

Program Delivery at WSN Facilities and Training Rooms

The health and safety of clients, staff, stakeholders, and the community is top priority at Workplace Safety North (WSN).

In order to help prevent COVID-19 infection across the province, WSN is modifying how it hosts training programs at its facilities and training. WSN closely monitors the COVID-19 situation in Ontario and continues to follow recommendations from the Ontario Chief Medical Officer of Health, Ministry of Labour, Training and Skills Development, public health units, and guidance from the Government of Canada, with regards to training program delivery and training facility requirements.

To help stop the spread of the virus during the pandemic, WSN

- Directed staff not to attend its facilities if it is suspected or confirmed they have been in contact with someone with COVID-19, or if they recently travelled outside of Canada
- Directed staff to wear a face mask or face covering while at its facilities and while conducting training or consulting when physical distancing is not possible
- Set up all areas of its facilities to allow for physical distancing of at least 2 metres
- Modified program delivery
 - New virtual instructor-led training now available for most popular WSN courses
 - In-person program delivery allows for physical distancing by limiting the number of participants
 - In-person program delivery allows for quarantining or sanitizing processes to take place when equipment is shared
- Provided access to water, soap, hand towels and hand sanitizer for people to use while at its facilities
- Established enhanced protocols at its facilities to ensure all surfaces in training rooms are cleaned and sanitized at least daily. Sanitizing wipes are available for wiping and cleaning shared surfaces as needed
- Posted COVID-19 related information in the workplace

WSN further requests that participants:

- Bring a face mask or face covering to wear (if you don't have one, one will be supplied)
- Have received training from their employer on the proper use, care, and limitations of face masks or face coverings.
- Have received COVID-19 screening in advance by their employer to ensure good health.
- Understand and cooperate with active pre-screening completed by WSN, including temperature check, prior to allowing anyone entry into one of our facilities. WSN reserves the right to refuse anyone entry to our facilities or training rooms.

WSN Policies

WSN expects its program delivery to meet, at a minimum, the following expectations.

Training Room and Facility

- Provides adequate space to accommodate a minimum of 2m physical distancing.
- Cleaned and disinfected prior to the start of any program
- Provides an area for water bottle filling
- Adequate supply of soap, water and hand sanitizer is readily available for participants
- Garbage cans provided and emptied at regular intervals
- Meets the accessibility needs of the participants.
- Safe and free of obvious hazards

Size

- Room is large enough to accommodate participants with a minimum 2m separation
- Additional space is available for hands-on demonstration and evaluation if required
- Safe place for the instructor's equipment samples and material

Set Up

- Table or desk is available at front of room for instructor with minimum 2m of separation from participants
- Screen is available for A/V presentation
- Flipchart/whiteboard is available

Power Source

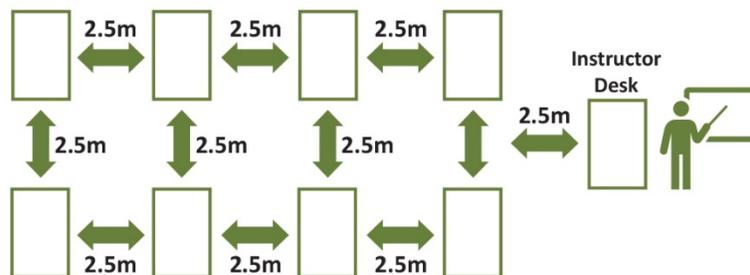
- Grounded electrical outlet available near most desks.
- Grounded extension cord available

Seating

- Sufficient space between chairs for reasonable movement by participants, while maintaining 2m space for physical distancing at all times
- Every seat has a good view of screen
- Participants have individual tables for writing
- Chairs are comfortable for 3+ hours

Suitable training room arrangement

Sample room layout indicates there will be a 2-metre distance between all students



Physical Training Room Environment

- Sufficient lighting is available for instruction, demonstration, and evaluation
- Lighting can be adjusted
- Temperature and ventilation are easy to control
- Exhaust system is working and is not noisy
- Noise and distractions can be eliminated
- Participants at the back of the room can hear instructor clearly

Participants will have access to

- Water
- Restrooms
- Parking

Participant Requirements

Health Status

Participants are expected to be in good health and not showing any of the following cold or flu-like symptoms.

