



306 – 211 Bronson Av | Ottawa ON K1R 6H5 | 613.235.9956

---

## **Health & Safety Protocols for KBE delivery**

*In response to Covid-19, KAIROS is implementing the following protocols  
for delivery of the KAIROS Blanket Exercise (KBE)*

### **General KBE adaptations**

- All participants and KBE facilitation team members will be required to wear non-medical masks.
- Proper physical distancing of at least 2 metres/6 feet will be required during all KBEs.
- To enable proper physical distancing, KBEs will be limited to a maximum of 30 participants, the KBE space will be large and outdoors if possible, and talking circles will be smaller and will no longer involve passing an object between participants, including hand-held microphones.
- KBE scripts, scrolls, cards, and maps will be sanitized after each use.
- If possible, scrolls and maps will be projected to eliminate the need for handling by participants.
- Blankets will be replaced by sheets to facilitate laundering.
- KBE bags/kits will be sanitized, and sheets will be laundered after each KBE.
- Health and safety protocols have been added to the KBE script. For example, the European reader is instructed to not shake hands, etc.
- During this time hugs, holding hands, and fist bumps, or other physical contact, are also not permitted.

### **Host responsibilities**

*Regarding participants, hosts will:*

- ensure all participants are wearing non-medical masks.
- ensure all participants maintain a distance of 2 metres/6 feet from each other.
- provide an alcohol-based hand sanitizer for all participants & ask participants to use it when they arrive and as often as necessary.
- advise participants that they may wear shoes or socks on the sheets.
- provide tissues, a container for used tissues, and sanitizer to clean their hands afterwards.
- restrict access to the KBE space to anyone who is diagnosed with Covid-19, is waiting for a result, has symptoms of the virus, or has been told to self-isolate. KAIROS facilitators will not deliver the KBE if any of the participants meets any of these criteria.
- record participants' names and the date of the KBE. This information may be useful to regional public health authorities if someone is diagnosed with Covid-19 following delivery of the KBE.
- notify the KAIROS Regional Director if any participant is diagnosed with Covid-19 following delivery of the KBE.
- follow the provincial public health authority guidelines and recommendations.

*Regarding the KBE space, hosts will:*

- choose a well-ventilated space and, if possible, keep windows open.
- consider an outdoor location, which will be re-scheduled at no charge if postponed due to inclement weather.
- provide a disinfected, sanitary KBE space by cleaning high-touch surfaces (door handles, switches, etc.) before participants arrive, including washrooms.

*Regarding equipment, hosts will:*

- provide equipment to project maps and scrolls, if possible and requested.
- provide stand-up microphones, if requested.

*Regarding the fee, hosts:*

- whose KBEs were postponed will be charged the same fee as the original quote. In order to stay within the 30-participant limit, extra sessions will be scheduled, if necessary, at a 50% discount. Please contact your Regional Director for more information.
- will be charged 20% of the quoted fee if the scheduled KBE is postponed or cancelled due to a participant exhibiting symptoms, the space being unsafe, or there is failure to follow the protocols.
- will not be charged if the facilitation team fails to follow the protocols, or if any member of the facilitation team exhibits symptoms before the KBE.

### **Facilitation team responsibilities**

*Facilitators agree to adhere to the following health and safety protocols when facilitating a KBE for KAIROS.*

*Facilitators will:*

- use the adapted KBE script(s) with health and safety protocols.
- wear non-medical masks when delivering the KBE.
- avoid close-range face-to-face interactions.
- wash their hands with soap & water or an alcohol-based hand sanitizer before and after the KBE
- ensure members of the facilitation team and participants maintain a distance of 2 metres/6 feet from each other.
- wear socks or shoes on the sheets - no bare feet.
- cough and sneeze into their sleeve, not their hands.
- use sheets instead of blankets.
- not deliver the KBE if any of the participants or members of the facilitation team are exhibiting Covid-19 symptoms.

*Regarding the KBE space, facilitators will:*

- avoid small, enclosed areas such as break room, cafeterias and elevators.
- not deliver the KBE if there are any concerns regarding the safety of the space.
- notify the host and the Regional Director if the KBE space is not suitable for the safe delivery of the KBE.

*Regarding before and after the delivery of the KBE, facilitators will:*

- limit their use of public transit and wear non-medical masks when using public transit to and from the KBE location.
- wear non-medical masks if traveling via taxi or rideshare to and from the KBE location, and keep windows down, if possible.
- inform the Regional Directors if they require additional sheets or sanitization materials for their KBE kits.
- sanitize the KBE bags/kits and launder the sheets between exercises, as well as clothing worn during the KBE.
- will submit receipts for reimbursement for laundry and cleaning supplies
- will receive a \$15 monthly stipend to cover other related sanitization costs.
- be compensated an additional 25 per cent per KBE for time required to implement the cleaning and sanitizing protocols.
- not facilitate a KBE if they are not feeling well or exhibiting Covid-19 symptoms and seek medical attention as soon as possible.
- notify the Regional Director if they are not feeling well, exhibiting Covid-19 symptoms, or test positive for the virus.
- understand they are under no obligation to respond to requests for the KBE from Regional Directors.
- leave the site and notify the Regional Director if the participants and hosts are not following the health and safety protocols as outlined above.

### **Regional Director responsibilities**

*Regarding delivery of KBEs in their region, Regional Directors will:*

- be provided with sanitization supplies (hand sanitizer, wipes, spray, etc.) for distribution to facilitators.
- be provided with a supply of non-medical masks for distribution to facilitators.
- be responsible for preparing KBE scripts, scrolls, cards and maps so that they can be sanitized by the facilitators. KAIROS will reimburse all related costs (please use your KAIROS Visa).
- purchase second-hand sheets, launder them, and distribute them to facilitators upon request (please use your KAIROS Visa).
- contact hosts who postponed or cancelled requests from March to August to re-schedule and provide information about KBE health and safety protocols.
- obtain from the host an acknowledgment they are in receipt of, understand, and will fulfill their responsibilities under the protocols.
- liaise with the host regarding mutual responsibilities related to the safe delivery of the KBE.
- follow up with the host if the facilitator determines the assigned space is not suitable for safe delivery of the KBE.
- contact facilitators about the health and safety protocols.
- receive and record an acknowledgement from facilitators that they have read and will comply with the health and safety protocols.
- let facilitators know they are under no obligation to facilitate KBEs.

- connect with Elders to assess their interest in facilitating in person or virtually and follow up with the hosts accordingly.
- notify their manager if a KBE is postponed or cancelled due to concerns about Covid-19.
- inform facilitators, hosts, their manager and public health authorities if a KBE facilitator or participant tests positive for Covid-19 following a KBE.

### **Intake Coordinator responsibilities**

*In addition to general information about the KBE and an introduction to the Regional Director, when responding to new requests the Intake Coordinator will:*

- provide the host with the KBE health and safety protocols.



400 – 80 Hayden St | Toronto ON M4Y 3G2 | 877.403.8933 | 416.463.5312

---