



Kidsfirst Physio

Brenda Horton Physiotherapist Corporation

Paediatric Physiotherapy Services

KIDSFIRST PAEDIATRIC PHYSIOTHERAPY SERVICES **COVID-19 SAFETY PLAN & PROTOCOLS** **(JUNE 2020)**

1. UNDERSTANDING THE RISK

- 1.1 The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.
- 1.2 The risk of person-to-person transmission increases with how close you come to other people, how much time you spend near other people, and how many people you encounter closely.
- 1.3 The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time.

2. PROTECTION PROTOCOLS

2.1 Different protocols offer different protection

- 2.1a Wherever possible, protocols which offer the highest level of protection will be used.

2.2. FIRST-LEVEL PROTECTION (ELIMINATION) - MEASURES IN PLACE

2.2a Preliminary Information

- 2.2a.1 We have established and posted an occupancy limit for our premises as maximum of 7, to consist of maximum 3 patients (including caregivers) & maximum 3 staff, plus physiotherapist, as guided by Public Health.
- 2.2a.2 We have considered work-from-home arrangements, and have limited number of patients and staff to promote social distancing wherever possible.
- 2.2a.3 We have implemented measures to keep workers and patients at least 2 m apart, wherever possible.

2.2b Working Off-site or Remotely

- 2.2b.1 Executive Assistant and Administrative Assistant will continue to work via internet and telephone from their own homes, as they did prior to COVID-19 pandemic.

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2.2b.2 Staff who assist in the clinic will be unable to work remotely, but will be carefully trained as to precautions necessary when attending the clinic.

2.2b.3 If patients are not comfortable with in-person visits, they will be offered virtual visits, at the same cost as clinic visits.

2.2c Social Distancing

2.2c.1 Whenever possible, all individuals in the clinic will remain 2 meters apart.

2.2c.2 There will be no greeting by handshakes, hugging or other close proximity actions.

2.2d Schedule Adjustments

2.2d.1 Staff schedules have been adjusted slightly to comply with occupancy restrictions, on an individual basis as decided upon by Director.

2.2d.2 Patient visits will be shortened by 15 minutes: 5 minutes at beginning of appointment time will allow for COVID-19 screening; 10 minutes at end of appointment will allow for disinfection of the area before the next patient arrives.

2.2d.3 Patients will be asked to arrive no earlier than 5 min before their appointment.

2.2e Changes to Patient Policies

2.2e.1 Administrative staff will have contacted patients prior to their visits to explain the changes in health policies.

2.2e.2 Changes from previous clinic protocols will also be posted on the website.

2.2e.3 Whenever possible, caregivers will be asked to change patient diapers before entering the clinic.

2.2f Changes to Worker Tasks

2.2e.1 At least one staff will be responsible for greeting, checking-in, and screening patient and caregiver to limit any possible COVID transmission.

2.2e.2 Second staff will assist physiotherapist with patient's assessment or treatment program.

2.2e.3 At certain times, a third staff may be added to work with another patient in a secondary area of the clinic.

2.2e.4 All staff will assist with cleaning of equipment and area after each patient leaves, per the special instructions set out and posted.

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2.2g Occupancy Limits for Workers

2.2g.1 No more than 3 workers plus the physiotherapist will be present in the clinic at any one time.

2.2h Limiting or Prohibiting Visitors

2.2h.1 No visitors will be allowed during patient sessions.

2.2h.2 The door will be kept locked to insure no person arrives unexpectedly. This will be the responsibility of the staff member assigned to greet and screen patients.

2.2i Occupancy Limits for Clients

2.2i.1 No more than 3 individuals, in addition to staff, may be present in the clinic at any one time.

2.2i.2 Each patient may be accompanied by only one parent or caregiver.

2.2i.3 The caregiver will remain in the clinic only if necessary for the comfort of the patient.

2.3. SECOND-LEVEL PROTECTION (ENGINEERING) - MEASURES IN PLACE

2.3a Barriers & partitions

2.3a.1 Unnecessary equipment/toys will be covered or removed prior to patient attendance.

