

WindReach

celebrating all abilities

WindReach Bermuda Health & Safety Operations

Facility and Programme Protocols (re: Covid-19 pandemic)

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1.0 Introduction

Bermuda continues to navigate through the phased reopening of our country following the serious impact caused by the Covid-19 pandemic. WindReach Bermuda is committed to taking the appropriate steps to protect the health and well-being of our employees, volunteers, participants, and visitors to our 4-acre property. Returning to a state of normal will be a challenge for most organisations and non-profit organisations will not be immune to these changes. The services offered by WindReach Bermuda on our property, and various programme centres, will look different than before for the time being. The health and safety of each individual who enters WindReach's property is our primary concern and this document aims to outline the specific steps we are taking to make WindReach Bermuda a safe place for all.

Adhering to the Bermuda Government's provided recommendations for the reopening of businesses, along with other local and international resources, we have made some temporary, but specific, modifications to services and programmes to protect the health and safety of all when returning to WindReach.

Below, outlines WindReach Bermuda's protocols to ensure everyone is adequately protected and maintains good health. This document intends to cover the facility and programme policies and procedures for all of our therapeutic programmes and services, including the Adult Day Programme, Therapeutic Riding Programme, Animal Therapy Programme, Life Skills Programmes, including CREW, etc.

It is important to note that at any point, WindReach reserves the right to make a decision more stringent than the overarching protocol on a case by case basis or to change the protocols (either more or less) as new information or changes in the local outbreak comes to light.

2.0 About Covid-19

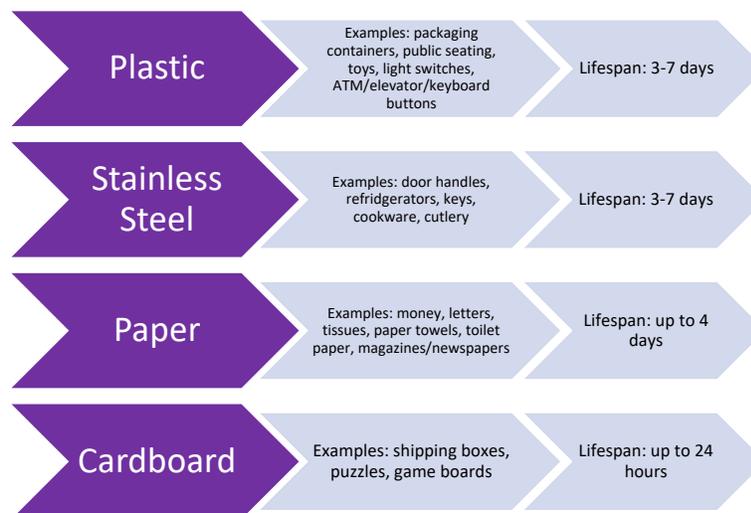
Covid-19 is a novel strain of coronavirus, a virus that can cause respiratory illness ranging from mild cold-like symptoms, to severe respiratory failure. Symptoms typically appear between 2 to 14 days after first exposure. Symptoms commonly present as a dry cough and shortness of breath/breathing difficulty. Fever, headaches, muscle aches, sore throat, and chills may also occur. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of Covid-19 may appear in as few as 2 days or as long as 14 days after exposure. Transmission of the virus most often occurs due to exposure to infected persons for an extended period of time, and is spread via respiratory droplet exchanges that travel through the air when an infected person coughs, sneezes, or

breathes. Exposure can also occur when individuals come into contact with surfaces that infected respiratory droplets have landed on, such as countertops, doorknobs and fabrics. How long the coronavirus is able to live on these surfaces depends on the material of the surface.

There is no evidence that Covid-19 can be transmitted to humans from animals. The threat is considered low. (source: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/animals.html>)

Covid-19 lifespans based on material are located in the figure below.



Due to the coronavirus' ability to live on surfaces for an extended period of time, the CDC recommends regularly cleaning these surfaces with household cleaning products or disinfectant. To prevent transmission from an infected surface, it is also recommended to wash your hands regularly and avoid touching your eyes, nose and mouth. Soap and water are the preferred means to wash hands, and then alcohol-based sanitizers.

While coronavirus infects people of all ages, the WHO has identified two groups that are at increased risk of contracting severe cases of Covid-19: the elderly and those with underlying medical conditions. The risk of severe disease increases gradually starting at the age of 40. People 60 years and older are considered a highly vulnerable population. In addition, those with compromised immune systems due to underlying conditions such as diabetes, cardiovascular disease, chronic respiratory disease and cancer. It is important that people in these vulnerable groups, as well as those in high contact with this population, do their best to protect themselves and prevent transmission to others.

