

To: All Hospital and Health Research Institute staff and professional staff

From: Interprofessional Education

Date: September 22, 2020

RE: **Recovery and Resumption Plan for Teaching and Learning - Regional Education Considerations**

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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 on-going competency. In addition to the creation of an Education Guideline for our Hospital, Interprofessional Education recognizes the importance of supporting our regional hospitals and nursing stations with education and training opportunities.

The following information is an appendix to the “Recovery and Resumption Plan for Teaching and Learning at our Hospital” memo that was first circulated on September 2, 2020.

Please consider the following when planning or delivering education to a regional site:

- Consider if curriculum can be shared/taught virtually.
- Ensure that you are not entering a facility in outbreak.
- Find out prior to training date what the regional hospital’s/nursing station’s screening criteria is. If the screening standard is lower than our Hospital’s, continue to screen based on current Hospital criteria.
- Follow staff travel guidelines with advance notification to Occupational Health and Safety (OHS) indicating that the travel is work related.
- Inquire whether a COVID-19 swab is required and resulted prior to your visit, and if so ensure that those requirements are factored into the time lines.
- Inquire from each site what considerations are necessary for you to take when visiting ie:
  - Entrance and exit points.
  - Maximum occupancy of training room
  - Access to hand hygiene stations
  - Appropriate PPE requirements if needed (Provision of PPE will be the responsibility of the receiving facility).
- Ensure to practice infection control protocols and follow local public health guidance including wearing a mask at all times when physical distancing criteria (2 meters) cannot be met, including during travel and lodging, if applicable.
- Limit movement throughout the site to only areas required for the delivery of training/education.
- Limit personal belongings and training equipment to only the essentials needed for curriculum delivery.

# MEMO

- Ensure attendance record is kept with all contact information of each participant for contact tracing if required- use our Hospital's Education Attendance Sheet located on the iNtranet page.
- Ensure regional site has all visiting educators'/trainers' contact information for contact tracing if required.
- Refer to our Hospital's Recovery and Resumption plan re: Instructor Letter for additional considerations related to your role as instructor.
- Ensure self-screening requirements are followed upon return to work at our Hospital.

Please note that this process is based on the provincial directive for Phase 3; if 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](mailto:waltk@tbh.net) or 684-6027.