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**COVID-19 PROTOCOLS**

Red Cross, Heart & Stoke, WSIB, Norfolk County & Ontario Government compliance requirements

**REGISTRATION:**

* To be completed: on-line, by phone or by e-mail.
* Payments to be made by: PayPal for on-line, Electronic Money Transfer or cheque by mail.

**PRE-SCREENING:**

* All participants MUST complete the Pre-Screening Questionnaire before admittance to a course.
	+ Please review the Pre-Screening form 24 hours in advance to the course.
	+ Upon arrival at the Training Facility please knock on the door and wait for your instructor to meet you.
	+ This form must be completed daily.
	+ Please arrive to the course early to complete this form. This MUST be completed BEFORE entering into the Training Facility.
* If you answer ‘yes’ to any of the questions, please DO NOT attend the course.
	+ Call or email your instructor to reschedule your attendance to another course.
* Participants who have pre-existing conditions (allergies causing sneezing) are discouraged from attending training. This extra due diligence ensures all participants in the course can feel secure.

**CLASSROOM TRAINING:**

* Class capacity is 6 people at our Training Facility 16 Alice Street, Waterford.
* Upon arrival at the Training Facility please knock on the door and wait behind the red lines for your instructor to meet you. A mask must be worn to enter the facility.
* Requirements are two meters or six feet between participants and Instructor.
	+ Masks and gloves are required at all times when 6 foot distancing is not possible. In the Training Facility, all seats are spaced 6 feet apart. (Heart and Stroke & WSIB recommends during lectures and other practice, while physical distancing is maintained, facemasks are recommended.)
	+ Norfolk County mask bylaw mandates that masks must be worn at all times in the classroom, unless participants are 6ft apart, eating or drinking or performing a skill that requires temporary removal of the mask.
	+ Masks must be procedural masks and cannot be home made. Masks can become contaminated and should be changed for a fresh one when they become soiled or damp. 1 mask will be provided for each day of the course. Additional masks can be purchased for $2.00.
	+ During skill practice and assessment scenarios participants and Instructors will wear masks, face shields (or goggles) and gloves. Face shields, gloves and 1 mask per day will be provided during the course.
* Manuals can no longer be shared in a library format.
	+ Participants can access the manual on-line with their Red Cross Login or contact the Instructor and a copy can be sent for electronic use on a device such as a tablet or computer during the course.
	+ The Comprehensive Guide can also be found at: redcross.ca/comprehensivefa
	+ Current manuals will also be available for purchase and will be required if electronic manual not brought to course by participant at a cost of $5.00.
* Hand hygiene should be performed at the following times by all participants and Instructors:
	+ Beginning and end of class
	+ Before and after meals and snacks
	+ Before and after skill practice session
* Please bring a pen/pencil and if you prefer note paper to the course with you.

**CANCELLATION POLICY**

* Please review the Pre-Screening requirements. These guidelines must be adhered to. If you have any signs or symptoms please contact your Instructor as soon as possible before the course.
* All cancellations must be received before the start of the course. If you do not attend the course 50% of your payment will be charged.