



ELEMENTAL
FIRST AID

Elemental First Aid
Unit 14C – 5 Bates Drive
Carleton Place, ON
K7C4J8

COVID-19

Workplace Safety Plan

In-Person First Aid and CPR Training During COVID-19



Table of Contents

Business Information	3
Overview	4
Regulation 82/20: Section 61	5
Emergency Procedures	6
Cleaning Procedures	7
Registering for a Course	8
Attending a Course During COVID-19	9



Business Information

Business Location:

Unit 14C – 5 Bates Drive
Carleton Place, ON
K7C 4J8

Training Facilities:

- 1 x Theory Boardroom with Emergency Exit Door
 - Length 39' x Width 10'

- 1 x Practical Boardroom
 - Length 25' x Width 9'

- 1 x Office
 - Length 8' x Width 9'

Business Management:

Marc Andre Bourguignon
Owner & Founder
(613) 621 – 4357
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Overview

Health and Safety Training has been deemed essential by the Ontario Government under Ontario Regulation 82/20: Section 61.

We have adapted our programs to fit the needs and comfort of our community to ensure participants receive the highest quality of learning and have put in place even more COVID-19 Policy and Procedures which meet and exceed expectations that we have been given by the Ministry.

While we are excited to continue working with the general public and local businesses again, our utmost priority and importance has and always will be the Health and Safety of our instructors and course participants.

Therefore, we ask that if you are feeling unwell or have respiratory symptoms similar to the flu, such as a cough, fever, and/or difficulty breathing, you let us know as soon as possible so we can reschedule your booking to a future class.



Regulation 82/20: Section 61

“Businesses that are primarily engaged in the provision of health and safety training and that meet the following conditions:

- 1. The instructional space for any in-person training must be operated to enable students to maintain a physical distance of at least two metres from every other person in the instructional space, except where necessary for teaching and instruction that cannot be effectively provided if physical distancing is maintained.*
- 2. The total number of students permitted to be in each instructional space at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the business or place, and in any event cannot exceed 10 persons.”*

Cited from: <https://www.ontario.ca/laws/regulation/200082>



Emergency Procedures

In case of a fire, gas leak, flood or any other type of emergency that requires evacuation during a course or meeting, candidates/participants will:

1. Immediately make their way to the back of the boardroom towards the Emergency Exit door marked with an “Exit” sign at the back of “Training Room 1”
2. Candidates will walk along the path immediately to the left of the “Exit Door” where they will then meet with the instructor and the rest of the group at the “Mississippi Muds” Trailer and await further instructions from Police, Paramedics or Firefighters on next steps.
3. At the trailer, the instructor will take attendance to make sure everyone is accounted for and make sure that they are the last one out of the facility.



Cleaning Procedures

Prior to each course, Elemental First Aid will ensure the assigned Instructor and Candidates are provided with a freshly cleaned and sanitized training room with clean and freshly disinfected equipment to use.

1. All surfaces (desks, chairs, door handles, etc.) are wiped/sprayed down with a strong disinfectant and left for a minimum of 2 minutes before being wiped up to ensure cleaner has a chance to take effect and thoroughly disinfect.
2. All floors will be swept and mopped a few days prior to the start of each course to ensure highest level of sanitation.
3. All manikins are cleaned via submerging in a solution of 1 part bleach to 10 parts water to ensure thorough sanitation and then hung dry on the slat walls in each room. As signs indicate, **no items are permitted to be put on slatwalls without proper sanitization prior to being hung.**



Registering for a Course

To register for a course:

1. Clients visit <https://www.elementalfirstaid.ca> where they will click on the “Book Now” button to view upcoming courses.
2. Clients will choose “Book” on the desired course where they will provide their details and payment upon registration for the course.
3. Clients will receive an automated email confirming enrolment.



Attending a Course During COVID-19

If you are feeling unwell, or presenting flu-like symptoms, please do not come to class. Contact us as soon as possible to reschedule.

All participants must wear face coverings for the duration of the course. Please bring your mask from home and arrive wearing it.

PLEASE NOTE: Participants will be required to demonstrate skills on another participant in the class. During this time, you will both be given gloves and be required to keep your face mask on. If you are not comfortable with this, please do not register for a course.

If a student becomes ill or starts to display any symptoms of COVID-19 during the course, the course will immediately end for everyone. The instructor will ask everyone to go home and isolate for 14 days. If you begin to feel unwell or believe you are displaying possible signs, please follow this self-assessment for COVID-19 from the Ontario Government [here](#).