



PARTICIPANTS

COVID – 19 GUIDELINES: IN-PERSON COURSES

Purpose:

This document is one of a three part series directed at creating and maintaining the **wellbeing** of facilitators/instructors, participants and host sites for Prairie Central District (PCD) in-person training programs. PCD recognizes the need to offer in-person training in the safest manner possible and in accordance with Provincial and Health Authority guidelines. These guidelines will meet or exceed the regulatory guidelines provided by the Province and Health Authority.

PCD reminds all participants that personal safety is an individual commitment that when implemented will help protect other participants, facilitator/instructor, host site and society as a whole. Your cooperation following these guidelines is appreciated. We thank you in advance for taking the following precautions to protect your health and all those in your course.

Networking and social engagement are part of PCD courses. Participants must adhere to safe and responsible practices both inside and outside the classroom.

The COVID – 19 pandemic is an evolving situation and the guidelines will be reviewed and updated based on the latest information and direction from the Province and Saskatchewan Health Authority. Industry best practices may be taken into consideration as well.

Symptoms:

Participants **SHOULD NOT** attend the course if you are experiencing any of the following cold-like symptoms such as cough, fever, runny nose or nasal congestion (not caused by allergies), sore throat, shortness of breath, muscle aches, fatigue, headache, difficulty swallowing, changes to sense of smell or taste, nausea/vomiting, diarrhea, or abdominal pain. Contact the PCD office as soon as possible and advise them you are not able to attend the course.

Pre-Course Actions:

Participants are required to do the following prior to the start of the training program.

- Read these guidelines and by registering will agree to accept the terms and conditions herein. If the participant declines to accept the terms and conditions, their course registration will be immediately cancelled, they will not be allowed to participate in the training session, and their fees will be fully refunded.
- Agree to provide their own facemasks, hand sanitizer, gloves and facial tissue for the duration of the course.
- Participants shall bring necessary pens, pencils, paper and any other supplies required. Sharing of supplies is strongly discouraged.

- Participants must review and understand the various COVID – 19 guidelines issued by the Province and Saskatchewan Health Authority, and be prepared to follow them. This includes guidelines created by PCD and/or host facility.
- Participants are required to wear masks if at any point in the course they are unable to maintain the 2-meter distancing.
- The sharing of common equipment is to be limited as much as possible, but in some courses this may not be possible. Please ensure any common surfaces are sanitized between users and reinforce frequent hand washing/sanitization. Disposable gloves may also be worn while reinforcing the avoidance of touching face, nose, mouth, or eyes.

Course Actions:

The actual delivery of the course presents the greatest risk of COVID – 19 transmission. Therefore, the following must be strictly adhered to.

- **Screening Checklist must be completed by all participants (including yourself) before admittance into the classroom.** The Screening Checklist must be done for **each** day! This is the same screening process used by the Saskatchewan Health Authority. Please submit these documents with your course materials when the course is complete in the designated envelop. These records must be retained for a minimum of 4 weeks, after this time the Screening Checklists will be destroyed. Anyone responding “yes” to any of the questions will be asked to leave the course location immediately.
- **Temperature testing may be required by PCD during this training session** and the participant agrees to submit to temperature testing as part of the screening process. Anyone with a temperature of 37.8 C or greater will not be allowed in the classroom.
- **Participants with symptoms shall NOT be allowed in the classroom.** They shall be advised to return home and use the Province’s online self-assessment tool or contact the appropriate Health Authority. This extra due diligence ensures all participants in the course can feel safe. PCD will make every effort to re-register an affected participant into a future course or consider for a full refund.
- **Individual Course Registration Forms must be completed on first day of course.** This waiver is used to gather contact information and reduce participants touching a single Course Registration Form circulated to all the participants.
- **Maintain physical distancing (2m separation).** This would include the distance between participants and facilitator/instructor.
- **Promotion of one-way traffic flow** (where possible) to maintain social distancing.
- **Daily attendance is critical.** Please ensure your attendance is tracked on the form provided for each day of the course at the intervals noted on the tracking and tracing form. This information is critical in case tracking and tracing needs to be conducted in the future.
- **Hand and respiratory hygiene are important to limit the potential spreadsheet.** Wash hands often with soap and water for at least 20 – 30 seconds, especially after using the washroom, when preparing food or when in contact with common touch surfaces. At a

minimum, hand hygiene will be performed at the following times by all participants and facilitator/instructor:

- Beginning and end of class
- Before and after meals
- Before and after any practical sessions
- Entering or exiting the classroom
- Respiratory hygiene includes
 - Coughing or sneezing into your sleeve or elbow
 - Washing your hands after handling nose or throat secretions
 - Avoid touching your face and clean your hands before touching your eyes, nose or mouth
- Wear a mask (for any time the 2-meter distance cannot be maintained).** This includes areas such as in the classroom, common areas, washroom, entering and exiting the facility.
- Participant agrees to limit movement within the facility** to the classroom and assigned washroom locations are as otherwise designed by the facility.

Post-Course Actions:

- Immediately notify PCD if you show signs of COVID – 19 within 14 days after completing the training program.
- Agree to the release of personal information to the Province or SHA as required by those regulatory bodies.
- Agree to assist the regulatory bodies with any contact tracing that may be required.

Potential Or Suspected Exposure To COVID – 19

- PCD reserves the right to cancel a course at any time if the wellbeing of those participating is in jeopardy. A full refund will be issued.
- PCD will notify the following: SHA, host location, participants, employers, and any other party as deemed necessary.
- Participants shall follow the process as identified by the Province or SHA if they may have COVID – 19 or suspect exposure.

**Thank you for keeping the training course safe for everyone’s wellbeing.
If you have any questions/concerns, please contact PCD office.**

This resource from Saskatchewan Parks and Recreation (SPRA)