2.3a.2 Door will be kept locked while a scheduled patient(s) is in clinic to prevent unexpected arrivals.

2.3a.3 Any barriers placed to cover equipment or toys will be cleaned daily.

2.4. THIRD-LEVEL PROTECTION (ADMINISTRATIVE) - MEASURES IN PLACE

2.4a Rules & Guidelines for Workers

2.4a.1 Workers will confirm, through questionnaire and temperature check as they enter, that they are not active carriers of COVID-19, nor have been exposed to anyone with a confirmed or suspected case of COVID.

2.4b Communication of Rules & Guidelines to Workers

2.4b.1 Workers will have been thoroughly educated regarding the infection control procedures now in place to protect all from COVID transmission.

2.4b.2 Signage has been posted to remind all workers of the rules they are expected to follow to protect from COVID transmission.

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2.4c Rules & Guidelines for Patients & Caregivers

- 2.4c.1 Patients will be contacted the day before their appointment to see if they any symptoms of COVID, have been in contact with someone who has it, or have been outside of the country within the past 14 days.
- 2.4c.2 If they are sick, they will be advised to reschedule their appointment and be checked by a doctor / self-isolate for 14 days.
- 2.4c.3 Patients will be asked to attend their appointment accompanied by only one caregiver, and not bring other relatives, children, or workers, UNLESS there is a special circumstance that has been pre-approved by the Director.
- 2.4c.4 Patients and caregivers will be asked to arrive no more than 5 min before their visit is to begin.
- 2.4c.5 Patients and caregivers may wait in the designated outside waiting area to be called in by a clinic staff member.
- 2.4c.6 Patients & caregivers will be asked to provide & wear a protective mask whenever possible.
- 2.4c.7 As they enter, patients & caregivers will be screened through questionnaire and temperature check to ascertain that they are not active carriers of COVID-19, nor have been exposed to anyone with a confirmed or suspected case of COVID.

2.4d Communication of Rules & Guidelines to Patients & Caregivers

- 2.4d.1 Information re: rules & guidelines will be provided to patients & caregivers by administrative staff prior to their visit.
- 2.4d.2 Signage has been posted to remind all in the clinic of the rules they are expected to follow to protect from COVID-19 transmission.
- 2.4d.3 Information regarding changes in clinic policies & procedures surrounding COVID-19 infection prevention will be posted on the clinic website.

2.5. FOURTH-LEVEL PROTECTION (WEARING MASKS) – MEASURES IN PLACE

2.5a Information

- 2.5a.1 Information on selecting and using masks, and instructions on how to use a mask have been reviewed, as it pertains to our clinic situation.
- 2.5a.2 Limitations of masks to protect the wearer from respiratory droplets is understood.

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2.5a.3 Use of masks is promoted when other control measures, as described previously, cannot be implemented. They are to be used as an adjunct to other measures.

2.5a.4 Workers have been trained in the effective use and disposal of masks.

2.5b Who Will Use Masks

2.5b.1 All adults from the age 12 years and upwards will be required to wear a mask upon entering, and during their time in, the clinic. This is to include workers, parents, and patients.

2.5b.2 Patients between 2 & 11 years will be encouraged to wear masks, but with the understanding that this might not be possible for some.

2.5b.3 Infants under the age of 2 years will not be required to wear masks.

2.5b.4 Patients and caregivers will be asked to provide their own masks whenever possible.

2.5b.4 Should someone arrive to their appointment without a mask, one will be provided to them at a nominal cost, or they may choose to reschedule their appointment.

2.5c Work Tasks Requiring the Use of Masks

2.5c.1 Workers will be expected to wear masks throughout the duration of their time in the clinic, but particularly so when in direct contact with patients or caregivers.

2.5c.2 Workers will be expected to wear masks during cleaning tasks within the clinic.

2.5c.3 Workers will be able to remove their masks only for nourishment reasons, and only when 6 feet or more away from others in the clinic.

