



- Title:** COVID-19 Hygiene and Sterilization Procedure
- Areas:** All offices, warehouse, board rooms and training facilities.
- Responsibility:** All visitors, trainers, participants, office and field staff.
- PPE Provided:** Sterile gloves
- Statement:** At TPS Group of Companies, Safety is always our number one priority and we want to ensure our employees and training participants remain healthy and safe. We are taking appropriate measures to ensure our offices and training facilities are clean and safe for everyone. In addition will be requesting that all parties follow this procedure:
- Required upon arrival:**
- For everyone's safety, all parties are asked to please 'self-evaluate' prior to coming to a class or office setting. If you are experiencing signs of illness, please contact our office to reschedule your training.
 - Upon arrival you will be required to wash your hands and don a pair of sterile gloves. All parties will be given a short questionnaire for screening to ensure everyone's safety.
 - Each time using the washroom, eating lunch or taking a cigarette break, all parties will be required to wash their hands and don a new pair of sterile gloves.
 - We have implemented a maximum class size of 9 participants to reduce the spread of germs and allow for maximum social distancing. All training will be conducted in our Warehouse where we can separate participants, allowing for personal space at individual tables.
 - We recommend participants bring their own PPE for practical purposes i.e. harness, lanyard, safety attire. We are prepared to accommodate PPE for practical training purposes and will be following hygiene best practices.
 - Pre and post training all tables and chairs will be wiped down and sterilized. Washroom facilities, coffee and water stations will be cleaned and maintained.

We appreciate your co-operation and understanding during these times.