



**COVID-19 Policies and Procedures for  
JUMP! Canada Program Work in the  
Vancouver Area**

Last Updated: 15/01/2021

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Appendix A (JUMP! Canada COVID-19 Declaration Log)

## 1.0 GENERAL POLICIES

Internal and external meetings and planning will be conducted remotely whenever feasible. JUMP! employees and contractors are encouraged to implement creative solutions in order to work from home as much as possible. That being said, in-person engagement will be required at times.

Schools and community partners will have their own policies and procedures, likely in the form of a written document. JUMP! employees and contractors will familiarize themselves with these in advance of a given program date or partner meeting. Where JUMP! policies and procedures differ from a school's or a community partner's, the more conservative of the two will be implemented.

## 2.0 COMMUNICATIONS + SCREENING & DOCUMENTATION

Each employee or contractor will be provided with an individual **JUMP! Canada COVID-19 Declaration Log (Appendix A)**. Each time a JUMP! employee or contractor interacts with a secondary location (a place other than their home) on behalf of JUMP! they must complete and sign a new row for that date.

In addition to providing this document, we will verbally explain these rules and guidelines to employees and contractors during staff training. We will make sure they are familiar with answers to frequently asked questions and common misconceptions related to COVID-19.

We will make all employees and contractors aware of when to stay home, including but not limited to the display of COVID-19 symptoms, trips outside of Canada, and/or close contact with anyone who has a suspected or confirmed case of COVID-19.

We will ensure all employees and contractors are aware that COVID-19 symptoms include but are not limited to:

- a. Cough
- b. Shortness of breath
- c. Fever
- d. Diarrhea
- e. Fatigue
- f. Headaches
- g. Muscle aches
- h. Nausea
- i. Loss of taste or smell
- j. Sore throat and painful swallowing
- k. Vomiting
- l. Chills
- m. Stuffy or runny nose
- n. Loss of appetite

Employees and contractors with known health conditions should obtain a doctor's approval before interacting with secondary locations on behalf of JUMP! Canada. These include but are not limited to:

- a. A suppressed immune system (due to medical condition and/or medications)
- b. Cancer
- c. Diabetes
- d. Heart disease or other severe heart conditions
- e. Hypertension (high blood pressure)
- f. Chronic lung disease
- g. Asthma or other significant respiratory conditions
- h. Chronic kidney disease
- i. Seizure disorder

### **3.0 SOCIAL DISTANCING + MASKS**

JUMP! employees and contractors will endeavour to stay 2 meters from students, educators, community partners, and co-facilitators whenever possible.

JUMP! employees and contractors will wear masks:

- a. at all times when indoors.
- b. when outdoors and 2 meters distance cannot be maintained.

Prior to providing programming at a given school, JUMP! employees and contractors will educate themselves about the specific school's expectations regarding the degree to which students and educators social distance from each other. JUMP! employees and contractors will actively participate in ensuring said expectations are upheld. JUMP! employees and contractors will review their "flows" in advance in order to ensure that all planned activities allow for appropriate social distancing.

### **4.0 HANDWASHING + HYGIENE**

JUMP! employees and contractors are expected to do their utmost in the category of personal hygiene. Handwashing with soap and water is required before meals, after meals, after using the washroom, and so on. Remember to cough and sneeze into your elbow.

Additionally JUMP! employees and contractors will be asked to sanitize their hands:

- a. Before entering a secondary location
- b. Before and after running each activity
- c. Before and after touching any shared equipment or surface
- d. After adjusting their mask or touching their face

JUMP! employees and contractors are expected to carry a personal bottle of hand sanitizer on their person whenever at a secondary location on behalf of JUMP! Canada. If an employee or contractor does not have hand sanitizer, hand sanitizer will be provided to them. Said hand sanitizer should contain greater than 60% ethanol or greater than 70% isopropanol.

## **5.0 TRANSPORTATION**

Where possible, separate transportation is preferred when travelling to and from secondary locations. If co-facilitators must ride in the same vehicle, masks will be worn.

Shared vehicles must be cleaned and disinfected before and after each use.

## **6.0 EXPERIENCING SYMPTOMS**

Any JUMP! employee or contractor who is experiencing symptoms of COVID-19 must alert the Regional Partnership Director or Office Manager immediately.

The Regional Partnership Director or Office Manager will ensure that the individual experiencing symptoms is self-quarantining and will advise the individual to consult 8-1-1 regarding next steps.

In collaboration with health authorities, the Regional Partnership Director or Office Manager will ensure that all potentially affected parties (schools, community partners, and co-facilitators) receive clear communication regarding possible exposure to said individual.