2.5d Correct Use of Masks

2.5d.1 Workers will have been trained on the reasoning for wearing of masks.

2.5d.2 Workers will have been trained on the correct use and disposal of masks prior to their fulfilling a shift at the clinic.

2.5e Information on the reasons for wearing a mask, as well as correct procedures for donning/doffing a mask, will be posted as signage in the clinic, and on the website.

3. REDUCING THE RISK OF SURFACE TRANSMISSION THROUGH EFFECTIVE CLEANING & HYGIENE PRACTICES

3.1 Preliminary Information

3.1a Information about cleaning and disinfecting surfaces has been reviewed, and practices relevant to the clinic situation adopted. (. . ./6)



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3.2 Hand Cleansing Facilities

3.2a There are 2 sinks available for washing hands with disinfectant soap, one within the clinic and one in the washroom down the hall. Staff will be asked to wash their hands with soap and water upon entering the clinic space, frequently between and after patient care, and after using the toilet facilities or eating.

3.2b As an alternative to hand-washing, hand sanitizer is available for patients, caregivers, and staff to use prior to such interactions as well as afterwards.

3.3 Cleansing of Common Areas & Surfaces

3.3a All common surfaces & those known to have been touched will be wiped down with Lysol wipes between clients. This will include doorknobs, doors, shelves, chairs, light switches, and bathroom (if used by client). In addition, common surfaces will be wiped with Lysol wipes once every 4 hours.

3.3b All toys & equipment used by clients will be wiped with Lysol wipes immediately after their use.

3.3c Any items that cannot be wiped (e.g. sofa, carpet, & soft toys) will be sprayed with Lysol spray immediately following their use.

3.3d Towels and blankets used with clients will be immediately removed to a laundry hamper to be washed each day.

3.3e Sufficient cleaning supplies will be supplied to the staff by the clinic.

3.3f Unnecessary equipment & toys will have either been removed from the area, or covered with plastic, to limit infection and simplify cleaning process.

3.4 Work clothing

3.4a Staff will be encouraged to change into a separate set of street clothes and footwear before leaving work.

3.4b Staff will place their work clothing in a bag, and launder it after every shift.

3.4c Staff will be advised to shower immediately upon returning home after every shift.

4. POLICIES IN PLACE

4.1 Our workplace policies ensure that workers and clients showing symptoms of COVID-19 are prohibited from the clinic:

4.1a Anyone who has had symptoms of COVID-19 in the last 14 days. Symptoms include (.../7)



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fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

4.1b Anyone directed by Public Health to self-isolate.

4.1c Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms before returning to the clinic.

4.1d Visitors are prohibited in the workplace. Only one other person may accompany a patient for their clinic appointment.

4.1e Workers will have training and strategies for dealing with possible violence or upset that may arise as caregivers and members of the public display stress arising from the new COVID restrictions, and as they adapt to the restrictions and modifications to the clinic's usual space and policies.

4.2 Our workplace policies address workers or clients who may start to feel ill while at the clinic.

These include the following:

4.2a Sick workers or patients will report to the Director, even if experiencing only mild symptoms.

4.2b Sick workers or patients will be asked to wash or sanitize their hands, provided with a mask if they are not already wearing one, and isolated. The individual will be asked to go straight home.

4.2c If the individual in the clinic is severely ill, 9-1-1 will be called.

4.2d Any surfaces that the ill individual has come into contact with will be immediately cleaned and disinfected.

5. COMMUNICATION PLANS & TRAINING

5.1 Everyone entering the clinic, including workers / clients / caregivers will know how to keep themselves and others safe while at the clinic.

5.1a We have a training plan to ensure everyone is trained in advance of their shifts regarding these workplace policies and procedures

5.1b All workers have been informed of the policy for staying home when sick.

5.1c There is signage posted at the clinic, including occupancy limits and effective hygiene practices, as per Worksafe BC and Province of BC Health Minister guidelines.

