



## **Pandemic Match Meeting in Person Policies and Procedures**

### **Purpose/Preamble**

In order to maintain the health and safety of our mentees and mentors during a pandemic, Big Brothers Big Sisters of Orillia and District (BBBSOD) has created these policies and procedures to reduce the risk of the spread and contraction of a pandemic virus.

During the time where matches are not able to meet BBBSOD will work on supporting the match to keep connected through other means (phone, text, online).

This document outlines policies and procedures to help ensure the safety of our mentees and mentors both during and following a pandemic, including when they are able to meet again in person.

Our objective is to ensure that we meet or exceed all government recommendations and laws to help matches to continue to build and strengthen their relationships during a pandemic.

### **Definitions**

#### **Flu-Like Symptoms**

According to the Centers for Disease Control, symptoms of pandemic viruses can vary from person to person and by age group. Pandemic virus symptoms are similar to that of the regular human flu and include fever, cough, sore throat, body aches, headache, chills, weakness, and fatigue. Some people, particularly children, have reported diarrhea and vomiting associated with certain outbreaks.

#### **Close Contact**

Being in close physical proximity of others in settings such as offices.

#### **Personal Protective Equipment (PPE's)**

Special clothing or equipment worn to protect against pandemic viruses, e.g., masks, gloves, gowns, and visors.

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**Isolation**

Separates sick people with a contagious or suspected disease from people who are not sick.

**Quarantine**

Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. For example, with the COVID-19 virus the recommended time is 14 days.

**Social/Physical Distancing**

Strategies that help to reduce the spread of pandemic viruses by minimizing human-to-human contact.

**Social Circle or Bubble<sup>1</sup>**

Social circles or “bubbles” are a way to safely expand the number of people with whom you can come in close contact. For example, in the case of COVID-19, the rules state you can establish a family or social circle of no more than 10 people who can interact with one another without physical distancing (as subject to change by government and public health authorities).

**Policies & Procedures****Permission to Meet in Person during a Pandemic Policy**

Mentees and mentors will follow the guidelines of all local, provincial and federal governments as it relates to social distancing during a pandemic. Mentees and mentors are not to meet in person until BBBSOD, in consultation with local health authorities, give permission to meet.

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<sup>1</sup> <https://www.ontario.ca/page/create-social-circle-during-covid-19>

## **Procedures**

Once BBBSOD in consultation with local health authorities give permission to meet, mentees and mentors will adhere to the following:

1. Guardians are to have given permission and signed the Assumption of Risk, Release and Indemnity Agreement previous to mentees and mentors meeting in person;
2. Prior to meeting in person, mentees and mentors are to use the pandemic virus self-assessment checklist, as provided by BBBSOD.
3. If a mentee or mentor have answered any of the questions on the pandemic virus self-assessment sheet that indicate that they have symptoms or may have been exposed to the virus, they are not to meet with their match again until they are cleared by a medical professional.
4. Mentors are to inform guardians in advance of each outing, as to what activities are planned;
5. In person meetings between mentor and mentee should take place primarily outside;
6. It is recommended that mentors and mentees be a part of each other's social circle / bubble if they are going to meet in person (see Ontario government's five simple steps to create a safe social circle)<sup>2</sup>;
7. Any mentee or mentor must avoid meeting if they have been in contact with anyone who is or has been recently ill.
8. If a mentee and mentor are not able to be part of each other's social circle / bubble, at the very least;
  - a. Mentees and mentors may meet only out of doors;
  - b. Mentees and mentors are to follow all recommendations or any laws implemented by local, provincial, and federal governments that are in place re: hand washing, masks, social distancing, number of people allowed to meet in public places, etc. (for up-to-date pandemic guidelines please refer to local public health authorities, e.g. Simcoe-Muskoka District Health Unit).

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## **Health and Safety for Meeting in Person during a Pandemic Policy**

This policy details precautionary measures to promote the health and safety of BBBSOD mentees and mentors while meeting with one another during a pandemic.

### **Procedures**

#### **1. Practicing good personal hygiene habits**

Maintaining intentional and consistent hygiene is of great importance when mentees and mentors meet. Mentees and mentors are to follow the recommended guidelines set out by the local health authorities, including but not limited to the following:

- Washing hands often with soap and water or an alcohol-based hand sanitizer
- Avoiding touching eyes, nose, and mouth with unwashed hands
- Avoiding close contact with people who are ill
- Staying home when ill
- Covering a cough or sneeze with a tissue and washing hands
- Sneezing or coughing into their sleeve or arm when a tissue is not available
- Cleaning and disinfecting frequently touched objects and surfaces

#### **2. Implementing physical distancing and wearing masks**

Physical distancing should be practiced on outings to reduce exposure to other people. Unless mentees and mentors are part of the same social circle / bubble all mentees and mentors who meet are to:

- Maintain a physical distance of 2 meters / 6 feet
- Wear a non-medical mask or face covering while outside when physical distancing is not possible
- Follow any guidelines set out by federal, provincial and local authorities including rules regarding the maximum number of people allowed to meet in public places and proper use of PPE (e.g. in phase two of COVID-19 virus pandemic, up to 10 people are allowed to meet with social distancing of 2 meters / 6 feet while wearing non-medical masks or face coverings).

