



BC TRAINING CENTER

Representing,

Local 2404 Joint Apprenticeship and Training Committee

580 Ebury Place, Delta, B.C. V3M 6M8

Student Policy and Procedures COVID-19

Due to the COVID-19 pandemic, the BC Training Center is committed to helping the fight to prevent the spread of the virus. The primary goal of the BC Training Center is the health and safety of its employees and members and as such, we have implemented policies for Students to help protect and aid them in their day to day duties.

Personal Protective Equipment & Hygiene Procedure

- Students will maintain social distancing at all times of two (2) meters apart while on the property. Social distancing shall remain enforced at all times on the property.
- Students should wash their hands one at a time, in designated areas only, NOT in the common areas sinks such as lunchrooms. Students should wash their hands after entering premises, before and after using the restroom, before and after eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you will find around the Training Centers.
- Only one person will be allowed to use the washroom at a time, no exceptions.
- Students are required to cough or sneeze into their sleeve, preferably into their elbow. If you use a tissue, discard in garbage receptacle properly and clean or sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- Students have the option to wear their own masks, however the guidelines for wearing a mask or what type shall follow the Provincial Health Organization recommendations and is subject to change at any time.
- For equipment training, students will be provided disposable gloves and masks for the practical requirement.

Entrance to Premises Procedure

- Please note that the training facility will not exceed the maximum number of 50 people.
- All entrance doors will be locked. Access to premises is limited and controlled. BC Training Center Staff must accompany Students into the premises and out.
- Upon arrival Students stay in their vehicles or remain outside the premises as per the Physical Distancing Guidelines of two (2) meters apart, until their assigned time to enter the building. An email will be sent to Students with the details of the entrance they are expected to arrive at for the specific location.
- At the assigned time, lineup at doors, as per the Physical Distancing Guidelines of two (2) meters apart.
- Students will use the hand sanitizer upon entering, and once they enter, the Student shall wash hands thoroughly before proceeding into the classroom.
- Each Student will complete and sign a COVID-19 disclaimer.
- After the proper Hygiene Procedure, Students will be directed to their classrooms.

Classroom Procedure

- Students will enter the classroom as per the Physical Distancing Guidelines of two (2) meters apart.
- Tables will be separated and limited to one (1) Student per table based on the area of the respective classroom. Each Student will be assigned a desk/ table and this will remain the same for the duration of the class.
- Class size will be maintained as per the Physical Distancing Guidelines of two (2) meters apart for each student.
- Classroom materials will be provided to Students, please do not share supplies.

Shop Procedure

- Each Student will be assigned a workstation and this will remain the same for the duration of the class.
- Students will be provided gloves when utilizing equipment or tools. Tools and equipment will be sanitized on a regular basis.
- Students will follow the Physical Distancing Guidelines of two (2) meters apart.
- Cleaning supplies will be available at all times and Students will have the option to disinfect their work station at any time as they feel necessary.

Breaks or Lunch Breaks Procedure

- All breaks are to be staggered, with respect to each class in progress and the amount of people in the facility.
- An open area in the training center will be designated as a lunchroom with appropriate social distancing measures in place, each Student will be assigned a spot to sit and eat that will remain the same for the duration of the class.
- Smokers are required to smoke in designated areas at their assigned break times. All cigarette butts are to be disposed of in the provided receptacles.
- No Coffee will be provided.
- No kitchen supplies or utensils will be provided.
- Students will be encouraged to bring a lunch, but anyone who must leave for lunch will be expected to return promptly at a time pre-arranged with instructor.
- If Students utilize fridge or microwave, please do so, one at a time, be respectful and properly sanitize all handles or any surfaces that would be touched, with the cleaning products provided. NO cloths or towels, please use paper towel and discard in the nearest garbage receptacle.

Water Cooler Procedures

- Only use the provided recyclable cups provided. No personal bottles or containers.
- Before getting water please use the provided cleaning product to clean the handle or button that dispenses the water, DO NOT spray or use cleaner in area where the water is dispensed.
- Recyclable cups are to be used one time only, discard your recyclable cups after every use.
- If water bottle is empty, please notify your instructor, DO NOT change the bottle yourself.

Disciplinary Consequences

- BC Training Center staff has the right to refuse admission of Students to the facilities due to any individual showing any of the COVID-19 symptoms.
- If a Student refuses to follow the procedures laid out above or is caught in violation of those procedures, this will result in immediate dismissal from the training center and the incident will be documented and put in the Students file.