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5.1d There is signage posted at the main entrance indicating who is restricted from entering the premises, including workers, clients, caregivers, and visitors with symptoms or who have been exposed to COVID-19.

5.2 The Director & supervisors / senior staff have been trained in monitoring workers and others in the clinic to ensure policies and procedures are being followed.

6. MONITORING OF WORKPLACE, DOCUMENTATION, & UPDATING OF PLANS

6.1 Maintaining Records of COVID-related Workplace Safety

- 6.1a Documentation of staff training as well as COVID status on workdays will be recorded. This information will be maintained in a daily log, and kept for future reference.
- 6.1a.1 Training will include epidemiological information about COVID-19 & its transference.
- 6.1a.2 Training will include up-to-date information, orders and guidance from BC public health officer
- 6.1a.3 Staff will be trained to identify the symptoms of COVID, and on how to report an exposure.
- 6.1a.4 Staff will be trained on correct cleaning and disinfecting procedures for clinic and personal hygiene.
- 6.1a.5 Emphasis will be placed on the importance of physical distancing wherever possible.
- 6.1a.6 Emphasis will be placed on good hand hygiene.
- 6.1a.7 Staff will be trained on how to appropriately don/doff PPE & when to use it.

6.2 Should new areas of concern be identified as the clinic re-opens, steps will be taken to update policies and procedures, involving workers in the process.

- 6.2a There is a training plan in place for new staff.
- 6.2b There is a training plan in place for those staff taking on new roles or responsibilities.
- 6.2c There is a training plan in place for any changes occurring at the clinic, including changes in procedures & new equipment.
- 6.2d Systems and equipment that are not being used will be safely disposed of in a way that respects individual privacy, environmental protection, and safety.
- 6.2e Staff will be made aware that they may address questions and concerns to the Director of Kidsfirst Physio, as well as WorkSafeBC's Prevention Information Line at 604-276-3100.

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7. COVID-19 Resources / Links:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html?&utm_campaign=gc-hc-sc-coronavirus2021-ao-2021-0005-9834796012&utm_medium=search&utm_source=google_grant-ads-107802327544&utm_content=text-en-434601690164&utm_term=covid

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<https://cptbc.org/covid19/>

<https://bc.thrive.health/>

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APPENDIX # 1:

TASKS OF RECEPTION / SCREENING STAFF

- 1) Make sure you have your mask on properly and have sanitized your hands. Gather together: your clipboard with this task sheet and recording sheets; pen; electronic thermometer; hand sanitizer.
- 2) Wait inside the door until the Senior Staff informs you that clinic is cleaned and ready for next patient.
- 3) At exactly their appointment time, unlock door and greet family from a distance.
- 4) Record the names of the child and the family member accompanying them.
- 5) Perform a temperature screen of each person by using electronic thermometer and record.
- 6) Ask the family if they have any of the following symptoms:
 - shortness of breath
 - cough or worsening cough
 - any flu-like symptoms such as fever, chills, muscles aches over previous 7 days
 - sore throat
- 7) Ask the family if they have been in contact with anyone who is known to have or suspected of having COVID-19.
- 8) Ask the family if they have travelled outside of Canada within the past 14 days.
- 9) IF the answer to any one of #4, #5, or #6 is YES, do not allow them to enter the clinic and immediately inform the Director.
- 10) IF the answer to all three of #4, #5, & #6 is NO, ask them to put on their masks, and make sure it is covering both their nose and mouth.
- 11) Give them hand sanitizer and get them to apply it in front of you.
- 12) Inform the Director and other staff that the family is ready for their appointment and admit the individuals to the clinic.
- 13) Re-lock the clinic door.
- 14) Write down the time they enter the clinic. Make sure all the other boxes on the record sheet are checked off.
- 15) Later, write down the time they leave the clinic.
- 16) Wipe doorknobs and door with Lysol wipes.
- 17) Sign at the bottom of the page at the end of the day, and make sure the date is on the sheet as well.

