

WJETS Pandemic Policy

Implementation Date: May 25, 2020

Policy: The Pandemic Policy applies to all members, staff and instructors participating in Western Joint Electrical Training Society's Training Courses during the period that the Province of British Columbia is considered in a State of Emergency due to the COVID-19 Global Pandemic. With health and safety as the first priority, the following policy and procedures have been put in place to help prevent the spread of COVID-19. WJETS Administration continue to carefully monitor local transmission rates and recommendations from both the Provincial Health Officer (PHO) and Industry Training Authority (ITA) in compliance with the PHO Class Order (re: COVID-19 on March 16, 2020). This policy will be maintained as required and is subject to change without notice.

WJETS is preparing to resume modified training activities with members who comply with the following, starting Monday, May 25, 2020.

Procedure:

1. Upon registration and again on the date of training, participants will be required to submit a signed **Declaration of Self-Assessment and Wellness** (found on the following page). Signatories agree that they are free-from symptoms, have abided by social distancing guidelines, have not travelled or been in contact with anyone who has or been ordered to self-isolate in the last 14 days.
2. Strict Physical Distancing guidelines shall be followed by all persons inside and outside of the training area at all times. A distance of 2m (6.6') must be maintained to reduce the risk of droplet contact. When a distance of 2m is not possible, face masks must be worn.
3. Daily, immediately upon arrival to the training area, temperature will be checked and any person with a body temperature at or above 38°C (100.4°F) will not be permitted to enter.
4. One-way traffic flow procedures will be indicated and must be followed at all times. On staircases and instances where no alternative routes are provided, those exiting shall have right of way.
5. All persons will be required to proceed directly to the washroom to wash hands. Proper washing procedure will be posted at all sinks and must be followed at the required intervals. Proper hand hygiene is encouraged (but not limited to) upon building entry, after contact with shared tools and high-touch surfaces, before and after eating or touching one's face, after using the washroom, and at other intervals as indicated by the Instructor or Program Administration. **All touch points in the hand-washing areas must be sanitized by the user after each use.**
6. Hand sanitizer will be made available in designated areas throughout the training space for use when appropriate hand washing is not possible.
7. Face masks will be made available for those who wish to use them.
8. The sharing of tools and equipment will be discouraged as much as possible. Any shared items shall be sanitized (with the bleach solution diluted as per WHO guidelines) by the user immediately following each use.
9. High touch points will be sanitized multiple times each day by the designated individual(s) at the frequencies indicated by the instructor (typically prior to training start, at the end of

morning coffee, at the end of lunch, at the end of afternoon coffee and prior to leaving for the day).

10. Cohorts will be split into smaller groups and breaks may be staggered to ensure appropriate physical distancing.
11. Classroom capacity will be capped to ensure physical distancing is maintained. For practical training, instruction will take place on the shop floor at individual, appropriately-distanced workstations within visual guidelines or online where possible to employ a hybrid face-to-face and online blended learning model.

The Western Joint Electrical Training Society is dedicated to these measures and supports the effort to stop the spread of the COVID-19 virus. Each individual plays an important role to ensure their own personal safety and that of others. Only with our collective commitment and diligence we can resume instruction and maintain our goal of a safe and productive learning environment.

Declaration of Self-Assessment and Wellness

1. Have you, or anyone with whom you are in close contact, exhibited any of the following: Fever, Cough, Difficulty Breathing or Flu like symptoms, etc. within the last 14 days?
Yes No
1. Have you or any person with whom you are in close contact travelled to any regions outside of that within which you reside over the last 14 days?
Yes No
2. Have you provided care or had close contact with a person who has a confirmed (or presumptive, i.e. probable) case of COVID-19 within the last 14 days?
Yes No
3. I have read the information on COVID-19 on the [BC Centre for Disease Control Website](#), taken the self-assessment and I know the symptoms, the risks and how to protect myself, my family and my community.
Yes No

Completion of this form will be required upon registration and daily during face-to-face training. I agree to notify program staff of any changes to my health or contact with persons who may have become infected in the interim.

Signature: _____

Date: _____

Initials

UPDATED: July 21, 2020