

To: All hospital staff and professional staff

From: Dr. Stewart Kennedy, COVID-19 Incident Manager

Date: Wednesday, September 2, 2020

RE: **Recovery and Resumption Plan for Teaching and Learning at our Hospital**

The health and safety of all staff, professional staff, patients, and the community is our utmost priority. The resumption of education in a consistent and well-planned manner is essential to ensuring a balance between safety for all staff and professional staff and ongoing competency. As such, Interprofessional Education, in consultation with many stakeholders, has developed an Education Guideline to manage ongoing education and training needs at our Hospital.

Course/Workshop Organizers or Instructors

Before the Course/Workshop:

- All instructors are required to notify Interprofessional Education (IPE) prior to scheduling any education or training.
- Instructors will collaborate with IPE to assess curriculum and consider alternative methodologies for training if possible (virtual, simulation +/- experiential/mentorship/coaching).
- Ensure communication template for participants is created and provided by IPE, and "Letter to Participants during COVID-19" is filled out and disseminated prior to course date.
- Consider capacity of training room. *ADMIN 35-Use of Meeting Rooms and AV Equipment* does not allow more than 1/3 of the occupancy, with seating arrangements to allow for appropriate physical distancing of 2 metres.
- Gatherings of no more than 50 people indoors is allowed, based on the Provincial guideline for Phase 3; if the Province reverts back to Phase 2, then gatherings will be limited to 10 people.
- There will be no on-site catering or sharing of food.
- Ensure all pre-course work is completed and, preferably, submitted electronically ahead of scheduled course.
- If you require an outside vendor or contractor for training, please refer to *Appendix A- Contractor/Vendor Considerations*

During the Course/Workshop:

- Ensure all participants have completed their online self-screen, or provide them with a paper copy of the self-screen prior to the start of the course.

- Instruct participants who are experiencing any new or worsening symptoms such as fever, cough, difficulty breathing, muscle aches, fatigue, headache, sore throat, hoarse voice, difficulty swallowing, runny nose, sneezing, nasal congestion, change in sense of smell or taste, chills and/or gastrointestinal symptoms to contact Occupational Health and Safety at 684-6240 if they are staff, or the Thunder Bay Assessment Center at 935-8100 if they are not staff.
- Practice good hand hygiene (i.e. hand washing or alcohol-based hand rub) prior to, during and after the course, including before and after meal breaks or any absence from the course.
- Encourage frequent breaks.
- Limit movement between groups (cohort as much as possible).
- Model peer-to-peer social distancing and provide reminders as necessary.
- Provide “check-in points” to raise concerns or ask questions around precautionary measures being taken during the course/workshop.
- Minimize shared use of work stations and equipment.
- When physical distancing cannot be maintained, masks must be worn at all times.
- All training equipment and high touch surfaces should be cleaned between participants and after use as per Infection Prevention and Control (IPAC) protocols.
- Ensure that an attendance list with phone and email is completed by all participants and submitted to IPE electronically for contact tracing purposes and record-keeping if necessary.

Participants and Learners:

- Complete the self-assessment screening criteria for COVID-19 as required by the Hospital prior to entering the learning environment.
- Stay home and self-isolate if you have any symptoms of illness such as fever, cough, difficulty breathing, muscle aches, fatigue, headache, sore throat, runny nose/sneezing, nasal congestion, hoarse voice, difficulty swallowing, chills, change in smell or taste, gastrointestinal symptoms and contact Occupational Health and Safety at 684-6240 or the Thunder Bay Assessment Center at 935-8100 if you are not staff.
- Wear a mask at all times, except when alone or in a work space that provides appropriate physical distancing of 2 metres.
- Practice good hand hygiene (i.e. handwashing or alcohol-based hand rub) prior to, during and after the course, before and after snack or meal breaks, and after any absence from the course.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Limit movement between groups. Stay with your instructor and cohort to limit the spread of disease.
- Minimize your belongings to just the essentials you will require for the course.
- Ensure all pre-course work has been completed and submitted electronically to the course instructor prior to course date.

Contractor/Vendor Considerations:

- Source a contractor or vendor from within Northwestern Ontario if possible.
- Consider if curriculum can be shared/taught virtually.
- Ensure contractor/vendor is not coming from a hospital in outbreak.
- Provide the contractor/vendor with our Hospital's screening questions and ensure they self-monitor for symptoms.
- Upon arrival to the hospital, have contractor/vendor complete the COVID-19 screening form (available through the iNtranet) or verbally screen at the West Entrance.
- Ensure that they wear a mask, and wash their hands upon entry.
- Inform screening working group, (Vanessa Masters at mastersv@tbh.net) of the name and date of when the contractor/vendor is due to arrive to ensure screeners are aware.
- If possible, arrange to meet the contractor/vendor by the information desk to limit travel throughout the hospital. Otherwise, ensure they have clear directions on where to go once inside the hospital.

Please note that these guidelines are based on the provincial directive for Phase 3; if the province reverts back to Phase 2, guidelines will be revised and will reflect provincial directives.

Thank you for your ongoing commitment to safety.

For questions or concerns, please contact Kendra Walt, Acting Director of Academics and Interprofessional Education at waltk@tbh.net or 684-6027.