3.0 Safeguarding & Infection Prevention

Safeguarding is broader than ‘protection’ as it also includes prevention. According to the Ministry of Home Affairs, Registry General and Charity Commissioners, “Safeguarding vulnerable persons is a vital duty of care towards those with whom the organisation has contact. Having safeguards in place protects and promotes the welfare of vulnerable persons and enhances the confidence of the Boards of Directors, staff, volunteers, clients and the general public. Safeguarding vulnerable persons is beneficial in many other ways: by protecting your services’ reputation, helping to effectively meet your charitable objectives and even protecting your organisation’s finances and risks of liability.” (*Vulnerable Persons’ Policy*, pp. 3)

When engaging in our therapeutic programmes and services, our participants and their families/care-givers should be informed of the policy and procedures put in place to protect them during, and after the pandemic. Where there are concerns about the participant’s potential exposure to illness as a direct consequence of making use of WindReach’s therapeutic programmes and services, we must ensure an appropriate plan of action is in place to address concerns. We must also ensure that WindReach is working in full partnership with the relevant Government authorities to address any issue that arise as a result.

Suggested measures to prevent and control the spread of infection at WindReach Bermuda are as follows:

1. Everyone on WindReach property must wear a mask when interacting with others.
2. As of 1Nov21, ADP Participants will be required to submit to a weekly Rapid Antigen Test (*provided by WindReach*) prior to accessing the facility at the beginning of the work/programme week. As of 4Jan22, Staff to submit to Antigen Testing TWICE per week.
3. Staff will receive the Test Kit on the last day of their work week from Tina, and will self-administer PRIOR to returning to WindReach the following work week. If a positive test result is received, the Staff Member is not to come on WindReach property until a negative Covid-19 PCR Test Certificate is received from Government.
4. Cheree will administer the testing to ADP Participants at the entrance of the ADP Centre. Tests will be administered, and results shared, while the Participant is still in their car, therefore limiting any potential contact/exposure. Once a negative result is confirmed, they will be allowed to participate in the Adult Day Programme that week. If a positive test result is received, the ADP Participant is not to come back on WindReach property until a negative Covid-19 PCR Test Certificate is received from Government.
5. To minimise contact, we will adhere to a stricter sick policy. (see below)

6. Surgical face masks and face shields will be required both indoors and outside for employees and volunteers who have direct contact (within 3-6 feet) of participants, parents/guardians, visitors, and children who will tolerate them.
7. ON HOLD - We will return to 'in-person' meetings while ensuring that a physical distance of at least 6 feet is maintained between attendees. Outside spaces are preferable to indoor meeting spaces and a virtual option will be available.
8. To ensure that we manage who is accessing WindReach's facility, therapeutic and educational programmes will be on a limited basis and with a reduction in participant numbers to ensure social distancing.
9. Participants coming from schools, will join us separated by school-group to ensure no cross-contamination.
10. Afternoon lessons, parents/guardians are responsible for their children's physical distancing using WindReach's resources and indicators.
11. Buses/cars arrive in parking lot, staff indicates spaces where teachers/students must wait to have their temperatures tested and COVID surveys completed. Teachers first, students next.
12. All COVID Surveys will be stored in a Participant, Teacher and Volunteer clip board/binder for contact tracing purposes by DAY (Monday through Friday).
13. Teachers/students enter the Stables/Centre bathroom to wash/sanitise their hands.
14. Students go to designated seat/area - physical distancing always in place between students
15. Programme participation ends - all Participants/Teachers clean/sanitise hands before boarding busses/cars.
16. Student/teachers board bus/car and leave property.
17. Cleaning of all touch surfaces begins by staff.
18. To ensure physical distancing during drop off for ADP participants, the access point for entry to the ADP Cottage is on the porch, with a pre-entry health assessment and initial hand sanitising area at the drop off area. Participants are then brought inside for a second hand washing in one of the bathrooms.
19. Temperature is taken of all Participants using touchless thermometers upon entering the ADP Cottage and all other programme areas.
20. In the ADP Centre, no more than 14 people, including 1-2 employees, are allowed at a time. Face masks, and other required PPE, must be consistently used. Individuals should sit in only designated areas which are at least 6 feet away from the next person.
21. Outdoor spaces and activities are highly recommended and should be used as much as possible.
22. Volunteers are permitted in the ADP Centre. Face masks, and other required PPE, must be consistently used.

