Instructor will report any incident/ accident or injury to the Program Coordinator or Designate at the earliest opportunity by the quickest means available.

I acknowledge and accept the responsibilities of Training Officer/ Lead Instructor.

Signed _____ **Date:** _____

Safety Officer shall be responsible for the prevention and elimination of unsafe acts and conditions. The Safety Officer shall not take on any other tasks, instructional or other, while practical operations are ongoing. The Safety Officer must communicate with the Training Officer/ Lead Instructor and Identify and immediately terminate operations if he/she feels that an unsafe action or condition exists or is going to exist.

I Acknowledge and accept the responsibilities for Safety Officer:

Signed _____ **Date:** _____