



READ Surrey/White Rock Society COVID-19 SAFETY PLAN

1. Assessed Risks

We asked for input from staff, board members, tutors, and learners.

Places where we gather:

- meetings (task group, Board of Directors, tutor support)
- presentations and outreach visits
- tutor training
- one-to-one tutoring

Shared surfaces, tools and equipment:

- meeting tables, chairs, doorknobs, elevator buttons
- paper materials (binders, worksheets, workbooks, reports)
- pens, pencils, devices

We assessed the risk of COVID-19 transmission based on:

- how long people are together
- how often they are together
- how close they are
- how manageable each situation is

RISK OF TRANSMISSION

Activity	Risk Level
meetings	med
outreach presentations	low-med
Tutor training	med
One-to-one tutoring	low-med

Special Considerations:

- many of our volunteers are over 60 years of age and at higher risk for COVID-19
- many of our learners and volunteers use public transit to get to tutoring sessions

2. Protocols to Reduce Risks

We reviewed WorkSafeBC COVID-19 guidelines and industry-specific protocols that applied to our work and activities. We are adopting the following measures.

- A. Meetings, presentations, training, and tutoring will be held virtually or remotely to avoid in-person contact.
- B. If it is necessary to meet in person, the following procedures will be followed.
 - a) Anyone meeting in person will do a health screening the day before each meeting by answering the following questions.

Health Screening Questions

- Do you have a confirmed case of COVID-19 or been in contact with someone with a confirmed case of COVID-19?
- Have you travelled outside Canada in the last 14 days?
- Do you have any of the following symptoms: fever, chills, cough (new or worsening), shortness of breath, sneezing, runny nose, sore throat, Loss of sense of smell or taste, headache, unexplained fatigue, nausea/vomiting, diarrhea, loss of appetite

If a person answers yes to any of the screening questions, do not meet.

Health Screening will be done before tutoring, group meetings, and outreach.

- Before tutoring, volunteer and learner must check in with each other and answer the screening questions by email, text or verbally.
 - Before group meetings, all attendees will self-screen by reviewing the questions and reporting to the meeting host by email, text or verbally.
 - Before outreach visits and presentations, READ staff and volunteers will check in with their hosts and both parties will answer the screening questions by email, text or verbally.
- b) Meet outside as much as possible.
 - c) If READ is hosting a group meeting, clean all surfaces in the meeting room before and after the meeting.
 - d) If you are sick, stay home.
 - e) Clean your hands when you arrive by washing or using hand sanitizer.

- f) READ will provide hand sanitizer to all tutoring pairs who are meeting in person.
- g) READ will provide a mask to any learners or tutors who do not have one and who are meeting in person.
- h) Do not shake hands.
- i) Keep a 2m distance from other people.
- j) If you cannot keep 2m apart, wear a mask.
- k) Do not share pens, pencils, devices, or other objects.
- l) Limit the exchange of paper, books, or workbooks unless absolutely necessary.
- m) All tutoring materials and supplies given to volunteers and learners will be quarantined for 3 days before distribution.
- n) Do not share or serve food or drinks.
- o) Limit in-person meetings to no more than 1 hour.
- p) Tutoring pairs must review and agree to the “In-Person Tutoring Procedures” and be briefed by staff before meeting in person.

3. Policies

A written COVID-19 Policy to manage our work in a safe way has been drafted.

4. Communication Plan and Training

A written COVID-19 Communication and Training Plan (to ensure that anyone having in-person contact through READ or its activities knows how to keep safe) has been drafted.

5. Monitoring Plan and Updating

Our activities will be monitored regularly for new areas of concern at:

- board meetings
- during monthly updates with tutors and learners

This safety plan will be updated as needed.

Contact

Please contact us with any questions or concerns.

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