



COVID-19 GUIDELINES & PROTOCOLS FOR WORKSHOP PARTICIPANTS AND TRAINERS FOR IN-HOUSE AND OFFSITE COMMUNITY EDUCATION PROGRAMS PRESENTED BY VANCOUVER ISLAND CRISIS SOCIETY

The Vancouver Island Crisis Society (VICS) recognizes the importance of our staff's and workshop participants' safety. The guidelines and protocols presented below minimize the risk of exposure to the virus that causes COVID-19.

The following guidelines and protocols are sent to individual participants or to offsite group training representatives in advance of a workshop's start date. We ask that the representative for an offsite group training send these guidelines to each participant in the group prior to the workshop's start date.

- Participants must be fully vaccinated to attend and are required to provide proof of vaccination on the day of training, i.e., a provincial vaccine card or a vaccine passport, along with photo ID. It will be the responsibility of the representative for an offsite group training to verify proof of vaccination in order for each participant in the group to attend. VICS facilitators are fully vaccinated.
- If any participant is sick or showing symptoms (fever or chills, loss of sense of smell or taste, difficulty breathing, cough, sore throat), has been exposed to someone who tested positive for COVID-19, or is feeling unwell in any way, this participant is NOT able to attend the workshop for which they are registered. This participant must contact info@vicrisis.ca to inform VICS of their health status or report it to the representative for an offsite group training.
 - **Note:** If a pre-paid registrant for an in-house workshop falls ill before the workshop takes place and is unable to attend, they can send another person in their place, and notify VICS administrators in advance. If a replacement cannot be found, VICS will provide a one-time credit to be used for one future in-house workshop participation, taking place within a one year from the original course start date the registrant was unable to attend due to COVID-19 illness or symptoms. There are no refunds.
 - If a cancellation is NOT related to COVID-19 symptoms or health mandates, the cancellation policy stated upon registration will remain in effect; it states that no refunds or credits are available for notification of cancellation within 14 days of a workshop's start date.
- Participants must arrive 15 minutes early for training to allow for pre-screening protocols and the verification of proof of vaccination. They will be asked about their wellness as they arrive.
- While the Vancouver Island Crisis Society has taken measures to minimize the risk of viral transmission, it is the participants' responsibility to keep themselves safe by following hand sanitizing, social distancing, and mask guidance protocols.
- Please note that the number of participants registered may not allow for social distancing of at least two meters. Participants should take this into account when attending.
- Masks are mandatory during training for all participants if they are not able to socially distance a minimum of 2 meters. Facilitators will not wear masks while they facilitate. Facilitators, however, will wear masks if they are not able to be separated by a minimum of 2 meters from participants.
- Hand sanitizers and masks will be available whether attending a workshop at the VICS Training Centre or participating in offsite group training.
- By submitting a registration form for training, participants indicate that they agree to the COVID-19 guidelines and protocols and release the Vancouver Island Crisis Society of any liability if they were to contract COVID-19 through their participation in a workshop presented by VICS. They understand that VICS facilitators have the right to refuse their participation in a workshop when they are sick.

A huge thank you for your continued support!