Primary Potential Exposure

1. Do you have any new symptoms: fever, cough, shortness of breath, difficulty breathing, sore throat, and/or runny nose?
2. Have you returned to Canada from outside the country in the past 14 days?

Secondary Potential Exposure:

3. Have you had close contact* with someone who has a probable or confirmed case of COVID-19, that has not been resolved?
4. Have you had close contact* with a person who had acute respiratory illness that started within 14 days of their close contact* to someone with a probable** or confirmed case of COVID-19, that has not been resolved?
5. Have you had close contact* with a person who had acute respiratory illness who returned from travel outside of Canada in the 14 days before they became sick, that has not been resolved?

***Close contact** includes providing care, living with, or otherwise having close prolonged contact (within 2 metres) while the person was ill, or contact with infectious bodily fluids (e.g. from a cough or sneeze) while not wearing recommended [personal protective equipment](#).

****Probable case** is a person with clinical illness who had close contact to a lab-confirmed COVID-19 case, while not wearing appropriate personal protective equipment, OR a person with clinical illness who meets the COVID-19 exposure criteria, AND in whom laboratory diagnosis of COVID-19 is inconclusive.

Clinical illness of a probable case is new onset/worsening of following symptoms: fever (over 38 degrees Celsius), cough, shortness of breath/difficulty breathing, sore throat or runny nose.

Exposure criteria for a probable case is a person who, in the 14 days before onset of illness: had any history of travel outside of Canada; OR had close contact with a confirmed or probable case of COVID-19; OR is a close contact of a traveler with acute respiratory illness who returned from outside Canada in the previous 14 days; OR had a laboratory exposure to biological material (e.g. primary clinical specimens, virus culture isolates) known to contain COVID-19.

Arrival Time

Participants are expected to arrive in sufficient time to allow for screening to take place and the class to commence at the scheduled start time. Late arrivals beyond ten (10) minutes will not be accepted and participants will be excused from the training program. Extended requests to delay the start of the program beyond agreed upon scheduled time will be subject to additional fees.

Learning Evaluation

To obtain a record of training for WSN programs, participants must be present for the full program and successfully meet the defined evaluation requirements, i.e., a written test, worksheets, assignments and/or skills demonstration, etc.

Alternative Evaluation Methods

For participants with language, literacy, or accommodation needs, alternative evaluation methods to the written test may be used to verify that key concepts have been understood. For participants with a disability that may impact their ability to carry out a skills demonstration and evaluation, alternative evaluation methods will be considered. These needs must be discussed with an WSN representative during the course booking and with the instructor at the beginning of the training program.

Valid Photo ID (if required, it will be stipulated on the confirmation letter)

Each participant must bring a valid piece of photo ID to confirm their registration. Acceptable photo ID includes Driver's License, Permanent Resident Card, Passport, or Student Card. Participants who do not have the appropriate valid ID will not be able to complete the training program.

Personal Protective Equipment (PPE) (if required, it will be stipulated on the confirmation letter)

The PPE must be maintained and in good working order as per the manufacturer's specifications and regulatory requirements. Participants who do not have the necessary PPE will not be able to complete the training program.

Fee Policy

Program fees are due upon course booking.

Cancellation and Refund Policy

Clients who wish to cancel scheduled training at their facility will receive a full refund if written notification of the cancellation is received at least ten (10) business days prior to the scheduled training date. No refund will be made after that date. WSN reserves the right to cancel any program due to insufficient enrollment or COVID-19 requirements not being met.

Suitable Training Facility Policy

Clients who request training at their facility must provide a facility and training room that meets the required standards. Should the facility and training room not meet the required standards, WSN reserves the right to cancel the training session and a course cancellation fee will be applied.

Workplace Violence and Harassment Policy

WSN is committed to providing effective health and safety education and training to reduce workplace injuries. To accomplish this, both instructors and participants must create and foster a positive learning environment that is respectful to all participants.

Every participant in a WSN training program has the right to be free from violence, harassment, and discrimination. WSN is committed to providing a violence-, discrimination- and harassment-free environment for staff and every person who participates in a WSN Training program. Much of the training will require group work. Mutual respect and cooperation must be the basis of any interaction between participants and WSN staff.