



Brain Injury Association Waterloo – Wellington
493 Lancaster St. W. Suite 205 Kitchener, ON
N2K 1L8

COVID-19 Program and Event Policy

Brain Injury Association Waterloo-Wellington (BIAWW)
Effective September 8, 2021

Purpose

The purpose of this policy is to outline organizational expectations with regards to programs and events in light of the COVID-19 pandemic.

Background

Due to the nature of our work with vulnerable individuals and seniors and the potential for exposure to the COVID-19 virus, this policy aims to protect the BIAWW's population including members, participants, employees, staff, contractors, volunteers (including board members), students and other individuals in our work and event spaces.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease is decreased with vaccination but remains elevated in those with underlying medical conditions.

For purposes of this policy, an “event” shall mean an in-person scheduled event, program or office drop-in. It applies to all activities at any location where BIAWW is responsible for and manages an in-person event.

Application of the Policy

Regardless of how often an individual is at the BIAWW office or a BIAWW sanctioned event, this policy applies to:

- all employees and staff including part-time and full-time status
- contractors (including people on contract, and people employed by an employment agency or other third party)
- students on an educational placement
- volunteers (including board members)
- members
- participants



Policy

It is important to protect the health and well-being of BIAWW's members, participants, employees, staff, contractors, volunteers (including board members) and students where there is a potential risk for COVID-19 transmission.

All aforementioned groups will be required to present their vaccine passport (when they are available from the province) in order to access any BIAWW program. Until the passports are available, all groups are to present proof of full vaccination status in the form of a PDF of or the actual receipt attained following their 2nd dose appointment.

Prior to the event

All individuals are required to perform a self-screening assessment prior to participating in any BIAWW event.

- Copies of the self-screening (and actions to take based on results) are available on our website.
- Individuals who answer “yes” to any of the questions will not be admitted to the event and must follow the ensuing public health instructions.

At the event

BIAWW

- Contact information such as name, email and/or phone number will be collected for all participants at all events. This will only be used to assist contact tracing in the event of a known infection related to that event.
- Staff will clean and sanitize all high touch surfaces before and after every event.
- Staff will supervise testing as required (outlined below).
- BIAWW will provide medical-grade face mask to participants if required.
- Staff will take and record temperature readings.

Individuals

- All individuals are required to wear a high-quality (medical-grade or 3-ply polypropylene) face mask over the mouth, nose and chin at all times except when eating or drinking.
- Individuals who are not fully vaccinated (2nd dose prior to 14 days before event) are required to perform rapid antigen testing prior to admittance to the event or provide evidence of a negative PCR test 2 days before the event.
 - Antigen testing will be supervised by staff or trained volunteer. All materials from the test will be discarded.
 - If the antigen test is positive, the individual will be required to leave the event immediately and asked to complete a PCR test at an official regional testing site.
 - If the PCR test is positive, individuals will not be allowed to return to any BIAWW event until they have received a negative PCR test AND for at least 14 days AND Public Health has cleared them.



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- The BIAWW Executive Director will consult with public health, notify other tenants and organizations as needed depending on the location of the event.
- Temperature reading using an infra-red device will be recorded for each participant.
- All individuals are required to maintain proper distancing of 6 ft (2 meters) between other participants at all times.
- Participants are required to use hand sanitizers when entering the event, after eating and after using the washroom.
- Individuals who do not comply with this policy will be asked to leave the event and may not be permitted to return to future events.
- Should an individual fall ill during the event, they individual will be required to leave the event immediately and be asked to complete a PCR test at an official regional testing site.
 - If the PCR test is positive, individuals will not be allowed to return to any BIAWW event until they have received a negative PCR test AND for at least 14 days AND Public Health has cleared them.
 - The BIAWW Executive Director will consult with public health, notify other tenants and organizations as needed depending on the location of the event.

After the event

Any individual who has a positive test result within 14 days of the event must notify BIAWW to ensure that we are able to contact public health with regards to contact tracing.

Indoor and outdoor programs and events

To the extent possible, events will be held outside.

The number of indoor and outdoor participants will be based on the current public health advice.

Confidentiality Statement

BIAWW may be required, to report statistical information to various regional and provincial bodies. No identifying information will be provided to any third party in relation to this policy; all results from the antigen testing will be provided in aggregate form.