

COVID-19 SAFETY PLAN: ADVANCE CONTINUING EDUCATION

The classroom at the ADVANCE Education Centre at 420 E. Broadway, Vancouver is approximately 700 square feet. Maximum seating for 12 students is present, which allows for a minimum of 2 meters separation between students and from the instructor.

CLEANING & DISINFECTION

1. Tables, chairs, door knobs, washroom, and all commonly touched surfaces will be thoroughly disinfected prior to each class using Wood Wyant sanitizing /disinfecting solution used according to directions.
2. The instructor will clean high touch areas such as door knobs and light switches at each break time using the same solution.
3. Laptops will be sanitized after each use for exam invigilation, using the same solution.
4. Floors will also be sanitized with the same disinfecting solution added to the cleaner.
5. Fans in both the classroom and washroom will be left on at all times.

INSTRUCTORS

1. Instructors must self-assess using the same self-assessment form as the students (see Appendix A) before coming to class. They must notify Advance as soon as possible if they are not feeling well and will not be penalized for doing so.
2. Instructors will have Foodsafe student workbooks and self-assessment forms waiting at the desks as students arrive.
3. Instructor will place sign by front door asking students to have ID ready and not enter if they have any signs of illness.
4. Instructor will have the front door open and students will show ID/check in as they enter one at a time. Students are then asked to proceed to the classroom where socially distanced seating is already set up. Students sharing a table should stay in front of the 'X' on their end. They should also be reminded to use hand sanitizer from the hand sanitizing station or wash their hands upon entering the classroom.
5. Students and instructors are to wear a mask or face covering during the class. Students are told in advance to bring their own mask, but disposable masks will be provided for those

who do not have one. When giving the students a mask, please remind them of the correct way to put it on and take it off.

6. Instructor is to have both the bathroom and classroom fans running at all times. They should also have the front door open at break times to allow airflow. The back door of classroom can also be left open a small amount.
7. Instructor will require students to fill out and sign the COVID Self-Assessment.
8. Students will be reminded that they can leave and reschedule at any time if they are not feeling well.
9. Students should be permitted to use the washroom during the class to prevent line ups at break times. There should only be 1-2 students waiting in the reception area at a time to use the washroom. STUDENTS ARE NOT PERMITTED TO USE THE WASHROOM FOR THE COMMERCIAL UNITS IN THE BACK HALLWAY.
10. Encourage students to leave the classroom during breaks. Suggest to have their lunch/break at the park beside the building or 'Dude Chilling Park' which is a few hundred meters away. The instructor may want to have an 'exiting strategy' from the classroom to avoid bottlenecks.
11. When students return from break, they should be reminded to wash their hands/use hand sanitizer.
12. The instructor is to do a quick verbal wellness check when the students return from the break.
13. Exam booklets should either have plastic coverings, or not be used for 48 hours between classes.
14. When students have completed their exams, they are to place them on the table at the front of the room and leave the premises. The instructor will mark the exams after waiting 48 hours and send students a completion or failure letter by email after that time notifying them of their mark. **At the instructor's discretion** they may instead mark the exam while the student waits, verbally inform the student of their mark, then later email the completion or failure letter. In this case the instructor will wear gloves or wash/sanitize hands after marking exams.

STUDENTS

1. Students will register for the Foodsafe class and pay online prior to the class. No in-person registrations.

2. Students are sent an email detailing our policies for students upon registration, including the relaxed cancellation policy stating that they will be able to reschedule or receive a refund if they do not feel well.
3. When students arrive the day of the class, there will be a sign at the front door telling them that they should not enter the premises if they have any of the following symptoms, or have answered 'yes' to any of the any of questions a-c:
 - Difficulty breathing/ shortness of breath
 - Sore throat
 - Runny nose
 - Chest pain
 - Headache
 - Cough
 - Fever
 - a) Have you travelled to any countries outside Canada (including the US), within the last 14 days?
 - b) Within the last 14 days, have you provided care or had contact with anyone suspected of having Covid-19?
 - c) Have you had close contact with anyone who has travelled outside of Canada within the last 14 days?
4. Students will be asked to use hand sanitizer or wash their hands when they enter and re-enter the premises.
5. Students will be instructed to bring, and required to wear a non-medical face covering or mask at all times when they are in the classroom (masks will be provided for those who do not arrive with one).
6. Signage outside the premises will ask students to have their ID ready to show to the person at reception desk as they enter. Students will then be directed to proceed straight to the classroom and to sit at a seat with a workbook and a self-declaration form that they will complete and sign.
7. If students are sharing a long table, they must remain in front of the 'X' at all times.
8. Students will be instructed to maintain a physical distance of 2 meters at all times.
9. Students will be encouraged to use the washroom during the class to avoid line-ups, and to have no more than two students lined up in the reception area at break times.
10. Students will be encouraged to go outside for breaks.

11. The instructor will ask all students to do a self-check of how they are feeling prior to class and before continuing after breaks.
12. When students complete their exam, they will be asked to hand in their registration form and exam at the table at the front and leave the premises. The instructor will mark these later and students will be emailed their results and a completion letter. No physical copy of a completion letter will be provided.

APPENDIX A

FOODSAFE TRAINING SCREENING QUESTIONS

Course attending: _____

Date: _____

If you answer '**yes**' to any of the following questions it is important that you do **not** proceed with your course today. We will be happy to reschedule you to another date.

Yes/No Are you having any difficulty breathing or shortness of breath?

Yes/No Are you having any chest pain?

Yes/No Do you have a fever?

Yes/No Do you have a cough?

Yes/No Do you have a sore throat?

Yes/No Do you have a runny nose?

Yes/No Do you have a headache?

Yes/No Have you travelled to any countries outside Canada (including the United States) within the last 14 days?

Yes/No Within the last 14 days did you provide care or have close contact with a person having Covid-19?

Yes/No Did you have close contact with a person who travelled outside of Canada in the last 14 days?

Name (Please Print): _____

Signature: _____