



## COVID-19 GUIDELINES & PROTOCOLS FOR OFFSITE COMMUNITY EDUCATION TRAINING

*The Vancouver Island Crisis Society recognizes the importance of our staff's and workshop participants' safety as we begin to facilitate workshops once again for schools and community groups outside of our organization. The following additional guidelines and protocols are listed below, to minimize the risk of exposure to the virus that causes COVID-19. The following should be followed by all training staff:*

- Guidelines and protocols will be sent to the school or organization in advance of training by Crisis Society administrative staff.
- Crisis Society administrative staff will work with the school or agency to ensure that their safety guidelines are in alignment with the guidelines set forth by the Crisis Society.
- The training facilities shall be cleaned and disinfected following WorkSafeBC's guidelines prior to every training workshop. Ensure adequate cleaning supplies are available throughout the workshop.
- Ensure signage for social distancing and hand washing is posted throughout the training facility and washrooms.
- Please ensure Crisis Society training staff and staff from the booking organization arrive 30 minutes prior to training to allow for set up of a pre-screening table and hand sanitizing station. Training staff are required to ask participants as they arrive whether they are sick or showing symptoms (cough, fever, sore throat), have been exposed to someone with symptoms or have travelled outside of BC in the last 14 days, or feeling unwell in anyway. Crisis Society training staff are NOT able to allow any participant to attend the workshop if they answer "Yes" to any of the above items.
- If a member of the VICS training staff is sick or showing symptoms as listed above, that staff member is NOT permitted to present the workshop. If there is no back up trainer, the workshop will be rescheduled. NO EXCEPTIONS.
- At the start of each workshop, training staff will include an introduction to review health and safety protocols for the current session such as hand washing and social distancing.
- Follow social distancing rules of two meters (six feet) minimum with training facilitators and workshop participants. Greet participants while maintaining a minimum distance of two meters, without shaking hands.
- If social distancing cannot be followed in all circumstances, example: during role play practice, then non-medical masks will be required to be worn. These will be provided to those who do not have a mask of their own.

- If you need to cough or sneeze, do so into the inside of your elbow or cover your mouth and nose with tissues, directed away from others.
- Ensure room capacity limits are followed. Maximum number of participants: to be determined based on social distance of 2 meters (six feet) minimum and the minimum criteria if it is a Living Works workshop (ASIST or safeTALK).
- Training materials and name tags will be handled by one trainer who has fully disinfected their hands prior to touching the materials. Training materials have not been touched for three days prior to the training date. Each participant's materials and name tag remain in place for the duration of the training including overnight for multi day workshops. Materials and name tags (tent-shaped, placed on tables) are to be taken home by participants at the conclusion of the workshop.
- Ensure no food or beverages are to be offered to or by participants.
- Use lazer pointer or stick to interact with the training aids such as posters if shared between trainers. Sanitize surfaces that are shared between trainers.
- Disinfect and clean the training room after use for multiple day workshops otherwise this is the responsibility of the host organization.
- Report any concerns to the Executive Director of the Vancouver Island Crisis Society.

If travel is required:

- Any hotel bookings must be made in compliance with the Covid-19 Guidance to the hotel sector as laid out by the BC Center for Disease Control/ BC Ministry of Health  
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf>
- Training staff will bring or purchase their own food, beverages, and cutlery. Food and beverages will not be shared among training staff.