

## Classroom Safety Protocols

In order to minimize the risk of contact exposure, instructors will follow the following guidelines for conducting all CPR/First Aid courses:

- Before Class or meeting
  - Wipe down all contact surfaces with approved sanitizing cleaner
    - Tabletops
    - Door handles/bars
    - Light switches
    - Equipment, writing utensils, etc.
  - Arrange participant seating so that each participant maintains a minimum of 6 feet clearance in all directions
  - Verify ample supply of hand sanitizer and masks
  - Arrange items on the sign-in table to maximize space between participants
  - Have clean pens available for each participant
- Check-in
  - Allow 10-15 minutes for check-in
  - Make sure participants are properly spaced while waiting to check in
  - Follow all hospital protocols for visitors on campus
    - Take temperature
    - Symptom check verification
    - Provide instruction and expectations for masks, spacing and hand sanitizer
- During class or meeting
  - Each participant must be wearing a mask PROPERLY covering the mouth and nose
  - Masks can be cloth or disposable
  - Maintain at least 6 feet between all participants at all times, including sign-in
  - Instruct participants to use hand sanitizer upon entering and exiting the classroom
- After class or meeting
  - Wipe down all contact surfaces with approved sanitizing cleaner.
    - Tabletops
    - Door handles/bars
    - Light Switches
    - Equipment, writing utensils, etc.