

**July 3, 2020**

**To:** Class Participants

**From:** Erika Andrusiak, Owner & First Aid Instructor Trainer

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Durham First Aid Inc. is now open and ready to train you in First Aid and CPR/AED, as well as advanced first aid courses such as First Responder and Emergency Medical Responder, and Youth First Aid training such as Stay Safe! and Babysitter Courses. Courses will run daily with staggered start times, breaks, and lunches to ensure that social distancing can be maintained.

We have remodeled our classrooms so that we meet social distancing guidelines, adhering to Durham Region Health Department Guidelines, WSIB's *First Aid Training Provider Safety Guidelines* and the Canadian Red Cross' *First Aid and Swimming & Water Safety Safe Classroom (in-person) Training COVID -19 Protocols* document.

The following are our new COVID – 19 Protocols, and what you can expect from Durham First Aid Inc. and our training centre.

**Coming to/Arriving at the training centre**

- **Course sign-in begins 30 minutes before your course so we can screen everyone accordingly.** Please plan to arrive within the 30 minutes before the course.
- When you enter the building, we kindly ask that you sanitize your hands.
- Screening will consist of questions related to COVID 19, as outlined by the Ministry of Health and the Canadian Red Cross.
- A non-contact temperature check prior to entering the office will be conducted. Temperature must be no greater than **38.7°C**.
- Only one participant can be at reception at a time. Please wait by the chalked lines marked outside our door. The line will be between units #35 and #36.
- You will notice that all staff will be wearing masks, to ensure your protection. We will provide you with a mask upon arrival. Please sanitize your hands before taking one from the box. – See below "Masks" for more specifics on types of masks.
- There will be many stations provided to sanitize your hands throughout the office. Hand sanitizing is essential before entering the classroom. You will have your own bottle in your workspace, should you require additional comfort throughout the day.

**Masks:**

- A mask is required to attend class. Home made masks are not permitted as per Canadian Red Cross Guidelines.
- You will be provided with a disposable mask for the day, however if it becomes damaged you can purchase an additional one for \$2.



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**Gloves:**

- Please do not bring gloves from home, they will be provided in class.

**Your course and the classroom:**

- Class size is limited to 9 participants and one instructor. (This limit is required by the Government of Ontario for a maximum social gathering of 10).
- Each participant has 36 sq. feet of space for their use throughout the day. This space will have all the equipment you will need for the day. You will not be sharing any equipment with other participants. All equipment is sanitized after class. Your work square will have a small table (tv tray), as well as a chair.
- We have 4 washrooms available, however we will be asking that only the 2 washrooms located closest to your training room be used (unless only one training room is in use). We will be sanitizing the washrooms after every break/lunch, throughout the day. Should washrooms need attention, please let reception know.
- Your instructor will always have a face shield, and a surgical mask when leaving their workspace. Your instructor will be donning full PPE if they leave their workspace or must enter yours for any corrections to skills.

**Expectations of participants:**

- We kindly ask that you wear your mask as much as possible within your work square. Anytime you leave your designated square you must put on your mask (this includes going to the bathroom, or when leaving the training centre for breaks).
- Should you need to perform a skill outside of your square, gloves and mask are required. All skills will be done within your square except slings, which will be performed on a full body manikin (Standard First Aid Courses only).

We would like to thank everyone for their support throughout the COVID – 19 closure, and your patience in awaiting your in-class course. Durham First Aid Inc. is committed to providing you training in a safe environment.

We would like to thank all front-line workers, shop attendants, small business owners, and truck drivers for their continued dedication to ensuring that people were able to receive the goods and supplies needed during this uncertain time.

Should you have any questions, please do not hesitate to contact me directly at [erika@durhamfirstaid.com](mailto:erika@durhamfirstaid.com) or at 905-240-0092.

Regards,

*Erika Andrusiak*

Owner, Durham First Aid



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