



In-Person Classroom Training – COVID-19 Protocol

The following requirements must be followed for in-person classroom training:

A. ESA:

1. Obtain a copy of the venue's Infection Control Policy and COVID-19 Response Plan for review/approval before signing an event contract. When the venue is approved, subsequent bookings can be confirmed after verifying there has not been a change to their protocol. Otherwise, an updated Infection Control Policy and COVID-19 Response Plan is required for review/approval.
2. Confirm with the venue their local by-laws regarding the use of a face mask/face covering in a training/conference room.
3. For public training courses, provide Trainers a course attendees list including contact information.
4. In the event a COVID-19 case is reported in the training location, ESA may be asked by Public Health Ontario to provide a copy of the course Sign-In Sheet for contact tracing purposes.

B. Venue: (i.e. Hospitality Facility, CSS Facility, etc.)

1. Provide ESA a copy of their Infection Control Policy and COVID-19 Response Plan for review/approval (i.e. cleaning protocols, physical distancing measures, provision of hand sanitizer, etc.). Public Health Ontario Guidelines must be met as a minimum.
2. If provided, serve refreshments in accordance with Public Health Ontario Guidelines.

C. Course Attendees:

1. For public training courses, complete and email the ESA Self-Screening Disclosure Questionnaire and Liability Waiver to training.contactus@electricalsafety.on.ca 7-14 days before the scheduled course delivery date.
2. Bring a face mask/face covering and wear it in accordance with local by-laws.
3. Maintain physical distancing.
4. Limit personal items brought into the classroom.
5. Sanitize all personal items brought into the classroom (i.e. laptop, cellular phone, coffee cup, personal water bottle, pen/pencil, stationery, course materials, etc.). Sanitizing wipes will be provided.
6. Limit food brought into the classroom. Closed/sealed packaging is recommended.
7. Comply with venue/customer site protocols.

D. Trainer:

1. Open boxes of course materials 48-hours after receipt to confirm the shipment is correct. Quarantine the boxes of course materials for a minimum of 48-hours before the course delivery date.
 - i. Effective immediately all course materials will arrive from the printer individually shrink-wrapped.
 - ii. Course materials currently in ESA inventory (i.e. Trainer home offices, Regional Offices, Training Solutions Office) that are not individually shrink-wrapped may be distributed if quarantined a minimum of 48-hours.
 - iii. To avoid costly, excess inventory of course materials, Trainers may continue to return undistributed course materials to Training Solutions to be redistributed. 48-hour quarantine requirements will be followed.
2. Bring a face mask/face covering and wear it in accordance with local by-laws, as noted in the Z9 notification, and when physical distancing is not maintained.
3. If not satisfied with the training room set-up, request modifications from the venue.
4. Maintain physical distancing.
5. Use hand sanitizer or wear gloves when distributing/collecting course materials (i.e. Sign-In Sheet, Course Study Guides, Tests, etc.).
6. Monitor that course attendees limit personal items brought into the classroom.
7. Monitor that course attendees wipe and sanitize all personal items they bring into the classroom (i.e. laptop, cellular phone, coffee cup, personal water bottle, pen/pencil, stationery, course materials, etc.). This is also applicable for course materials for training that is delivered over multiple days.
8. Monitor signing of the course Sign-In Sheet. Course attendees are required to sign the hardcopy Sign-In Sheet using their own pen, and sanitizing their hands before and after. In the event a COVID-19 case is reported in the training location, ESA may be asked by Public Health Ontario to provide a copy of the course Sign-In Sheet for contact tracing purposes.
9. For public training courses, attendees are required to complete/submit a COVID-19 Self-Screening Disclosure Questionnaire and Liability Waiver 7-14 days before the scheduled course delivery date. Walk-ins (i.e. not pre-registered) are not to be admitted into the training room.
10. If a course attendee reports an illness during a course, they are to leave the training room immediately. They may only be re-admitted into the course with evidence of a negative COVID-19 test.
11. Above and beyond ESA's training protocol, abide by venue/customer site protocols.