

Pandemic Health and Safety Policy and Procedure (“LDS Pandemic Policy”)

Last update: July 31, 2020

Learning Disabilities Society (LDS) will be operating safe, small and specialized in-person summer camps and summer one-to-one tutoring and remedial instruction this July and August 2020. Below is information about how we are meeting and exceeding health and safety guidelines.

You will be asked to send us written confirmation by email OR a printed and signed form (on the last page of this document) that you have read this Pandemic Policy and agree to follow it. This must be returned to the Community Manager Sarah Vopni.

Your child will not be able to attend sessions at LDS until we have received a signed document or a return email confirming you have read and agree to these policies.

Who does this policy apply to?

This policy applies to all staff (contractors, employees, volunteers) and families (parents, guardians, children) attending in person at LDS’s East Vancouver and/or KGMS North Vancouver locations. This policy is in effect as of July 1, 2020 and may be modified by LDS’s Executive Director with or without notice. Updates to this policy will be available on our website.

We are implementing the following measures in compliance with federal and provincial safety and health guidelines. Please note that where this policy may conflict with other LDS policies, the Pandemic Policy will supersede. We will review these measures on an ongoing basis.

General

Learning Disabilities Society will continue to follow all updated protocols and procedures as outlined by the Health Authorities and B.C. Centre for Disease Control. Much of the information we are sourcing in this document can be found in the following places:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools#Schools>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

We are reminding families that having your child attend camps or sessions with LDS does mean that your entire family has a larger shared social distance bubble. Please behave responsibly and follow Dr. Bonnie Henry's recommendations if you are attending LDS as well as socially interacting with individuals outside of your household.

WHO TO CONTACT

About drop off / pick up or contacting one of our camp leaders between **8am and 5pm Monday to Friday: 604.399.4078 or 604.399.4087**

To report that your child cannot attend that day for any reason including reporting any symptoms of sickness: email info@ldsociety.ca AND call **604.873.8139**

About scheduling questions, email info@ldsociety.ca; you can also call **604.873.8139** and leave a message with Sarah, our Community Manager, but PLEASE ALSO EMAIL to ensure we get your message in a timely manner.

If you have any urgent need and aren't able to get through to other numbers, please text (preferred) or call Rachel Forbes, Executive Director at **604.345.9129**

COVID-19 Information and Symptoms

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

1. Most common symptoms: fever, dry cough, tiredness.
2. Less common symptoms: aches and pains, sore throat, diarrhea, conjunctivitis, headache, loss of taste or smell, a rash on skin, or discoloration of fingers or toes.
3. Serious symptoms*: difficulty breathing or shortness of breath, chest pain or pressure, loss of speech or movement *Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

For additional information on COVID, please call 811 or visit <http://covid-19.bccdc.ca/>

Family daily health check, drop off and pick up procedures

Before dropping off your child each day, you are required to have taken their temperature.

We will have no-touch thermometers available on site to take temperatures if necessary.

Drop off and pick up will be done OUTSIDE the building (for LDS East Vancouver, this is at 3292 East Broadway, enter off Broadway *not Rupert*). Please wait for your turn to be checked in and observe signs to maintain distancing.

Please park in our designated parking spots. If there is no space, please park in the vacant parking lot to the east of our building.

FOR CAMPS drop off is between 8 and 8:30am daily. Please do not be late. If you are going to be late, please call 604.399.4078

FOR ONE-TO-ONE SESSIONS or any other appointment / intake, please arrive 5-10 minutes prior to your session to allow for time to check in.

Parents/guardians are not currently permitted inside of LDS premises except in exceptional or emergency situations, or by special appointment.

EVERY time you drop your child at LDS, you will be required to answer the following health screening questions. A staff person will be OUTSIDE to ask you these questions. Confirmation of your answers to these questions will be available in the TutorCruncher app under 'reports'.

Does your child have any of these symptoms?

- Coughing
- Sneezing
- Fever (> 37.5 °C)
- Sore throat
- Stuffy or runny nose
- Chills
- Shortness of breath / difficulty breathing
- Headache
- Feeling unwell / fatigue
- Aches and pains
- Diarrhea
- Nausea / vomiting
- Other:

If your child has any of these signs and symptoms:

Please keep them at home for a period of 10 days after the onset of symptoms. Once symptoms have resolved fully your child may return to LDS. Children may return sooner if they are symptom free AND have received a negative test result for COVID-19. All decisions to return to LDS must be confirmed by LDS Executive Director.

Please call 8-1-1 or your health provider for more information.

Has your child, or anyone in your household, had close contact with someone who has had a possible or confirmed exposure to the COVID-19 virus?

Yes

No

Have you, or anyone in your household, travelled to any countries outside of Canada, including the USA, within the last 14 days?

Yes

No

*If you answered “yes” to one or both of the questions above, but do not currently have any symptoms:
The Ministry of Health and BCCDC state that you need to quarantine (self-isolate) for 14 days and monitor yourself for new symptoms.*

*If you answered “yes” to one or both of the questions above and have developed symptoms:
The Ministry of Health and BCCDC state that you need to isolate and avoid contact with others for at least 10 days after the onset of symptoms.*

For any medical information please call 8-1-1 or your health provider.

For any non-medical information about COVID-19 (including information related to travel) please call 1-888-COVID19 (1-888-268-4319). This service is available 7 days a week from 7:30am to 8:00pm

Testing for COVID-19

BC has expanded testing to find new cases and prevent spread of COVID-19 in the community.

Testing is recommended for anyone with cold, influenza or COVID-19-like symptoms, even mild ones.

PICK UP will be in the parking lot. Children will be released from LDS when parents arrive to pick them up or will be waiting outside with a supervising adult. Parents are not permitted in the building. If you need to contact us during pick up or drop off, please call **604.399.4078**

PICK UP for CAMPS is at **4:00PM** (but may be several minutes later to allow for students to exit the building one by one). If you require a later pick up, please contact us. A camp counsellor or instructor will be available for brief (1-3 minute) debriefs OUTSIDE.

If you have not picked up your child by 4:30pm we will contact emergency contacts.

PICK UP for one-to-one sessions is in the parking lot immediately following the close of the scheduled session. Instructors will not be providing in-person debriefs following sessions. Parents can sign in to TutorCruncher following their lesson for a brief summary of session report. Please allow for one business day for these reports.

Staff daily health check, procedures, and illness procedure

All staff are required to self-assess each morning before attending in person. They will use our health screening questionnaire (above) or the online self-assessment:

<https://bc.thrive.health/covid19/en>

Staff are required to stay home if they are experiencing any symptoms. Staff are required to leave the premises immediately if they experience any symptoms. If they need to stay for safety/legal reasons, they should self-isolate in the office until they can leave.

The staff member will be asked to have a COVID-19 test done immediately or require a doctor's note before returning to work.

All attempts will be made to replace ill staff members with another staff member. If this is not possible, it is possible that sessions or camps will need to be cancelled with short or little notice.

Hygiene At LDS

Upon entering LDS (or KGMS), EVERYONE must wash their hands (and/or sanitize if washing is not possible immediately).

Students are to put their personal materials at their designated spot and hang their jacket up on their hook or in their session room. Lunch boxes are to be stored with student's personal effects. We cannot put student lunches in the fridge or the microwave. Please ensure everything your child needs is within their lunch box/bag.

Staff are to put their personal effects at their desk or designated area.

Hands are to be washed whenever changing activities, environments, transitioning between students or rooms.

Everyone is to avoid touching their face or hair.

Masks are to be worn if adults need to be in close proximity with students or other adults.

For summer camps, supplies are being purchased for each individual child, so they have their own set of materials that is not shared.

At LDS, students/children will use the washrooms at the back of the hallway from the main entrance. Staff will use the washroom on the annex side of the LDS building.

Cleaning of facilities is done thoroughly daily and on a regular basis throughout the day (between sessions, at lunch times) and surfaces and handles are regularly disinfected.

We have modified our one-to-one in-person tutoring sessions to include fifteen minutes between back-to-back sessions. This will allow a designated team member to sanitize rooms and ensure physical distancing through reducing the number of people in our office.

Activities During the Day

All activities are being planned to avoid sharing of materials and to maximize distancing among students.

Behaviour Management and Safety Concerns

LDS strives to make every student feel welcome, comfortable and supported. In a camp setting where there are multiple children, we rely on each child to display a certain amount of autonomy. This is important for their learning, the learning of their peers, and especially for the safety of everyone. We expect parents and guardians to give us the best, full description of their child's learning and behavioural needs prior to attending sessions at LDS so we can make the best assessment of if and how we can meet their needs.

If instructor, camp counsellor or other staff time is fully diverted to managing one child's behavioural needs for extended periods of time, it not only jeopardizes everyone's educational experience, it can also compromise safety of that child and of others in the group. This can be true even in online learning where a child is not able to focus and engage in the activity at hand.

It is for these reasons, that if any staff member has any concerns about a child's ability to focus, engage, act safely or listen to instructions, we:

- Will, if appropriate, contact the guardian/parents immediately to try to resolve the issue(s);
- Reserve the right to require instruction to be in person OR online, as the case may require;
- Reserve the right to cancel instruction/sessions/camps;
- Reserve the right to ask parents to pick up their child(ren) immediately if a safety or health issue has arisen that is not resolvable.

Fees During Illness and/or COVID-19 Absence

Instructors/staff will be provided reasonable sick leave to accommodate time off due to illness.

No late/cancellation fees will be charged due to illness in order to make sure no one feels penalized for staying home. For mild symptoms, one-to-one students are encouraged to switch their session online to RISE at Home. If a switch from in-person to RISE at Home sessions needs to be made, we will try our best to accommodate the same instructor, days, and times depending on the circumstances.

Physical Distancing and Minimizing Physical Contact

Staff will minimize direct physical contact with the children whenever possible. Staff may come into direct contact with children for safety reasons or to assist the child.

If staff need to be in close proximity with children, they will sanitize and/or wash hands first and wear a face mask.

Staff should maintain physical distancing (2 meters) from one another as well as from parents/guardians and other adults who drop off and pick up children.

Staff will try to keep children 2 meters apart as much as possible but this may not be possible at all times.

We will be following a “hands to yourself” rule.

Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.

Emergencies and First Aid

We have several staff with current first aid training and there will always be at least one adult with current CPR and first aid training on site. First aid kits are available on premises and small kits will be taken on any outings (e.g. to the park). Staff cannot diagnose and cannot treat injuries or medical issues beyond washing cuts with water and applying a bandage, assisting in stopping a nosebleed, and administering CPR if needed. Emergency contacts and, if needed, 911, will be called in the event of any medical issue or incident beyond minor scratches and bruises.

What to bring to CAMPS

- Please put all items in one bag/backpack that your child can bring into LDS and hang up on their designated hook.
- Wear and bring weather appropriate clothing and footwear.
- Sunscreen (please apply in morning before arrival and bring personal sunscreen for reapplication if necessary).
- Sunglasses, if desired.
- **Snacks and lunch for the day that does NOT need to be refrigerated or heated up. Students will not have access to the fridge or microwave. NO NUTS OR SHELLFISH please. We will not have extra food and will NOT be able to give or share food to or among students. Please pack extra snacks in the case of an unforeseen late pick up.**

- Any medication required to be taken during the day and *only* that dose of that medication.
- An EpiPen, if needed.
- We will provide a personal RISE hat for each student that they will label and take home at the end of the week.

ACCEPTANCE OF NEW COVID-19 POLICIES AND PROCEDURES

Before your child may attend LDS, one parent/guardian must sign / confirm they agree with this document.

Signing this form or confirming by reply email means that you have read, understand, and agree with LDS's Pandemic Policy and that you understand that this document can be changed at any time by the Executive Director with or without notice.

Signing this form means that you understand that the safety, health and the well-being of children, families, and staff rely on your due diligence to keep yourself and your family following rules set by the provincial and federal governments at any given time.

- **Send reply email to Sarah Vopni INFO@LDSOCIETY.CA saying "I have read and agree" and include parent name, child name.**
- **Or sign and deliver this form to our office through our mail drop OR when dropping off your child for their first session.**

Parent name:

Child name:

Signature:

Date: