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**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.
	+ This form must be completed daily.
	+ Please arrive to the course early to complete this form.
* 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.

**CLASSROOM TRAINING:**

* Class capacity is 6 people at our Training Facility 16 Alice Street, Waterford IF you prefer 2m distancing in a course. Without distancing capacity is at 10 people.
* Red Cross and Heart & Stroke recommend facemasks are to be worn.
* Masks must be three-ply 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.
* During skill practice and assessment scenarios participants and Instructors will wear masks and gloves.
* 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.

**ON-SITE TRAINING REQUIREMENTS**

\*\*\* Please note: Training completed on-site requires 100% participation. Employees will not be able to leave the training to attend to workplace matters.

* Please schedule a pre-training on-site visit with Front Line Services to ensure appropriate classroom size and set up.
* The location for the training must be dedicated to training for the timeframe of the course. It cannot be a public/workplace use location or a location where individuals who are not involved in the training course are required to access throughout the day. Anyone entering the training area will be required to complete a COVID Prescreen.
* The space must be large enough to accommodate a seating area with space to participate in theory learning and writing as well as open floor space to work on the ground with a manikin. A boardroom with a large table and minimal floor space will usually not accommodate the training area required.
* The training location tables and chairs should be set up for the training and cleaned/disinfected before the start of the course and at the end of the course.