23. All high-touch items, such as puzzles, toys, writing/art tools, walkie-talkies, etc., will be properly cleaned and disinfected between use.
24. There will be proper cleaning and disinfection of all frequently touched surfaces and flat surfaces at the end of each day. Once a week, a professional clean will be done.
25. Proper and regular hand hygiene will be maintained throughout the day. Washing hands often with soap and water for at least 20 seconds or using hand sanitizer when better suited will be scheduled and integrated into all programme areas.
26. For all Students accessing our services during the day, we will be strictly adhering to the Ministry of Health/Ministry of Education Bermuda School Prevention and Control Measures during COVID-19 Pandemic Phases for Primary Schools and Dame Marjorie Bean Hope Academy (see resource list below).
27. Boundless Playground is open to a maximum 50 people in Playground area. All Adults to wear facemasks if in close proximity to one another. Only cleaning of the bathroom needed if accessed. Temperature checks and contact details to be collected.

Updated Return to WindReach after Travel Policies (10Feb22):

Return to WindReach after travel:

- Unvaccinated Staff/Volunteers/Visitors/Participants must quarantine on arrival until their day 10 negative Covid test (*reduction from 14 days to 10 days*)
- All: after day 4 negative Covid test, *if you **cannot** isolate from Participants & others.*
- All: after negative Covid arrival test, *if you **can** isolate from Participants & others.*

Contact with immunised traveller (close/household contact):

- All: after traveller negative arrival Covid test

Close Contact with COVID-19: (close/household contact):

- Unvaccinated Staff/Volunteers/Visitors/Participants:
- Quarantine for 10 days, from the date of last contact or the date notified
- Get a supervised antigen test as soon as possible
- Book a supervised antigen test appointment for Day 10
- If you have no symptoms and the Day 10 test is negative, end quarantine.
- All: (no symptoms + 2nd or 3rd Covid-19 vaccination in the last six months):
- Get tested as soon as possible; can use a home/self-administered antigen test
- If the test is negative, end quarantine
- Take daily antigen tests at home

- Follow strict public health guidance until Day 7: wear a mask around others, avoid indoor public places, don't attend large gatherings or high-risk settings
- Follow public health guidance, monitor symptoms and avoid large gatherings and high-risk settings until Day 14
- All: (symptoms OR 2nd or 3rd Covid-19 vaccination more than six months ago):
- Quarantine for 7 days, from the date of last contact or the date notified
- Get a supervised antigen test as soon as possible
- Book a supervised antigen test appointment for Day 7
- If you have no symptoms and the Day 7 test is negative, end quarantine
- Follow public health guidance, monitor symptoms and avoid large gatherings and high-risk settings until Day 14

Gov't update as of 20Jan22

Positive cases must isolate immediately.

If you test positive on a Covid-19 test (whether self-administered or supervised antigen or a PCR test), by law, you must isolate immediately.

If you are immunised (more than 2 weeks since 2nd or 3rd dose)

- Isolate for 7 days; the date of your positive test sample is day zero
- Book a supervised antigen test appointment for Day 7
- If you have no symptoms and the Day 7 test is negative, end isolation and follow public health guidance
- If you have symptoms, contact covid19casemanagement@gov.bm for guidance

If you are not immunised or have never been vaccinated

- Isolate for 10 days, from the date of your positive test sample
- Book a supervised antigen test appointment for Day 10
- If you have no symptoms and the Day 10 test is negative, end isolation and follow public health guidance
- If you have symptoms, contact covid19casemanagement@gov.bm for guidance

Summer Camp Policies & Procedures (Aug22):

1. WindReach Explorers' Summer Camp 2022 is for students and staff of Dame Marjorie Bean Hope Academy only.
2. All children who can tolerate a mask will wear one **at all times when indoors**, as the U.K. strain of the COVID-19 virus is extremely infectious.
⇒ *Each child will bring at least 2 clean, name-labelled masks to camp per day.*
2. The group bubble size will be **up to 10 individuals***, in total, per room with 6 feet physical distancing and good ventilation (open doors and windows) - for example, 8 children and 2 camp counselors or 9 children and 1 camp counsellor.

** Please note that DMBHA is considered as a single 'bubble' and that no one outside of them can closely interact with them.*

3. Daily attendance lists for each group of 10 will be maintained each day and available to Government of Bermuda Officers, who visit the camp and should contact tracing be required.
4. Each child will be assigned to a group for the duration of the camp and remain with that group on any day that s/he attends the camp. Children cannot be switched from one group to another for any reason.
5. Group bubbles **will not mix or merge** for any reason, including outdoor play.
⇒ *Staff/camp counsellors will access their group's location, **only** and will not enter that of any other group during any given day.*
6. Field trips are permitted, as long as parents' private vehicles are **not** used to transport children from other households.

