

## Health & Safety Protocols for KBE Delivery – For Hosts

*In response to COVID-19, KAIROS is implementing the following protocols for 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 follows COVID-19 related health and safety protocols. KAIROS facilitators, KBE Regional Directors, host organizers, and participants all have a responsibility 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.

Please note that you will be asked by your KBE Regional Director to read and to agree to these protocols in advance of your KBE. Failure to agree to comply with these protocols will result in the cancellation of your KBE.

### 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.

### Host Responsibilities

*To ensure the safety of their participants, hosts will:*

- Follow their applicable provincial Public Health Authority guidelines and recommendations related to preventing the spread of COVID-19.
- Screen everyone who enters the KBE space, as per their provincial screening protocols.
- Ensure everyone is wearing a mask (medical or non-medical), properly, throughout the session.
- Ensure everyone maintains 2m of physical distance between each other.
- Provide an alcohol-based, at least 60% alcohol base, hand sanitizer for everyone to use before they enter the KBE space, as often as necessary during the exercise, and upon their departure from the space.
- Advise participants of the *Health & Safety Protocols for KBE Delivery – For Participants* in advance of the scheduled KBE date (see handout).
- Record the names of participants and the date of the KBE, in the event someone is later diagnosed with COVID-19 within 14 days following delivery of the KBE. Contact tracing data is required by most provincial Public Health Authorities.



- Notify the KBE Regional Director if any participant is diagnosed with COVID-19 within 14 days following delivery of the KBE.

*Regarding the KBE space, hosts will:*

- Choose a well-ventilated space and keep windows open, if possible.
- Provide a disinfected, sanitized space for the KBE by cleaning high-touch surfaces (door handles, chairs, light switches, tables, etc.) before facilitators and participants arrive.
- Follow guidelines for room sizes or spaces. These areas are calculated based on participants being able to maintain a required physical distance of 2 metres between each other.

Number of Participants	Size of Room
15	~ 800 square feet
20	~1200 square feet
25	~1600 square feet
30	~2000 square feet

*Regarding equipment required for the KBE:*

- Hosts will provide tissues and a container for used tissues. Instruct participants to sanitize their hands after disposing of the tissue. Please ensure that these containers are properly and safely disposed of after the completion of the KBE.
- If microphones are required, we recommend that hosts provide each facilitator with their own microphone (handheld or clip on). Stand-up microphones should be made available for participants who read scrolls as part of the KBE, which should be sanitized between use.
- If the facilitator requires AV equipment, the host will:
  - Provide the AV equipment (laptop, screen, and projector)
  - Let the Regional KBE Director know if such equipment is not available

**KAIROS' Commitment**

To ensure the safety of participants and the facilitation team, KAIROS facilitators agree to the following guidelines:

- Facilitators will not facilitate if they:
  - are not fully vaccinated
  - have an active case of COVID-19
  - have been in close contact with someone who has been diagnosed with COVID 19, 14 days prior to the KBE
  - are waiting for their results of a COVID-19 test
  - have any COVID-19 symptom
  - have been told by public health to self-isolate
- Facilitators will use the physical distancing version of the KBE script.
- Facilitators will be required to wear a mask (medical or non-medical) throughout the KBE.
- Talking circles will no longer involve passing an object between participants, including hand-held microphones.



- Facilitators will be responsible for sanitizing their individual KBE paper scripts before and after every KBE, or for safely disposing of their paper script after every KBE.
- Blankets/bed sheets will be laundered after every KBE.
- Items in the KBE bags/kits will be sanitized before and after each KBE.

**KBE Regional Directors will:**

- Work with the host to ensure the safe delivery of the KBE.
- Ensure only fully vaccinated facilitators are part of the facilitation team.
- Inform the host, post-KBE, if those in attendance were exposed to COVID 19 from anyone on the facilitation team, while respecting the confidentiality of the individual.

**Elders and Knowledge Keepers:**

- To ensure the safety of Elders and Knowledge Keepers, KAIROS will support any accommodation required to enable and ensure the virtual participation of an Elder or Knowledge Keeper.
- If you are interested in having an Elder or Knowledge Keeper attend your KBE, please inform your KBE Regional Director, remembering that some Elders or Knowledge Keepers may be only available virtually.

**Fees:**

- Hosts will be charged the full confirmed fee if the KBE is postponed or cancelled due to failure to implement the above-listed health and safety protocols.
- Hosts will be charged a cancellation fee (as per the existing cancellation policy) for other cancellations ([insert link to policy](#)).

**Safety:**

- If KAIROS facilitators are not complying with these health and safety protocols at any point during the KBE, the host reserves the right to suspend the event. Facilitators will be requested to leave if adjustments are not made. Please inform your KBE Regional Director if this should occur.
- If KAIROS facilitators feel that the host or participants are not complying with these health and safety protocols, facilitators reserve the right to suspend the KBE and leave if adjustments are not made. KBEs that are suspended due to lack of compliance with the protocols will be charged in full, as per the cancellation policy.

**PLEASE NOTE:**

**It is important that in advance of your KBE you acknowledge to your KBE Regional Director that you agree to and will comply with these protocols. Failure to agree to comply with these protocols will result in the cancellation of your KBE.**

*These protocols are subject to change based on ongoing updates of safety guidelines from provincial and national public health officials.*

