

Health & Safety Protocols for KBE Delivery – For Facilitators

In response to COVID-19 KAIROS is implementing the following protocols for in-person delivery of the KAIROS Blanket Exercise

KAIROS recognizes that the safety of participants and facilitators is of utmost importance during this unprecedented time. We want to offer the KAIROS Blanket Exercise (KBE) in a way that adheres to physical distancing guidelines and health & safety protocols. KAIROS facilitators, KBE Regional Directors, host organizers, and participants¹ all have a responsibility to meet to make the KBE delivery as safe as possible. If you have any questions regarding these protocols, please do not hesitate to contact your KBE Regional Director.

General Guidelines

- KBEs will be limited to a maximum of 30 participants in large, well-ventilated spaces, with outdoor locations preferred.
- There must be enough space to accommodate 1 blanket/sheet per person.
- Chairs will be spaced 2 metres apart.
- Everyone present in the room will be required to wear a mask (medical or non-medical grade) throughout the KBE. Masks must be worn properly: good fit, covering the person's nose, mouth, and chin.
- Items or objects used during the KBE that are touched (papers, cultural items, etc.), will be properly sanitized before the event and properly sanitized or disposed of afterwards.
- The host's organizational or workplace guidelines, specific to preventing the spread of COVID, will supersede KAIROS' guidelines, if they are more stringent.

Facilitation Team Responsibilities

To ensure the safety of participants and the facilitation team, facilitators agree to follow these health and safety protocols when facilitating a KBE for KAIROS. Please note that facilitators are under no obligation to respond to requests from the KBE Regional Directors unless they feel comfortable to do so. Facilitators who do not follow these protocols will not be compensated for delivering KBEs and will be temporarily removed from the list of active facilitators.

Facilitators will **not** deliver the KBE if they:

- Are not fully vaccinated
- Are waiting for a result of a COVID-19 test
- Have any COVID-19 symptoms
- Have been told to self-isolate, by public health
- Are not feeling well

Quick Check! I can facilitate if:

- ✓ I am fully vaccinated
- ✓ I am not waiting for test results
- ✓ I have no COVID symptoms
- ✓ I have not been told to self-isolate, by public health
- ✓ I will wash my hands and/or use hand sanitizer
- ✓ I will wear a mask, properly

¹ If you would like a copy of the Health & Safety protocols for Hosts or Participants, please contact your Regional Director.



All Facilitators will:

- Only use the adapted physical distancing KBE script and scrolls, at this time.
- Be responsible for sanitizing their individual KBE scripts before and after every KBE, or for recycling their script after every KBE and printing a new copy for each KBE.
- Wear a mask (medical or non-medical) when delivering the KBE.
- Stay 2m from others
- Wash their hands with soap and water or use an alcohol-based, at least 60% alcohol base, hand sanitizer before, during and after the KBE.
- Purchase and keep all receipts related to purchasing the following items, and submit to your KBE Regional Director for reimbursement:
 - Masks (medical or non-medical).
 - Alcohol-based hand sanitizer containing at least 60% alcohol. For a list of Health Canada approved hand sanitizers, please visit: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>.
 - Plastic sheet protectors or a plastic duotang/binder for your script and scrolls. Reimbursement for laminating scripts and scrolls is also available.

Regarding the KBE space, facilitators will:

- Use an area of the room to sanitize the KBE kit and prepare other items.
- Notify the host and the KBE 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:

- Sanitize or launder items in the KBE bag/kit between KBEs.
- Notify the Regional Director as soon as possible if they are not feeling well, exhibiting COVID-19 symptoms, or test positive for the virus within 14 days after delivering a KBE.
- Discuss any safety concerns immediately with the host. If no changes are made and your concerns are go unresolved, you reserve the right to cancel the session. You must then notify the KBE Regional Director.

Lead facilitators will:

- Liaise with the KBE Regional Directors about items required for your kit, including cleaning supplies
 - Remember that receipts must be kept and submitted for reimbursement.
 - See the supplemental document for a sample of materials of a KBE COVID-19 Kit.
- Sanitize the KBE bags/kits by wiping down 'high touch' areas and items.
- Gather the used blanket/sheets into garbage bags after each KBE.
 - Launder the blankets/sheets between KBEs
- Receive a \$10 stipend for each KBE to cover cleaning costs such as laundromats or home washers & dryers.
- Be compensated an additional 25% of their honorarium per KBE for time required to clean and sanitizing your KBE bag/kit.



Scenarios

1. You are scheduled to facilitate a KBE with a group of 20 participants. When you arrive, you notice that:
 - The hosts have not followed the health & safety protocols, or;
 - The space is not large enough to safely accommodate physical distancing guidelines, or;
 - There are more than 30 participants, or;
 - A participant is exhibiting any symptoms of COVID-19; or
 - Participants are not wearing masks or using hand sanitizer.

Your response:

- Consult with members of your facilitation team about your concerns.
- Approach the host and remind them of their agreement to the health & safety protocols.
 - i. The changes required for a safe KBE must be done before the KBE begins.
 - ii. If the host or participants are unable or unwilling to comply, notify them of the cancellation, pack up the KBE kits/bags and leave the space.
- Then, immediately contact your KBE Regional Director to inform them of your reasons for not delivering the KBE.

In this scenario, the facilitation team will still receive the honoraria for the KBE.

2. You are scheduled to facilitate a KBE with another facilitator. When they arrive, you notice that your co-facilitator:
 - Seems to be exhibiting a symptom of COVID-19, or;
 - Is not wearing a mask; or
 - Is not physical distancing themselves by 2m from others; or
 - Is violating any of the health & safety protocols.

Your response:

- Remind your co-facilitator of the health & safety protocols and require changes.
 - a. The changes must be done before the KBE begins.
- If the co-facilitator does not make the required changes, notify the host of the cancellation, pack up the KBE kits/bags and leave the space.
 - a. Ask the host to contact the KBE Regional Director.
- Immediately contact your KBE Regional Director to inform them of your reasons for not delivering the KBE.

In this scenario, the facilitator who did not comply with the health & safety protocols will not be compensated and will be removed from the list of active KBE facilitators. The facilitator who did comply with the health & safety protocols, will be compensated.

