

# CPS COVID-19 Safety Plan

## CPS Educator and Instructor

As a people first organization, the safety and wellbeing of our employees, Members and communities is always our top priority. The BCAA Child Passenger Safety (CPS) Program is continuing to support child passenger safety services by providing CPS Educators and Instructors with guidelines for extra measures to keep everyone safe during the COVID-19 pandemic.

Though COVID-19 presents some challenges when teaching in-person, you can minimize the risk with careful planning and by following these guidelines based on the information from [WorkSafeBC](#), the [BC Center for Disease Control](#), and the [Public Health Agency of BC](#). The guidelines are divided into two sections:

1. The main COVID-19 principles to follow for all in-person sessions
2. How to apply those principles into CPS sessions

Main COVID-19 Safety Principles	
Physical distancing	Physical distancing of 2 metres between participants who are not in the same social bubble and between participants and the Educator/Instructor.
Masks	Non-medical masks must be worn: <ul style="list-style-type: none"><li>• At all times when indoors</li><li>• Outdoors when physical distancing cannot be maintained. (People who cannot wear a mask for psychological or health reasons are exempt)</li></ul>
Self-assessment	Monitor for symptoms by asking yourself the following <b>Screening Questions</b> : <ol style="list-style-type: none"><li>1. Do you have any of the following new or worsening symptoms?<ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Loss of sense of smell or taste</li><li>• Difficulty breathing</li><li>• New muscle aches or headache</li><li>• Sore throat</li><li>• Loss of appetite</li><li>• Extreme fatigue or tiredness</li><li>• Headache</li><li>• Body aches</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul></li><li>2. Have you travelled outside Canada within the last 14 days?</li><li>3. Have you been identified by Public Health as a close contact of someone with COVID-19?</li><li>4. Have you been instructed by a health care provider to self-isolate?</li><li>5. Did you provide care or have close contact with anyone who has tested positive for COVID-19 (probable or confirmed)?</li></ol> If you answer yes to any of the <b>Screening Questions</b> , do not attend the session. If there is no replacement Educator/Instructor, cancel the session
Do not touch your face	The virus can spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. To protect yourself, do not touch your eyes, mouth, or nose after touching any surfaces.
Handwashing	Frequent handwashing with soap and water for at least 20 seconds. When soap and water is not available, use hand sanitizer.
Cleaning	Only use cleaning products approved by <a href="#">Health Canada</a> .
Contact information	The name and contact information of all participants are needed for contact tracing.

## Application of the principles

### Prepare for the CPS session

Ensure the facility has enough space	The facility needs enough space to allow physical distancing of at least 2 metres between: <ul style="list-style-type: none"> <li>a. Participants not in the same social bubble</li> <li>b. Participants and the Educator/Instructor</li> </ul>
Ask about the facility's COVID-19 safety measures	Before booking a facility or confirming an in-person session ask about their COVID-19 Safety measures and comply with any additional requirements they have.
Allow extra time	Allow extra time at the beginning and end of a session to accommodate the needed safety measures
Send information to participants	In advance of the session, send each participant and coordinator of the group the following: <ul style="list-style-type: none"> <li>a. BCAA CPS COVID-19 Safety Plan for the session they are attending: Information Session, Hands-On Workshop, Instructional Car Seat Clinic, CPS Educator II Course</li> <li>b. The following WorkSafeBC handouts: <ul style="list-style-type: none"> <li>i. Help prevent the spread of COVID-19: How to wear a mask</li> <li>ii. Help prevent the spread of COVID-19: Handwashing</li> </ul> </li> </ul>
Cleaning products	In addition to the equipment listed in the session facilitator notes, make sure the following are available: <ul style="list-style-type: none"> <li>a. Hand sanitizer</li> <li>b. Cleaning supplies (e.g. wipes)</li> </ul> <p>Note: These might be available at the facility</p>
Additional equipment	If the session includes hands-on work with child seats, in addition to the seats required in the facilitator notes, ensure there are enough child seats and dolls to minimize the sharing of child seats between participants who are not in the same bubble.
Clean equipment	Before the session, wipe down the equipment that will be used by participants including dolls, child seats, pool noodles with disinfectant or soap and water. <b>DO NOT</b> use disinfectant or chemical cleaners on child seats that will be used for transporting children. The chemicals in these products can damage the child seat and render it unsafe.
Number of participants	Because the ability for participants to work together could be limited, you might have to limit the number of participants attending. By doing this you can effectively manage the hands-on activities while participants are physically distancing
Contact information	Prepare a sign-in sheet to collect the name and contact information (phone or email) of all participants present as they enter the room.
Children over 6 months old	Consider limiting children accompanying participants to those under 6 months old to decrease people moving around in the room. If the session can't be organized without allowing children over 6 months: <ul style="list-style-type: none"> <li>o Consider conducting a virtual session</li> <li>o If a virtual session is not possible, then talk to the group coordinator to discuss how to mitigate the risks e.g. wearing masks</li> </ul>