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APPENDIX # 2:

WHAT TO CLEAN BETWEEN PATIENTS

- laundry in hamper
- wipe toys used or touched with Lysol wipes
- wipe any tables, chairs or equipment used with Lysol wipes
- wipe toy “screens” if necessary
- wipe clinic door handles
- wipe down bathroom surfaces, including door and handles, if used by patient
- wipe down hallway, if used
- spray couch, carpet, and any soft surfaces with Lysol spray
- make sure any tissues are promptly discarded in the waste bin

APPENDIX # 3:

WHAT TO CLEAN AT THE END OF EACH WEEK

- as above
- vacuum carpet
- wipe down bathroom and clean toilet
- empty garbages and remove to outer garbage pail in garage
- laundry will be removed and washed/dried thoroughly

APPENDIX # 4:

WHEN ENTERING CLINIC

- 1) Insure social distancing when entering the clinic.
- 2) Insure you are wearing a face mask when entering the clinic.
- 3) Use hand sanitizer immediately upon entering clinic.
- 4) Sign in with time on record sheet. Answer screening questions and perform temperature check.
- 5) Remove shoes and carry to BatCave room.
- 6) Leave all personal possessions, jacket and shoes in one spot in BatCave room.
- 7) Return to main clinic, to your assigned post and duties. (. . . /12)



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APPENDIX # 5:

WHILE IN THE CLINIC

- assist physiotherapist to obtain equipment, toys, and laundry items needed for visit, taking out only what is absolutely necessary
- assist with visit if asked by therapist, or maintain social distance of 2 meters
- clean and put away toys no longer being used by therapist, with Lysol wipes
- remove laundry into hamper after patient visit
- help clean all areas touched by patients and their caregivers
- dispose of any waste left by them

APPENDIX # 6:

LEAVING THE CLINIC AFTER YOUR SHIFT

- WorkSafeBC recommends changing into fresh clothing and shoes at the end of your shift, then placing your work clothes in a bag to take home and launder. You may do this in the washroom
- be sure to sign out on the day's record sheet, including the time you leave

APPENDIX # 7:

USING THE BATHROOM

- do not remove your mask when using the toilet
- after using the toilet, thoroughly wash your hands for at least 30 seconds, including between fingers
- wipe down ALL surfaces you have touched with a Lysol wipe (including sink, toilet seat, faucets, door handles)

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APPENDIX # 8: **TAKING BREAKS**

- you may space yourself out down the hallway for your breaks
- you may remove your mask for breaks, but please spray or wipe any surfaces you touch or breathe upon
- put your mask back on and wash your hands with soap & water before returning to work
- make sure all of your belongings are placed back in the BatCave room
- make sure all of your garbage is discarded in one of the bins

APPENDIX # 9: **SNEEZING OR COUGHING**

- this makes people very nervous, even when you are wearing a mask
- if the cough or sneeze is not brief, please leave the room momentarily to deal with it
- use hand sanitizer afterwards, and replace your mask



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STAFF ASSUMPTION OF RISK AND WAIVER AS REGARDS TO COVID-19

Name: _____ (Please print). As a condition of my engagement and performance of my duties with Kidsfirst Physio (“Employer”) at 3306 Carriage Court, Coquitlam BC V3B 3G6 (“Work Location”), I fully understand and agree to the following:

Acknowledgement

I fully acknowledge and understand that there is a worldwide pandemic concerning the COVID-19 virus; and that public health authorities have recommended that everyone (especially individuals at high risk) take certain precautions including:

a) avoid attending premises and events with a large number of people; b) engage in social distancing; c) avoid physical contact with other individuals such as handshaking; and d) washing hands properly on a regular basis.

I acknowledge that the Employer has taken adequate and reasonable steps to advise me of all reasonable precautionary actions that are required to inhibit the transmission of the COVID-19 virus, and that adequate measures to prevent transmission will be in place at the Work Location.

Assumption of Risk

I voluntarily accept and assume the associated risks associated including possibly contracting the COVID-19 virus. I also agree and accept that the Employer and its directors, officers, employees, contractors, affiliates, volunteers, successors, and assigns (collectively “Representatives”) are not responsible in any way for me or any of the other persons who have been or will be exposed to COVID-19.

