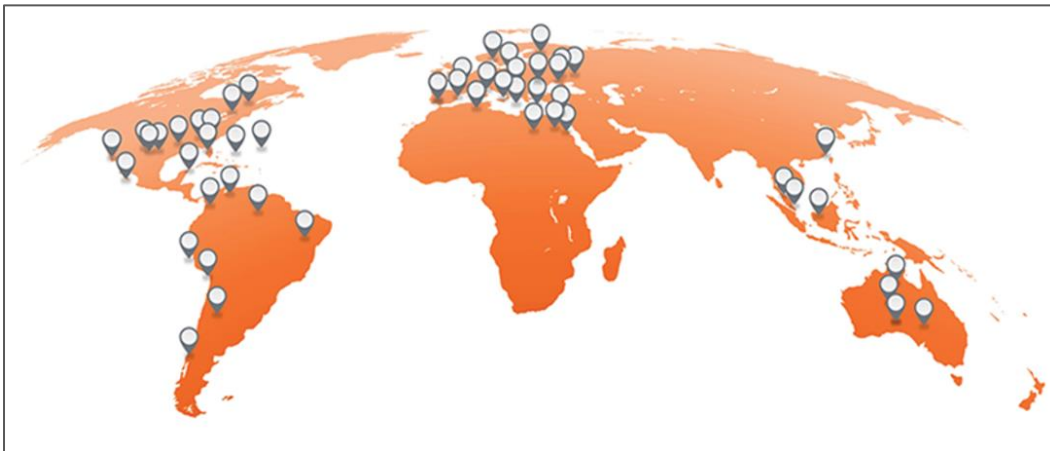


COVID-19 Preparedness Plan



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LP3 NETWORK

COVID-19 Live Course Preparedness

Prior to arriving at the LP3 Network Facility for your live training, please read this document in its entirety. If, at any point, you have any questions or if anything remains unclear, please reach out to LP3 Network as soon as possible.

At the [end](#) of this document, you will find a link to a questionnaire, which must be completed online prior to arriving at the facility. Please submit any questions, comments or concerns to info@lp3network.com

ARRIVAL: PLEASE ALLOW SUFFICIENT TIME TO PROPERLY ACCOMMODATE YOURSELF WITH THE FACILITY PRIOR TO THE START OF THE PROGRAM

- If taking the shuttle from the preferred hotel – Hilton Vancouver Airport – please reference the COVID-19 plan in place with the shuttle company (click [here](#) to access the document)
- Prior to entering our facility, you must be wearing a face mask
- Arrows will be placed on the ground guiding you through the facility to where you need to be.
- When appropriate, doors will be propped open for you ahead of time.
- Markings have been placed to allow a 2-meter/6-foot distance between program attendees who are waiting to be checked in, please be sure to abide by them.
- When it is your turn to check in to the course, you will be greeted by an LP3 Network staff member and will be asked the same series of questions as found on the questionnaire. You will verbally confirm your answers as of that day.
- You will be required to wear a face mask at all times while in the facility. Once at the facility, the following will be made available to you at check in:
 - Face masks for use in the classroom and hallways [or your personal own mask brought from home].
 - N95 mask for use in the lab.
 - Avoid touching your face mask while wearing it and change your mask by only touching the straps or ear-loops. Dispose of used masks properly in a lined garbage bin.
 - As an additional option, face shields will be available upon request. Please make sure to keep your face shield with you at all times should you choose to use one.
 - We strongly encourage you to arrive at the facility wearing a mask of your choosing.
 - A contactless thermometer will be available and recommended for daily use.
- There will be hand sanitizers at check in where you are required to sanitize your hands before entering the classroom.



THE CLASSROOM

- You will be guided to your assigned classroom seat, where you will find your badge, pen, personal hand sanitizer, face mask, paper towel, disinfectant solution and any relevant course material. Please keep these personal items with you at all times or at your assigned desk.
- Please limit unnecessary bags and clothing. All personal items must remain at your assigned classroom seat.
- At the beginning of the classroom portion, housekeeping measures will be reviewed, including a verbal orientation to the relevant sections of the building; e.g. labs, restrooms, lunchroom, etc.
- The maximum capacity of the classroom has been reduced to 12 participants at a time to respect social distancing.