## Prepare the space

Consider outside space	There is less risk for COVID-19 to spread outside so whenever possible consider conducting the session or parts of the session outside.
Ventilation	When inside, ensure there is good ventilation. If possible, open windows and doors.
Participants wait outside the room	If the session is inside and the participants are not already in the room for another presentation when you arrive, direct them to wait outside the room, maintaining physical distancing until directed to enter. Consider supporting physical distancing by marking the floor/ground with adhesive tape that removes easily (e.g. painter's tape or wall tape) to indicate where participants should wait.
Prepare the room	<p>If the session is inside and you have access to the room before the session, prepare the room to allow for physical distancing:</p> <ol style="list-style-type: none"> <li>Pre-set the seating 2 metres apart</li> <li>If using floor space, consider marking spaces using tape or other non-permanent means at least 2 metres apart</li> <li>Provide any forms and handouts the participant will need during the session at their seating place to prevent having to hand out forms during the session</li> <li>If not already done, wipe down all surfaces that will be used by participants (e.g. tabletops, counters)</li> </ol>
Space apart vehicles in a clinic	For an instructional car seat clinic, choose parking spaces so that vehicles are spaced apart to allow physical distancing and the opening of vehicle doors

## Conduct the CPS session

Screening questions	If participants are not already in the room, ask each participant the Screening Questions before entering. If anyone answers yes to any of the questions, they must not attend the session.
Contact information	Ensure all participant's name and contact information are entered on the sign-in sheet.
Limit movement in room	Limit participants moving around in the room by bringing resources (seats, handouts, etc.) to them rather than having participants get up to retrieve them
Gloves not required	Gloves do not provide any extra protection. If not used correctly, gloves can help spread the virus.
Masks required	<p>Ensure you and all participants, have a non-medical mask on:</p> <ul style="list-style-type: none"> <li>At all times when indoors</li> <li>Outdoors when physical distancing cannot be maintained</li> </ul>
Child seats	<ul style="list-style-type: none"> <li>Use organization's child seats when available</li> <li>Ensure all equipment (child seats, pool noodles, dolls) you provide for hands-on practice are wiped down with disinfectant or soap and water after using</li> <li>Participants work individually unless they are in the same social bubble, and then up to 2 participants from the same social bubble can work together</li> <li>Anyone who touches a child seat that is not theirs, must wash or sanitize their hands before and after touching that seat</li> </ul>

	<ul style="list-style-type: none"> <li>Consider masks be worn when working directly with child seats that do not belong to the participant or someone in their social bubble</li> </ul>
Vehicles	<ul style="list-style-type: none"> <li>Only one participant per vehicle except:               <ol style="list-style-type: none"> <li>If participants are in the same social bubble, and then they can work in pairs</li> <li>The vehicle allows participants to work 2 metres apart with the doors open (e.g. vans)</li> </ol> </li> <li>Participants should be encouraged to work with their own vehicle</li> <li>Keep as many vehicle doors/windows open as possible</li> <li>Anyone working with another person's vehicle that is not in their social bubble must:               <ol style="list-style-type: none"> <li>Wash/sanitize their hands before and after entering the vehicle</li> <li>Consider wearing masks while in the vehicle</li> </ol> </li> <li>Vehicles must be spaced apart to allow physical distancing and the opening of vehicle doors</li> </ul>

## More Information

If you have any questions about BCAA's CPS COVID-19 Safety Plan, please contact [roadsafety@bcaa.com](mailto:roadsafety@bcaa.com).

## Thank you!

BCAA's safety measures have been developed with much thought and consideration to reduce risk and to keep everyone safe. Thank you for putting safety first!