

March 26, 2020

To whom it may concern,

We hope this letter finds you and your family in good spirits, healthy and safe.

Apex Training Solutions continues to monitor the evolution of the COVID-19 pandemic and remains committed to the safety and well-being of everyone we work with.

As of March 20, 2020, **Apex has recommended that all Third Party Providers suspend all Apex courses.** Due to the practical nature of the training (which cannot be altered even in these circumstances) and our health authority's strong message to practice social distancing, it is not safe to place instructors and students in situations where there is a high probability of transmission. We need to be part of the solution.

Other national training agencies have all communicated similar messages to their instructor networks.

We recognize the implications of this recommendation but assure you that it is being made with you and your company's best interests in mind.

Newly received information from Alberta Occupational Health and Safety pertaining to occupational first aid certificate expiry dates:

Alberta's Occupational Health and Safety Program is flexible concerning certificate expirations for workplace first aid. Expiration dates for health care providers holding standard or emergency workplace first aid certifications are extended immediately until further notice.

Other first aiders who are unable to recertify their training prior to certificate expiry will have their certificate expirations extended to allow them to recertify at a later opportunity.

Examples of circumstances that may require individuals to recertify at a later opportunity include but are not limited to:

- they are ill,
- they have been asked to self-isolate,
- they are over the age of 50,
- they have a medical condition that would pre-dispose to complications of COVID-19 infection,
- they would need to travel to access a training course, or
- they are unable to access a training course due to reduced availability of training courses or child care commitments.

Certificate holders will not be required to provide documentation to OHS that one of the above conditions applies, but must keep their workplace first aid certificate as proof of certification, even if the expiry date has passed (applies to certificates with expiry dates on or after March 17, 2020). OHS officers will have flexibility in accepting expired workplace first aid, certificates as proof of current certification.

Apex Occupational EFA & SFA certificates which expire March 17, 2020 – August 31, 2020 will be granted an extended expiration date of August 31, 2020. This date may possibly be revised if the situation warrants. Certificate holders within the above expiry date range will be eligible to register for a one day recertification course when in-class training recommences.

Alberta Occupational Health and Safety has recommended that any companies or training agencies wishing to offer the online portion of any Alberta Approved blended online training course (with the skills demonstration portion to be completed at a later time) may issue interim certifications and re-certifications. These will be accepted as evidence of first aid training but the certificates must indicate that the certifications are interim. Skills demonstration at a later time is required for full certification and recertification.

We will communicate with our Third Party Providers once it is safe and practical to commence training again.

This is an unprecedented time – but it will pass. We will get through it, together as we do our part to flatten the curve on COVID-19.

Sincerely,

A handwritten signature in black ink, appearing to read "Al Joly".

Al Joly
Director of Operations

