



LDS Health and Safety Policy

Last update: August 4, 2022

This policy covers health and safety measures related to sickness, absences due to sickness, and other safety and security issues related to serving children and youth at our Learning Centres and online.

SUMMARY (further details in sections below; please read the whole document!):

- Wearing medical or cloth face masks is optional. If someone chooses to wear a mask, they will be welcomed to do so.
- EVERYONE must wash or sanitize their hands immediately upon entry to a Learning Centre, and must do so regularly throughout the day.
- If anyone is showing signs of sickness (outside of known allergic or other reactions), they must stay home.
 - Students who are mildly sick may be **required** (depending on the program they are in, timing and prep required) to do their session ONLINE unless they are personally unable to do so due to learning needs.
 - Students who are so sick they are not able to focus on online instruction will receive a take-home study package (details below). Staff who are mildly sick are required to work from home wherever possible. Staff who are so sick they cannot work are required to take time off per our sick leave policy.



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1) 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.

An LDS location includes but is not limited to East Van and North Van Learning Centres, LDS Access, any LDS hosted events or gatherings. This policy is superseded by school policy where LDS is providing service at a school via RISE at School.

This policy may be modified by LDS's Executive Director with or without notice. Updates to this policy will be available immediately on our website <https://ldsociety.ca/policies/>.

2) General health and safety (pick up/ drop off, masks, and sanitization):

- Families may drop off students outside or inside the building; please keep in mind safety issues and crowding issues and be respectful of everyone's space needs.
- When you enter the Learning Centre, you are required to wash your hands or use the provided hand sanitizer.
- The wearing of face masks or protective face shields is optional. If someone would like to wear one, we will make one available. Everyone is welcome to wear a mask if and when they would like to do so.

3) Absence due to illness/attendance policy

If anyone is showing signs of sickness (outside of known allergic or other reactions), they must stay home.



- Students who are mildly sick may be required (depending on timing and prep required) to do their session ONLINE unless they are personally unable to do so due to learning needs.
 - Students who are so sick they are not able to focus on instruction will receive a take-home study package. We reserve the right to require a doctor's note after repeated absences due to sickness. Please note this is out of respect for our instructors and our staff's time, and out of respect for students on our waiting list who may be able to take advantage of an under-utilized session time.
- If there is a situation where a student is not able to attend a session in person or online, their LDS instructor will prepare a personalized take-home study package that can be completed on the student's own time. The personalized take-home study package may include video or audio recordings where possible. Homework support students will receive a personalized take-home study package with additional related materials to support them in their coursework.
- When we switch a session online for health and safety reasons, we are not cancelling it, and therefore the session will go ahead as planned.
- If an instructor cannot attend a session and a virtual session is not possible, we will inform the family as soon as possible. We will try our best to reschedule the session; if we cannot reschedule, the family will not be charged.
- Staff who are mildly sick are required to work from home wherever possible. Staff who are so sick they cannot work are required to take time off per our sick leave policy. Staff who have tested positive for COVID (OR are showing symptoms or are otherwise reasonably expected to have contracted COVID) must obey public health rules regarding isolation timelines related to the onset of their symptoms and their vaccination status. See the BC CDC for current rules: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation#How--long>

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 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

4) 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

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.

You are required to have at least one current emergency contact (name and phone numbers) on file for your child.

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

5) Our Space

LDS continues to maintain a clean environment through routine and thorough cleaning processes.

All instruction is done in highly-visible locations with doors open and regular monitoring done by multiple staff. Further information on students' safety and security at our Centres and online is available in our program policies.

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.

Safety and security

All LDS instructors are required to complete vulnerable population training on an annual basis.



LDS may record online sessions and may ‘drop in’ to observe online or in-person sessions. This is done for quality and case management purposes as well as to monitor our students and uphold safety and security policies for our whole community.

For online sessions, students aged 12 and under (at least 13 years old) are not permitted to be home without a supervising adult (18 years or older) during online instruction. If we have reason to believe that a student is home without a supervising adult, the instructor will end the session, notify LDS staff, and LDS will contact the parents or guardians immediately. This session will be considered a “missed session” and will be charged to the family. We reserve the right to discontinue future sessions until a plan for adult supervision is in place.

For in-person sessions, instructors and students will follow LDS safety protocol including that all rooms have windows, doors are kept open, and LDS staff do regular ‘walk-bys’ and spot observations of sessions.

6) 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 (where they are participating in a small 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.

7) 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. Parents/guardians, emergency contacts and, if needed, 911, will be called in the event of any medical issue or incident beyond minor scratches and bruises.

8) Feedback

We endeavor to do our best to keep this policy updated and helpful. If you notice an omission or have a question, please call or email: ED@ldsociety.ca or 604.873.8139

Please sign to indicate your receipt and acknowledgement:

Parent/guardian name:

Child name:

Date:

Signature: