

# **COVID Policies**

## **Effective March 18, 2020 – Updated July 27, 2020**

1. We have our staff sanitizing our counters, door handles and debit machines (between transactions) as well as any equipment they use as part of their daily duties, so not to pass on anything they may have come in contact with – before or after entering the building. This is done hourly.
2. Each student is welcome to personally sanitize their classroom areas at the beginning of class and appropriate supplies will be provided. We will be asking students to do this at the end of the class as well.
3. There will be no more than 1 student per table.
4. Each classroom has a door leading directly outside and students are requested that if at all possible, to only use this door once they have been assigned a classroom.
5. We are requesting students to use the disposable coffee cups (1-time use, get a new one for refills). Stir sticks have been removed from the coffee centers
6. We are using medical & industrial strength disinfectants through-out the building.
7. Staff members and students not feeling well are instructed to stay home.
8. Staff and Students are encouraged to follow [proper hygiene](#), washing their hands frequently and are encouraged to do their best not to touch their face.
9. Kleenex will be in every classroom at all times (front and back) to encourage use should there be any sneezing or coughing and hand sanitizer is available throughout the building is several locations.
10. CANSAFE will be taking temperatures as students enter the building with a “touchless thermometer”. Should a students’ temperature exceed safe limits they will be requested to go home.
11. At the point of class confirmation, our staff will be asking if the student has been traveling internationally. No [international traveler](#) (or someone exposed to an international traveler) can come to class for 14 days post entry to Canada.
12. Though we generally do 80% of our business on the phone, in this time of uncertainty we understand that you may be looking to connect with us by phone or via email more than usual. Should our phones be busy, we encourage you to leave a voicemail or email [inquiry@cansafesafety.com](mailto:inquiry@cansafesafety.com) with any questions and we will respond as soon as possible.
13. During opening statements to each class, instructors will discuss with student’s proper hand washing/disinfecting and where they can find hand sanitizer stations.
14. CANSAFE has always exceeded “minimum standards” when it comes to cleaning and sanitizing our training equipment. We have reviewed the standards and increased the frequency in which we clean and sanitize. You will find that there is not a lot of specific information in this document regarding equipment sanitization procedures. That is because we put in place rigorous cleaning and sanitization procedures almost 20 years ago when the first pandemic hit. We have never changed these procedures other than the products we use

due to advancements in technology. Being a leader in our industry, we have always believed that we had to operate at a higher standard. If you have any questions about procedures specific to equipment cleaning and maintenance please call or email me **NOTE:** For any class requiring equipment of any kind, cleaned and sanitized supplies will be provided to each and every student for the courses.

15. CANSAFE does not have masks for students. At this point many people have developed “favorites” and we simply cannot carry stock of each and every type. However, should they wish to bring and wear we welcome that. If a student wishes, they can ask for gloves at the front counter when checking in.
16. **MOST IMPORTANT OF ANY OF THESE:** What CANSAFE asks of you: when panic hits at the level this has, it is easy to follow Facebook and Twitter for information on the virus. We encourage each and every person we work with (staff and student alike) to follow organizations such as the [Public Health Agency of Canada](#), [The World Health Organization](#), Federal and Provincial Governments as well as other recognized public resources. There is also more information from the [Saskatchewan](#) & [Alberta](#) Governments as well as the CDC – [Centers for Disease Control and prevention](#).

Please, PLEASE try with effort to avoid gossip, speculation and innuendo.

As a final note, should a student approach any CANSAFE employee with concerns we are always there to help and will always answer to the best of our ability.

If you have any questions at all, please let me know!

*Janice Untau, *  
*General Manager*  
**CANSAFE Inc.**

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