Any adjustments to this (indoors/outdoors, physical distancing, mask wearing) can only be changed with the permission of BBBSOD in consultation with the local health authorities.

#### **3. Limiting time spent indoors**

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- Mentees and mentors who are inside the same social circle / bubble will limit their time spent indoors and where possible they will meet out of doors (days that are not extremely hot or raining for example)
- Mentees and mentors who are not in each other's social circle / bubble are only to meet outside, not indoors, until BBBSOD gives permission to do so

### **No Sharing During a Pandemic Policy**

Mentors and mentees must not share any food or personal items (e.g. sunscreen, cellphones, hairbrush, etc.) with one another when meeting in person.

### **Ride Sharing During a Pandemic Policy**

Mentees must have a guardian's permission to be in a mentor's vehicle. Mentees and mentors who are not in the same social circle / bubble must wear a non-medical mask or face covering and mentees are to ride in the back seat.

### **House or Public Facility Visits during a Pandemic Policy**

Home visits are not allowed unless mentees and mentors are part of the same social circle / bubble. Public facilities are to be avoided and used only when absolutely necessary. Mentors must carry sanitizing wipes and/or hand sanitizer when on outings with their mentee.

### **Procedures**

- **Using the bathroom** – Each time a mentee uses a public bathroom, a mentor will instruct the mentee on using the bathroom in a manner that limits the number of surfaces that they touch. (e.g. where possible push a door open with an arm otherwise only touch what is necessary such as the bathroom door, light switch if needed, toilet handle, sink taps and inside door handle).
- The mentor will wipe all of these areas previous to the mentee using the bathroom.
- The mentor will make sure that the mentee has washed their hands thoroughly and has followed the procedures for washing hands that is recommended by the local health authorities.
- The mentor will also provide hand sanitizer to sanitize the mentees hands once they have left the washroom.
- **Medical reasons** – If there is a current medical reason, medical emergency or health risk concern (e.g. heatstroke), a mentee and mentor who are not in the

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same social circle / bubble may enter a public building for the prime reasons of, gaining necessary shelter to attend to the medical reason, emergency or concern.

### **Mentors or Mentees who are ill during a Pandemic Policy**

A pandemic virus can cause a range of symptoms, including but not limited to fever, cough, sore throat and shortness of breath. Depending on the virus these symptoms can appear in a few days or many days after being exposed to the virus (e.g. for COVID-19 the symptoms can take up to 14 days after exposure to appear). For some, people can be asymptomatic; for others it is like having a cold; for others they may be severe or life-threatening. Viruses are usually transmitted via droplets during close, unprotected contact with an infected person, or by touching an infected surface and then touching the mouth, nose, or eyes. The symptoms of pandemic viruses may be like many other illnesses, including the cold and flu.

There should be no contact for matches should a person suspect or become ill with the pandemic virus.

#### **Procedure**

- If a mentee or mentor suspects they are becoming ill, no in-person contact should continue or start between the individual and their match.
- If a mentor or mentee has become ill with the virus, they are to inform BBBSOD immediately and not have any in-person contact with their match.
- If a mentee or mentor has become sick, they must have no in-person contact at all until they have been assessed and cleared by a medical professional.

### **III Member of Social Circle / Bubble Policy**

If a member of an individual's social circle / bubble has virus symptoms or is ill or they have come in contact with someone who is ill then there should be no in-person contact between the individual and their match.

#### **Procedures**

- Do not start to meet or have any continued contact between the match.
- If physical contact has already been made between the match, contact public health for direction.

### **Activity Ideas for Mentors and Mentees Policy**

BBBSOD will provide ideas for matches via email, social media and during match monitoring that can be done virtually to remain connected as well as activities that can be done outside once it is determined that a match can meet in person.

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**Examples of outdoor locations to meet in person.**

- Scout valley loop trail- Old Barrie Rd E, Orillia, ON
- Couchiching Beach Park- 140 Canice St, Orillia, ON
- Bass Lake Provincial Park- 2540 Bass Lake Side Rd E, Orillia, ON
- Tudhope Park - Hwy. 12, Orillia, ON
- Kitchener Park- 460 West Street S, Orillia, ON
- West Ridge Park- 900 W Ridge Blvd, Orillia, ON
- Couchiching Conservancy- 1485 Division Rd W, Orillia, ON

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