THE LAB:

- Please follow the same protocols when entering the lab. Only enter the lab when directed to do so.
- An LP3 Network staff member will show you to your lab station, which be your station for the entirety of the course.
- All relevant PPE will be provided at your station. Should you need more at any point during the lab session, please raise your hand and a LP3 Network staff member will provide it for you.
- All stations have strict cleaning and sanitization protocols in place. The proper procedure will be explained and demonstrated at the beginning of the first lab session.
- All personal protective equipment will be worn by all LP3 Network staff members and facilitators at all times.
- No food or beverages will be allowed in the lab.
- The maximum capacity of the Lab has been reduced to 6 participants at a time to respect social distancing.

LUNCH:

- Individual meals will be served. Social distancing rules must be maintained during this time.

GENERAL HOUSEKEEPING:

- Sanitizing stations have been placed at the designated entrances: it is mandatory that you sanitize your hands when entering and exiting the facility.
- Throughout the day, continue to practice proper hand hygiene by washing your hands with soap and water for at least 20 seconds:
 - When entering and exiting the laboratory
 - Before and after breaks and lunch
 - After touching commonly used objects and equipment
 - After a restroom visit
 - If soap and water are not readily available, use an approved hand sanitizer placed in strategic locations throughout the facility.



- Designated entrance and exit that will be clearly marked:
 - There is a designated door and stairway for entering and another for exiting the building and classroom.
 - Please wait outside the building, 2 meters/6 feet apart, until called into the office one at a time where you will sign-in and take your assigned seat.
 - There will be designated entrance and exit doors to/from the laboratory.
- Arrows have been placed throughout the facility to guide you and allow the proper flow of foot traffic.
- Exercise caution when entering the washroom to not bump into anyone and use your elbow to push open the door. Wash your hands, use the paper towel to open the door to exit and toss it in the nearby bin. Maintain a 2-meter/6-foot distance and do not overcrowd the sinks.
- In the absence of a face mask, cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with an approved hand sanitizer.
- If, at any point during the program, you begin experiencing symptoms that maybe associated with cold, influenza or COVID-like symptoms, even mild symptoms, per BC Centers of Disease control, immediate testing for COVID-19 is recommended. As an extra precaution, a call to 8-1-1 will be executed to evaluate the participant's symptoms and obtain further recommendations.
- If you are unsure whether to seek medical care or get tested, contact your health care provider, call **8-1-1** or use the [BC COVID-19 Self-Assessment Tool](#).
- LP3 Network reserves the right to ask a participant to leave the event, should they present any symptoms of a cold, influenza, or COVID-like symptoms, even mild symptoms.
- LP3 Network reserves the right to cancel an educational offering at any time and for any reasons as deemed necessary without holding any responsibility or liability for losses incurred by participants. Should such a circumstance present itself, LP3 Network will ensure participants are enrolled in a future same or similar educational offering. Refunds for the cancelled educational offering, along with expenses incurred by the participant, will not be issued.

YOU MUST REPORT BACK TO US IF YOU EXPERIENCE ANY COVID-19 SYMPTOMS OR ANY POSITIVE TEST RESULTS WITHIN 14 DAYS AFTER ATTENDING THE LIVE PROGRAM.

WE AT LP3 NETWORK STRIVE TO PROVIDE YOU WITH AN ENHANCED LEARNING EXPERIENCE IN A SAFE AND COMFORTABLE ENVIRONMENT.

THIS IS OUR NEW NORMAL, WE ARE EXCITED TO HAVE YOU BE A PART OF IT!



COVID-19 Self-assessment Questionnaire

The questionnaire is hosted on LP3 Network's Learning Management System (LMS) and can be accessed [here](#).

The questionnaire must be completed online prior to arriving at the facility. Please submit any questions, comments or concerns to info@lp3network.com