

Guidelines for Trainers and Training Providers:

In-class Instruction for Certification Safety Training during COVID-19

On March 18, 2020, the Minister of Health and Community Services with the Government of Newfoundland and Labrador first declared COVID-19 a public health emergency under the **Public Health Protection and Promotion Act**. While a public health emergency is in effect, the Chief Medical Officer of Health can introduce special measures that they believe are necessary to protect the health of the population.

To keep within the provincial public health emergency declaration, the following temporary restrictions and guidelines will apply to WorkplaceNL-approved training providers and trainers.

These restrictions and guidelines are without exception and must be followed until further notice. Failure to follow these restrictions and guidelines could result in penalties, as outlined by the Chief Medical Officer of Health, or impact your certification status with WorkplaceNL.

General training requirements:

- **Train only uncertified workers** - Training should only be completed for uncertified workers or workers whose certification expired prior to February 28, 2020. This will help reduce the number of workers requiring training during these restrictions. WorkplaceNL has extended training certificates to August 31, 2020 for all workers who had a certificate expire on or after February 28, 2020. These certificates remain valid and students do not require training during that time. WorkplaceNL may make further adjustments to the validity of certificates as the situation evolves.
- **Maximum class size** - Maximum class size must adhere to the applicable certification training standard **and** cannot exceed the size of permissible in-person gatherings as indicated by each alert level published by the Chief Medical Officer of Health.

	Alert Level 5	Alert Level 4	Alert Level 3	Alert Level 2	Alert Level 1
Maximum Class Size (including trainer)	5	10	20	TBD	TBD

- **Maintain physical distance** - Students and trainers must maintain a physical distance of at least two metres (six feet) from other people during all aspects of training, including both seated and standing activities. Where this is not practical, students and trainers must wear a minimum of a non-medical mask. Face masks must be properly discarded after each use and users should immediately wash their hands. More guidance on non-medical masks can be found at: <https://www.gov.nl.ca/covid-19/files/Guidance-on-Cloth-Masks-Non-Medical-Masks.pdf>
- **Non-medical mask** - WorkplaceNL recommends that all students and trainers wear a non-medical mask, where possible, during training.
- **Proper hygiene** - A handwashing station, including running water, soap and paper towels, must be available at all times. Training providers must also consider making available hand sanitizer and materials to promote good respiratory etiquette, such as tissues and no-touch garbage bins.
- **Electronic training materials** - Training materials must be provided to students in electronic format where possible. Where printed materials are required for classroom use, they must not be reused in future training sessions, and only trainers should pass out worksheets to individual students. Students must not handle materials used by other students.
- **Learning equipment** - Students should use their own learning equipment each day, including: manuals, worksheets, calculators, notebooks, pens, pencils, etc. These items should not be shared with other students.
- **Personal protective equipment (PPE)** - Students must bring any required PPE to complete the practical portion of the training. However, the trainer must still demonstrate PPE and not share equipment.
- **Frequent sanitation** - All surfaces in a classroom must be cleaned prior to the start of each training session, and periodically throughout the day (e.g. recommend cleaning during breaks). Sanitizing wipes must be available for student and trainer use. Guidance on cleaning can be found here: <https://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf>
- **No group work** - Substitute all group work activities with individual work activities.
- **Use of tools and equipment** - Trainers can use tools and equipment for demonstrations; however, tools and equipment must not be passed around to students. Where this is not practical, the trainer must disinfect the tools and equipment after each student's use.

Emergency response plan is required:

Trainers must have an emergency response plan that includes actions to take in the event that a student or the trainer becomes sick during the training session. This plan must include:

- Instruction to all students to go directly home, have no contact with their family or the public, and self-isolate.
- Instruction to students with symptoms to visit <https://www.gov.nl.ca/covid-19/> and do a self-assessment before calling 811.
- A process to notify the training provider and WorkplaceNL that training was suspended due to concerns of a symptomatic student or trainer.
- Procedures to restrict access to the training room and any potentially contaminated equipment, until the room and equipment can be disinfected.

WorkplaceNL may request copies of the emergency response plan at any time.

Prior to the start of each training session, the training provider and trainer must:

- Review the latest guidance from the Chief Medical Officer of Health, and adjust teaching practices accordingly.
- Make sure students and trainers are pre-screened prior to entering the training facility. Pre-screening should also be performed for other persons at the training facility who many come into contact with the students or the trainer. A COVID-19 “Fit for Training Questionnaire” (attached) must be completed by all students, trainers, and other persons as noted above for each day of training.
- Review handwashing and physical distancing requirements with students.
- Review the emergency response plan with students.

During the training session, the trainer must:

- Practice social distancing at all times, especially when completing demonstrations of safety equipment.
- Sanitize tools and equipment used by students during practical demonstrations after each use.

If you have any questions or require further assistance, please contact WorkplaceNL by email at ohs.training@workplacenl.ca or by phone 1-800-563-9000.

COVID-19: Fit for Training Questionnaire

To prevent the spread of the COVID-19 in our community and reduce the risk of exposure within training facilities, students, trainers, and any other person at the training facility who may have contact with students, are required to complete this "Fit for Training Questionnaire". This form must be received by the trainer or training provider before a student is approved to begin training.

Training providers should retain all completed forms for one year.

Date (yyyy/mm/dd):	Time:
Name (Last, First):	Training Location (street address):
Company Name (if applicable):	Trainer Name:

Self-Declaration by Student/Trainer

If you answer **YES** to any of these questions, **notify the training provider or trainer immediately.**

- 1 Are you sick or exhibiting any of the following symptoms?
 Yes No
 Fever Dry cough Body aches Headache
 Sore throat Runny nose Tiredness Shortness of breath
- 2 Have you travelled outside of Newfoundland and Labrador or Canada in the last 14 days?
 Yes No
If yes, which province or country(s) : _____
Travel Dates (Departure): _____(Return): _____
- 3 Has anyone in your household been quarantined (self or directed) or identified as a COVID-19 confirmed or suspected case?
 Yes No
- 4 To your knowledge, have you been exposed to anyone who has been quarantined (self or directed) or identified as a COVID-19 confirmed or suspected case?
 Yes No
Please describe: _____

I (print name) _____ acknowledge and confirm that I am not experiencing any flu-like symptoms and agree to report to the trainer immediately if symptoms occur.

Signature: _____

Date: _____