

Scottish Rite Learning Centre - Halifax

PROTOCOL AND POLICY

COVID-19 OPERATIONS – Draft 4

Waivers – everyone who is part of our community will be expected to sign a waiver acknowledging that while the Centre has established preventative measures to reduce the spread of COVID-19, it is not responsible should anyone become sick while participating in our program. Copies available on our website.

1. For now, the kitchen will be out of bounds and there will be no food/snacks/drinks served. Children should bring their own water. Tutors will be responsible for refills, if required.

2. Parents will call the reception desk upon arrival. Desk volunteers will ask the now - standard questions about travel and health before inviting parent/child to enter the building:
 - Have you, in the last 14 days, travelled outside the Atlantic Provinces?
 - Have you had contact with someone from out of the Atlantic Provinces who has not self-isolated or someone who is awaiting COVID-19 test results?
 - Do you have any of the following symptoms of COVID-19:
 - i. fever (chills, sweats)
 - ii. cough or worsening of a previous cough
 - iii. sore throat
 - iv. headache
 - v. shortness of breath
 - vi. muscle aches
 - vii. sneezing
 - viii. nasal congestion or runny nose
 - ix. hoarse voice
 - x. diarrhea
 - xi. unusual fatigue
 - xii. loss of sense of smell or taste
 - xiii. red, purple or blueish lesions on the feet, toes or fingers without clear cause

An intercom/phone has been installed in between doors for communicating with anyone who doesn't have a cell phone or who shows up without calling first.

3. Hand sanitizer is in the entry way, between doors, for use before coming into the Centre.
4. Masks are required to be worn by everyone who comes into the building and will be provided if someone arrives without one.
5. A plexiglass barrier has been installed in the reception area for the protection of the desk volunteers.
6. The parent/guardian will sign the child in, but family members will not be permitted to wait in the building. (Outdoor seating with folks bringing their own chairs/blankets is an option for the first few months).
7. Children will wash hands with hot, soapy water before heading to tutoring room.
8. Arrows will indicate one-way traffic in the hallways.
9. There will be plexiglass sneeze/cough barriers between the child and the tutor and when both are seated, masks may be removed. (Masks must be worn whenever the child and tutor are not protected by the plexiglass barrier).
10. Each child will have their own set of materials, (white board markers, pencils, erasers, etc.) There will be NO shared materials in tutor rooms.
11. Reading material that is being carried over between sessions will remain in with the child's materials until it has been completed.

12. A bin will be available in the tutor work area to set aside/quarantine reading materials that have been used for a period of three days. This can be done at the end of each day.
13. At the end of the lesson, tutors or child will contact parent/guardian to let them know that they have finished, and that individual can come in and sign out the child. There will be designated space for a child to wait if the parent/guardian is delayed.
14. Tutors will be responsible for sanitizing the tutoring space, between their own children if they tutor more than one, and at the end of their allotted time. The procedure for this will be posted in each room. We will be using BioTEXT, a clinical surface disinfectant that is one step and needs only 3 minutes to be effective. It is listed on the government of Canada list of approved products to disinfect surfaces. The active ingredients are 19.9% USP Ethanol and 0.10% chlorhexidine.
15. A check list of areas to be wiped down will be in the tutor work area and it was felt this could be a shared responsibility with volunteers checking and noting the time of the last wipe down. (Like on the back of the door in a public washroom).
16. Desk volunteers will be responsible for sanitizing the door handles and touch points in the lobby.
17. Tutors will complete a "Room Use Tracking Sheet" following each session. This will help with Contact Tracing, should that become necessary. These sheets will be posted on the backs of the doors in tutor rooms.