

TLR INTERIM CLASSROOM TRAINING PLAN DURING COVID-19 - Initial Training and Re-evaluation as of July 1, 2020



CLIENT AND/OR OBJECT MOVING - SPLIT* CLASSROOM APPROACH

This interim training plan sets out the requirements to resume TLR classroom training in a split classroom approach (online followed by facilitated classroom).

Workers initial training (general orientation) and those requiring re-evaluation (every 3yrs) - access and enrol in SASWH's TLR online education:

- Workers complete the online education course
- Those providing direct care/mobility assistance also complete Module 4 (client moving/videos)

Followed by classroom training:** once the TLR online education is complete, workers are scheduled for facilitated classroom training (preferably within 6 weeks for maximum retention of online content) as follows:

- TLR Object Moving: 2 hours +/- (6 participants to 1 trainer)
- TLR Client Moving: 3.5 hours +/- (6 participants to 1 trainer)

***Split Classroom** - online education followed by facilitated classroom to evaluate competencies with TLR.

****Classroom training** - duration considers workers full understanding/required return demonstration of the risk assessment process and safe moving techniques and should also consider not every individual is a self-directed, online learner - workers may require focused classroom training to ensure understanding

SASWH Approved and Current TLR Trainers Teaching Split Classroom:

- access and enroll in SASWH's TLR online education for full understanding of online content
- access the lesson plan guidelines for split classroom training via the TLR semi-secure program area (see page 9 of the TLR User Manual for access)

All safety modifications of the training environment identified below are to be followed.

Current public health order regarding cohorting of care staff remains in effect and applies to trainers as well as learners.

Delay classroom training if:

- the facility where training is occurring is in outbreak
- SHA Director of Patient and Staff Safety alerts to a PPE shortage

Default to the TLR COVID-19 Contingency Plan (page 3) and TLR Buddy System

Safety modification of the training environment

PREPARATION

- Prescreen for risk and symptoms to ensure participants and trainer/instructor are able to attend the day of training
- Prepare training room to hold only required amount of people that will be attending, allowing for physical distancing
- Ensure sufficient procedure masks and hand sanitizer or access to handwashing station

- **Limit amount of participants** appropriate for room space to accommodate physical distancing of 2 meters for theory/discussion and **not** exceeding the program ratio of trainer/instructor to participants. To be clear, ability to maintain physical distance of 2 meters supersedes the maximum allowed by the public order. For example: if the program ratios and room size only allows for 6 participants plus the trainer/instructor with adequate physical distancing, you **cannot go over that** despite the maximums for gatherings set by the Government of Saskatchewan - <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/phases-of-re-open-saskatchewan>
- Do not use patient care areas for training provision; use alternate entrances closer to conference rooms if available
- Restrict unnecessary travel through patient care areas
- Wash any surfaces that will be used prior to the start of the day
- Arrange chairs in a manner that allows for physical distancing
- Consider painter's tape on floor to indicate required individual space
- Clean all equipment prior to use with approved cleaner

DURING SESSION

- Handwashing before entering the room, before exiting the room, and before and after practice or procedures
- Reminder to avoid touching your face, nose, or mouth with unwashed hands
- Apply principle of continuous masking during the classroom session
- Participants instructed to not move chairs to be closer to one another
- Participants can be given their own resource if it is required (e.g., power point presentation printed out, workbook)
- No eating in training room during education session or during breaks
- Wash surfaces being used several times throughout the day

HANDS-ON/CLOSE CONTACT PRACTICE

- Participants and trainer/instructor use alcohol based hand rub prior to performing a hands-on procedure
- Educator to show the participant how to perform procedure and then allow the participant to attempt procedure at appropriate physical distance recommendation of 2 meters
- Limit contact to absolute minimum
- Clean equipment between participants

Any equipment/resources that cannot be cleaned between participants should not be reused or passed around for participants to handle.

AFTER SESSION

- Wash down surfaces that were in use
- Ask the local manager to arrange an additional clean to the room at the end of the day, if possible
- Assign person to be in charge of cleaning items before they are put away to reduce the risk of contamination to storage containers, other supplies
- If training session is the end of shift, conduct temperature monitoring

SUPPLIES

- Kleenex
- Isagel or alcohol based hand rub
- Accel wipes or approved cleaner for equipment
- PPE – Procedure Masks only
- Any equipment for teaching

**Re-evaluation of workers
will be granted a 180 day extension from the expiry date of certification.**

COVID-19 Resources for TLR General Orientation, Re-evaluation of Workers as of June 1, 2020



CLIENT AND/OR OBJECT MOVING

We continue to recognize that extraordinary times call for adjustments to approach. The COVID contingency training plan launched in early April/20 is now updated to include non-traditional TLR re-evaluation of workers can commence as indicated below.

Staff who receive TLR contingency training and re-evaluation over the course of the pandemic will be invited back into full TLR re-evaluation once feasible and safe.

The established TLR buddy system remains in place.

SHA General Orientation – access and enrol in SASWH’s TLR online education:

- Workers are to complete Modules 1 (good posture/safe body mechanics), Module 2 (risk assessment) Module 3 (object moving/videos)
- Those providing direct care/mobility assistance also complete Module 4 (client moving/videos) and will be aligned to a TLR Buddy

Worker re-evaluation - access and enrol in SASWH’s TLR online education:

- Complete the online education course and the TLR Buddy system still applies

NON-TRADITIONAL “ON THE JOB- BUDDY SYSTEM” SUPPORT REMAINS IN PLACE

The TLR trained buddy (competent individual) coaches, mentors and observes for competency of worker for on the job situational TLR for **safe moving/handling of loads/patients/clients/residents**. The techniques taught will be focused on the safe moving approach, based on the risk assessment process, for each object - and for patient it is further identified by the posted TLR logo at or near the patient. In addition the TLR trained buddy will teach on the safe operation of any required mobility/moving equipment. SASWH has distributed the approved checklist for TLR buddies to use during this contingency training.

TLR trainer, TLR “buddy” or the manager/supervisor trained in TLR provides an explanation on client mobility risk assessment, *In the Moment* assessment, logos and required mobility documentation.

If a new employee is feeling they require more focused support, they can discuss with their supervisor to access a TLR trainer for additional onsite support.

- SASWH has created an identifier (magnetic button) that has been distributed to SASWH approved TLR instructors for further distribution to TLR trainers to wear. Trainers will be a key support to ensure staff feel safe and supported should they have questions, need help, etc.

Please know that this approach meets the minimum requirements of legislation. There is a commitment from the SHA and SASWH to ensure that these individuals will be tracked for full TLR training and re-evaluation sessions post COVID-19; and upon successful completion of that training workers will be issued a TLR certificate.