



COVID-19 GUIDELINES & PROTOCOLS FOR TRAINERS IN VANCOUVER ISLAND CRISIS SOCIETY'S TRAINING FACILITIES

The Vancouver Island Crisis Society recognizes the importance of our staff's and workshop participants' safety as we begin to facilitate workshops one again in our training rooms. 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 participants in advance of training by the Administrative staff.
- The training facilities shall be cleaned and disinfected according to WorkSafeBC's guidelines prior to every training workshop. Ensure adequate cleaning supplies are available.
- Ensure signage for social distancing and hand washing is posted throughout the training facility and washrooms.
- Please arrive 30 minutes prior to training to allow for set up of a pre-screening table and hand sanitizing station. You 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. You are NOT able to allow any participant to attend the workshop if they answer "Yes" to any of the above items and to inform the participant that training fees will be either reimbursed or registration transferred to a future training workshop. You will follow up within the week to make alternative arrangements.
- At the start of your training, include an introduction to review health and safety protocols for the current session such as hand washing and social distancing. Ensure to remind participants to socially distance while waiting to use the bathroom facilities.
- 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, then non-medical masks will be worn. Participants are encouraged to bring their own mask or one will be provided for them.
- 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. A maximum of 10 persons will be allowed in the Training facility at one time (8 participants and 2 instructors).

- Training materials and name tags for each participant are handled by one trainer who has fully disinfected their hands prior to touching materials. The training materials are not touched three days prior to the training date. Each participants 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 you after the workshop is over.
- Ensure no food or beverages are to be offered to or by participants.
- Use laser 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.
- Report any concerns to the Executive Director.