

Onsite Training Facility Requirements

It is our goal to maintain the safety of our instructors, students and clients while delivering high-quality training programs to prepare your first aid attendants to confidently respond to an emergency at work, home or in the community.

The below guidelines will allow WMC to safely deliver training at your location. Once you confirm your training you are agreeing to the following facility requirements.

Training Facility Requirements

Your facility and training room must meet the requirements listed below to ensure the safety of the learners and the instructor. The training space must be safe, comfortable, accommodating, and free from outside distractions in order to maximize learning. It must be in a workplace or public facility and not a personal residence.

Setup/Required Equipment

To prepare for onsite training the following needs to be in place:

- Please ensure the room is available one hour before and up to one hour after training for set-up and tear-down;
- The instructor will bring a laptop and projector, and will require a screen/board to project on;
- The instructor will require access to a power source;
- Room size and configuration needs to allow for 36sqft per person in the training room;
- Eating area for learners and the instructor needs to be separate from the training room;
- Hand sanitation needs to be available for everyone returning to the training room;
- Washrooms must be clean and accessible throughout the training session;
- Printed list of expected attendees for the training session should be provided for the instructor.

Social Distancing

The training space must be large enough to allow for social distancing, 36sqft, between each learner and the instructor.

Sanitation Station

Sanitation stations, including hand sanitizer, sanitation wipes for tables and chairs, must be made available to all of participants when training is held at the employers' location. **Hand sanitization is to be performed between activities that involve shared surfaces or shared equipment.**

Training Facility Policy

Clients who request training at their facility must provide a facility and training room that meets the required standards as described above. Should the facility and training room not meet the required standards, WMC and our instructors reserve the right to limit the number of learners in the training session or postpone the training session.

If the training needs to be postponed due to the facility training size not meeting the provincial standards and those set forth by the WSIB to all first aid training providers, the full course fee will be charged.

Participant Requirements

COVID-19 Screening

If not done so before entering the facility, prior to entering the training room, learners need to have read, and completed the provided self-assessment for COVID-19 questionnaire. **Symptomatic attendees or individuals with recent exposure to the virus will not be permitted to attend training.**

Arrival Time

Learners are expected to arrive prior to the scheduled start time to ensure training can begin as scheduled. Late arrivals beyond ten (10) minutes will not be accepted and learners will be excused from the training program. Extended requests to delay the start of the program beyond agreed upon scheduled time will be subject to additional fees.

PPE / Training Materials

To safely participate in training, each learner is to bring the following PPE and materials:

- Face mask(s) - disposable or washable are both acceptable
- Pen/scrap paper - printed manual will be provided for classes that require a student guide
- Personal hand sanitizer – hand sanitizer will be available for learners in the class but we advise bringing your own too keep with you

Commitment to a Positive Learning Environment

WMC is committed to providing high-quality education and training to reduce workplace injuries. In order to accomplish this, both instructors and learners must create and foster a positive learning environment that is respectful to all participants.

Every participant in a WMC training program has the right to be free from violence, harassment and discrimination. WMC is committed to providing a violence, discrimination and harassment free environment for our operations team, instructors and every person who participates in a training program. Mutual respect and cooperation must be the basis of any interaction between all participants and instructors to ensure the best learning environment for everyone.