

## **Scottish Rite Learning Centre - Halifax**

### **PROTOCOL AND POLICY**

#### **COVID-19 OPERATIONS – Draft 10**

#### **Living with COVID**

**Effective March 21, 2022**

**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.

#### **Vaccination Policy of the Halifax Learning Centre**

The Learning Centre has a responsibility to protect all volunteers, employees, children and the communities we serve, and it is for this reason that it is critical that the Centre take all reasonable precautions to protect against COVID-19.

It is the policy of the Centre to require all volunteers, employees, eligible children and their families to become vaccinated (two doses) against COVID-19, as recommended by the Nova Scotia Department of Health and Nova Scotia's Chief Medical Officer of Health.

All volunteers, employees, eligible children, and their families have been requested to provide a photocopy of their immunization record/vaccine certificate. Parents, or other support people, transporting children and who enter the Centre may be required to show proof of vaccine status to enter the Learning Centre.

#### **PROTOCOLS:**

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

2. It is no longer necessary for families to call the reception desk and answer screening questions, however, **everyone is expected to self-assess for any COVID symptoms before coming to the Centre. Please do not come to the Centre if you have any of these symptoms.**
3. Hand sanitizer is in the entry way, between doors, for use before coming into the Centre.
4. Masks will continue to be required 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. **Beginning, April 4**, limited seated will be available in our waiting area.
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 continue to 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. 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.
13. 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.
14. Desk volunteers will be responsible for sanitizing the door handles and touch points in the lobby as well as pens at the reception desk. Containers are in place for “Clean” and “Dirty” pens.
15. Desk volunteers will sanitize their work area, including the telephone, at the end of their shift.

Updated 28 February, 2022

This will be re-evaluated and adjusted as conditions improve.