I understand the inherent risks and dangers of attending work, including the possibility that the Work Location may, at any time, not be clean, sterile or otherwise maintained and that I may therefore be exposed to viruses, including the COVID-19 virus, or other infections or diseases. I hereby freely accept and fully assume all such risks, dangers, hazards, and disruptions and the possibility of personal injury, death, loss of property, or other loss as a result of attending at the Work Location.

I agree to pay all costs associated with medical care, treatment, and transportation which may not be otherwise covered by OHIP or an equivalent healthcare program or insurance.

Waiver

I do hereby acknowledge and agree that notwithstanding the generality of the foregoing, I declare that I will not commence litigation or otherwise seek to recover damages or other compensation against the Employer and its Representatives based on any action, claim, demand, request, loss or any recourse whatsoever arising from any potential or actual exposure to COVID-19 while attending at the Work Location. I further acknowledge that the Employer and its Representatives can rely on this Assumption of Risk and Waiver as a complete defence to any and all claims, damages, causes of action, or recourse or liability that may arise at any time.

Acknowledgement

I am aware of the nature and effect of this Assumption of Risk and Waiver and I fully understand all of the terms and conditions above. I understand that I have given up substantial rights by signing this Assumption of Risk and Waiver and I am signing it freely and voluntarily without inducement.

Signature _____

Date _____

3306 Carriage Court
Coquitlam, BC V3E 3G6
<http://www.kidsfirstphysio.ca>

Info/Scheduling: 604-463-7537
Fax: 604-941-3410
info@kidsfirstphysio.ca



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**PATIENT WAIVER OF RELEASE OF LIABILITY/WAIVER OF ALL
POSSIBLE CLAIMS & ASSUMPTION OF RISK AS REGARDS TO COVID-19**

I hereby acknowledge that I have agreed to meet with Kidsfirst Physio (the “HCP”) at the clinic at 3306 Carriage Court, Coquitlam BC V3B 3G6 (the “Facility”) for the purpose of receiving paediatric physiotherapy services for my child (the “Services”). I understand that KFP has done everything in its power to prevent the transmission of the COVID-19 virus to me and my child, and has an approved Safety Plan in place. I acknowledge and accept that there is a risk that I and/or my child could be exposed to COVID-19 while attending at the Facility. I also acknowledge and accept that while receiving services, the HCP may need to be closer than the recommended social distancing guidelines in order to assess and/or treat me/my child. I acknowledge and confirm that I am willing to accept this risk as a condition of attending at the Facility to receive services from the HCP.

In consideration of the HCP agreeing to see my child in person at the Facility, I agree to release the HCP and the Facility (if applicable), their officers, directors, employees, agents and volunteers (the “Releasees”) from any and all causes of action, claims, demands, requests, damages or any recourse whatsoever in respect of any personal injuries or other damages which may occur or arise as a result of exposure to COVID-19 during my child's visit to the Facility and/or through the provision of services to me/my child by the HCP. I do hereby acknowledge and agree that notwithstanding the generality of the foregoing, I declare that I will not commence litigation or otherwise seek to recover damages or other compensation against the Releasees based on any action, claim, demand, request, loss or any recourse whatsoever arising from any potential or actual exposure to COVID-19 while attending at the Facility and/or through the provision of services to me by the HCP. I further acknowledge that the Releasees can rely on this Release of Liability, Waiver of all Possible Claims and Assumption of Risk as a complete defence to any and all claims, damages, causes of action, or recourse or liability that may arise at any time. I have carefully reviewed this Release of Liability, Waiver of all Possible Claims and Assumption of Risk and acknowledge that I fully understand the terms as set out above. I acknowledge that I am signing this Release of Liability, Waiver of all Possible Claims and Assumption of Risk voluntarily.

Name of Child: _____ Name of Parent (Printed): _____

Signature of Parent: _____

Date: _____