Infection Prevention and Control COVID-19 Recovery Checklist
For In-Person Education & Training Sessions

Updated: 8 July 2020

Name of Site:	
Name of Program:	
Date of Creation / Last Review:	

One part of developing your COVID-19 Safety Plan is identifying protocols to keep workers safe. Consider the elements below as you develop the plan for your workplace.

These protocols are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks in your workplace. You may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to your workers.

To be completed by the Education Session Facilitator(s) or delegate.

Instructions

1. Assemble an assessment team that includes department leadership and worker representation from the Joint Occupational Health and Safety Committee (JOHSC). For sites without a JOHSC, the applicable safety representative should be part of the assessment team.

2. Review the COVID-19 Key Principles & Safety Plan for In-Person Education and Training Sessions and update to reflect the Safety Plan for your area.

3. Perform visual inspection of the training space.

4. Review checklist and check elements that have been implemented. (You may refer to other documents with more detail where applicable.)
   o Mandatory IPAC elements are marked with a red star (*)

5. If there are any concerns, identify further actions.
   o If you need extra support, consult with IPAC Team for further guidance.

6. Send the completed checklist to your JOHSC for review and inclusion in the JOHSC minutes.

7. A copy of the complete checklist must be sent to EmployeeSafety@vch.ca to be stored electronically.

Element	Status Yes	Status N/A	Comments
1) Policies and Procedures			
1.1 — The facility's capacity to accommodate appropriate flow of people is assessed on a regular basis.			
1.2 (*) — Environmental Services (EVS) contract in place, identifying:			
1.2.1 — Routine cleaning and disinfection procedures.			
1.2.2 — Frequency of cleaning.			
1.2.3 — List of areas EVS will clean and disinfect.			
1.3 — The following recommendations for session participants and facilitators are in place, including:			
1.3.1 — Use of an attendance sheet for contact tracing.			
1.3.2 — Not attending in person if ill.			
1.3.3 — Limiting number of in-person participants based on space.			
1.3.4 — No handshakes and other physical contact.			
1.3.5 — No sharing of food.			
1.3.6 — No sharing of reusable dishes.			
1.4 (*) — 1.4.1 — There is a process to provide a virtual option for all in-person sessions.			
1.4.2 — There is a process in place for meeting organizers to remind participants to not come in-person if experiencing any COVID-19-like symptoms.			
1.4.3 — There is a process in place to limit the exchange of shared objects. Where this is not possible, equipment should be cleaned & disinfected before and after use.			
1.5 — There is a process in place to ensure high touch areas are cleaned & disinfected before and after sessions.			
2) Environment			
2.1 (*) — Alcohol-based hand rub (ABHR) is available at entrance and exit from meeting space.			
2.2 (*) — 2.2.1 — Visual alerts (e.g., signs, posters) indicating hand hygiene, respiratory etiquette and physical distancing are present in the meeting space.			
2.2.2 — Clear physical distancing indicators are in place in common areas.			
2.2.3 — Reception areas, hallways and classrooms have visual cues to assist with one-way directional flow, where possible.			
2.2.4 — Seats are spaced to maintain physical distancing.			
2.2.5 — Stairwell access made available to meeting participants.			

2.3 (*)	Common areas (e.g., waiting area) have been de-cluttered removing non-essential items (remote control, magazines, etc.)			
2.4 (*)	Meeting spaces have minimal supplies and equipment.			

3) Education

3.1	Participants have been provided information relating to COVID-19 and the measures in place to ensure safety within the facility			

4) Other

Other measures not otherwise mentioned	

Additional comments: