

## **Health and Safety Policy and Procedure**

*Last update: July 12, 2021*

The B.C. government's [Restart plan](#) outlines the four steps to reduce restrictions in public spaces and in workplaces. Step 3 began on July 1, 2021, and started a transition period in how COVID-19 is managed in workplaces. In Step 3 of the Restart plan, employers are no longer required to maintain a COVID-19 Safety Plan and can instead transition to communicable disease prevention.

During this transition period, Learning Disabilities Society (LDS) will continue to operate safe and specialized in-person one-to-one tutoring and remedial instruction and small group programming. Below is information about how we are transitioning to communicable disease prevention.

### **Who does this policy apply to?**

This policy applies to all staff (contractors, employees, volunteers) and families (parents, guardians, students/children) attending in person at any LDS location. This policy is in effect as of July 12, 2021 and may be modified by LDS's Executive Director with or without notice. Updates to this policy will be available on our website (last update July 12, 2021).

- Starting July 12<sup>th</sup>, families continue to drop off and pick up your children OUTSIDE the building. Families, students, instructors, and staff are not required to take temperatures.
- There will be no capacity limits at the learning centres. However, LDS continues to keep the barriers in place for the time being. Physical distancing is still recommended.
- When you enter the learning centre, we require you to wash your hands using the provided hand sanitizer.
- You are required to fill out the sign-up sheet located at the entrance. The sign-up sheet collects information includes date, your name, and your contact number.
- Masks are still required in public indoor settings for all people 12 and older during this transition period. Children under 12 may or may not choose to wear a mask.
- If your child is unwell, stay home till the child feels better. Once the symptom has resolved fully, your child may return to LDS.
- LDS continues to maintain a clean environment through routine cleaning processes.

### **Resources**

Much of the information we are sourcing in this document can be found in the following places:

<https://www.worksafebc.com/en/covid-19/bcs-four-step-restart>

<https://www2.gov.bc.ca/gov/content/covid-19/info/restart>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/when-to-get-a-covid-19-test>

### **Who to contact**

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

If you have any urgent need and aren't able to get through to other numbers, please text (preferred) or call Jenn Fane, Director of Education at 778.789.8044

### **Pick up and drop off children**

Children will be released from LDS when parents or guardians arrive to pick them up. If you need to contact us during pick up or drop off, please call **604.873.8139** or email [info@ldsociety.ca](mailto:info@ldsociety.ca)

Students under 16 years of age will only be released to the parents or guardians that we have on file. If you need to make alternate arrangements to have a friend, sibling or other person pick up your child, please confirm this with us in writing well in advance. Students won't be able to be released to unauthorized persons and additional fees may apply if we need to keep staff at our Learning Centre late for supervision.

If you have not picked up your child after 10 minutes of their session being completed, we will contact emergency contacts.

### **Our LDS Space**

LDS East Vancouver location's air is only circulated within our space and not shared with other units. The East Vancouver learning space has HEPA filters that are changed regularly and the space has a Minimum Efficiency Reporting Value (MERV) rating of 13, which is hospital grade. Our one-to-one in-person session spaces have been designed to include a protective shield, fans to increase air circulation and are arranged to maximize social distancing.

### **Physical Distancing and Minimizing Physical Contact**

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

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

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

We will be following a "hands to yourself" rule.

## **Behaviour Management and Safety Concerns**

LDS strives to make every student feel welcome, comfortable and supported. In a group setting where there are multiple students, we rely on each student 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, volunteer or other staff time is fully diverted to managing one student'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 student's ability to engage, act safely or listen to instructions, we:

- Will, if appropriate, contact the parents or guardians 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 or guardians to pick up their child(ren) immediately if a safety or health issue has arisen that is not resolvable.

## **Fees During Illness 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.

## **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.