



COVID-19 GUIDELINES & PROTOCOLS FOR WORKSHOP PARTICIPANTS IN VANCOUVER ISLAND CRISIS SOCIETY'S OFFSITE COMMUNITY EDUCATION PROGRAMS

The Vancouver Island Crisis Society recognizes the importance of our staff's and workshop participants' safety as we begin to facilitate workshops one again in community. The following additional guidelines and protocols are listed below, to minimize the risk of exposure to the virus that causes COVID-19.

The following guidelines and protocols will be sent to the organizing body in advance of the workshop or training. We ask that the organizer send these guidelines to each participant prior to the workshop or training:

- If you are sick or showing symptoms (cough, fever, sore throat), have been exposed to someone with symptoms, have travelled outside of BC in the last 14 days, or feeling unwell in anyway, you are NOT able to attend this workshop on the date(s) for which you have registered.
- Please arrive 15 minutes early for training to allow for pre-screening protocols. You will be asked, as outlined in the previous item, about your wellness that day of training.
- You are required to read and follow signage on the premises related to COVID-19 protocols.
- You will be asked to either wash your hands with soap and water or use hand sanitizer before entering the facility.
- Follow social distancing rules of two meters (six feet) minimum with training facilitators and workshop participants. Greet others while maintaining a distance of at least two meters, without shaking hands. Please bring a face mask if you have one, they will be required for activities where social distancing is challenging eg: role play practice. The Crisis Society will have extra masks available.
- If you need to cough or sneeze, do so into the inside of your elbow or cover your mouth and nose with tissues, directed away from others.
- The maximum number of persons allowed into any of our workshops will be determined based on the room size and the ability to maintain the social distancing guidelines as outlined above.
- Cleaning and disinfecting standards will follow WorkSafeBC's guidelines.
- Training materials and name tags for you have been handled by one facilitator who has fully disinfected their hands prior to touching materials. Training materials have been untouched for three days prior to the training date. Your materials and name tag will remain in place for the duration of the training including overnight for multi day workshops. Materials and name tags (tent-shaped, placed on tables) are to be taken home by you after the workshop is over.

- No food or beverages are to be offered to or by participants. You are encouraged to bring your own food, drinks, plates, and cutlery, and take your empty containers, dishes and cutlery with you at the end of each day of the workshop.
- Do not bring unnecessary personal items into the training space to avoid possible cross contamination.
- While the Vancouver Island Crisis Society has taken measures to minimize the risk of viral transmission, it is your responsibility to keep yourself safe by following hand washing and social distancing protocols.
- By submitting a registration form for training you indicate that you agree to the COVID-19 guidelines and protocols and release the Vancouver Island Crisis Society of any liability if you were to contract COVID-19 through your participation. You understand that VICS facilitators have the right to refuse your participation in training when you answer “yes” to any of the screening questions. Training fees will be either reimbursed or registration transferred to a future training workshop.

A huge thank you for your continued support during these incredibly trying times!