The Chief Medical Officer stresses the importance of **strictly adhering to the safety and health protocols**, including:

1. Correctly wearing face masks by **all children and adults** while indoors (a mask needs to fit snugly to the cheeks and chin, and across the nose). Mask breaks can be scheduled and planned to occur outdoors, so that no two groups are using the same outdoor area during this 3 to 5-minute break and all children in the group can be spread apart by 6 feet or more.
2. Practicing good hand hygiene by all children and adults: hand washing with soap and water for all, hand sanitizer with at least 60% ethanol alcohol for children 6 years and older; and sanitizing wipes (Baby Wipes/Wet Ones) for children under 6 years of age:
 - a. upon arrival at/before entering the facility
 - b. during activity transitions and after most activities
 - c. before eating recess snacks and lunch
 - d. before entering/leaving a transportation vehicle (minibus, van, or public transportation) for field trips
 - e. before and after outdoor play
3. Practicing physical distancing by **all children and adults** of 6 feet as much as possible, when indoors and while wearing a face mask correctly; and when outdoors, removing the face mask if 6 feet or more from others.
4. Having all children **sit facing in the same direction** when in a classroom or any room, and counselors facing them from 6 feet or more away.
5. Ensuring that no loud talking/shouting, laughing, or singing occurs **indoors**, without face masks on.
6. Ensuring that good ventilation in **all rooms** with open doors and windows is provided during indoor activities.
7. Planning outdoor activities that prevent children from naturally coming into close contact with one another (e.g. football games bring children in close contact, but football drills and practice are more manageable and safe).

- a. It is important to avoid having children sharing balls while catching and sharing other play equipment.
- b. Playground/fixed equipment can be disinfected between use by each different group.

4.0 Sick Policy

Sickness developed at home:

Employees, Volunteers and Visitors

Employees, volunteers and visitors (including contract service providers, such as maintenance, plumbers, landscapers, etc.) who have symptoms of acute respiratory illness are recommended to stay home and not to come to work or the facility until they are free of fever (100.4°F/37.8°C), and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom altering medicines (e.g. cough suppressants). Until we are past the pandemic, it is highly recommended that a Covid-19 test is taken. Employees should notify WindReach and stay home if they are sick.

For WindReach Employees only - should a member of your household exhibit symptoms of acute respiratory illness, including a fever (100.4°F/37.8°C), it is required that you inform the Executive Director and not come to work until they are free of fever (100.4°F/37.8°C). Until we are past the pandemic, it is highly recommended that a Covid-19 test is taken. It is also recommended that the members of your household also receive a Covid-19 test, if appropriate.

Participants, Parents and Guardians

Participants who have symptoms of acute respiratory illness are recommended to stay home and not come to WindReach until they are free of fever (100.4°F/37.8°C), and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom altering medicines (e.g. cough suppressants). Until we are past the pandemic, it is highly recommended that a Covid-19 test is taken. Parents/Guardians should notify WindReach Bermuda immediately and keep their Participant at home.

Sickness Developed at WindReach:

At any time while on WindReach's property, if an individual develops symptoms consistent with those of Covid-19 (e.g. a continuous cough, a fever, shortness of breath), they must be moved to a separate isolation area away from other participants and employees, and sent home immediately.

Isolation Area:

Adult Day Cottage: back bedroom beside bathroom (*adjoining door to be locked while isolation taking place*)

Stables: stable bathroom (*access door to be closed while isolation taking place, washroom access in Activity Centre - first floor*)

Activity Centre: downstairs bathroom at end of hall (*access door to be closed while isolation taking place, washroom access in Activity Centre - second floor*)

A WindReach employee must remain with the participant until they are picked up by a caregiver. The employee must wear the appropriate protective PPE and wash their hands for at least 20 seconds after the participant has been picked up.

Walkie-talkies are available to WindReach employees to be used to notify the team of a possible infection and to solicit a WindReach employee to come for support. A walkie-talkie will be placed in the following locations, or carried around by WindReach Bermuda employees and must remain consistently charged, accessible and kept with the volume loud.

1. Adult Day Programme Office
2. Administrative Office
3. Executive Director Office
4. Sam & Alyssa (to be carried on person during programming)

The Executive Director should be notified immediately what symptoms are of concern and this data should be documented securely by the programme manager.

In the event that an isolation area is used, a professional deep clean will be scheduled and executed immediately prior to the reopening of that space for general use.

5.0 Screening Protocols

We must continue to do our due diligence to ensure that everyone is adequately protected when accessing WindReach Bermuda. Specifically, protocols are in place for protection if select persons display symptoms of Covid-19, have been identified as a known or suspected Covid-19 case, or have been on close physical contact with a known or suspected Covid-19 case.

Employees, volunteers, participants, and family members/care-givers dropping off participants are screened to help ensure that any symptomatic individuals are identified before accessing the facility and to prevent the potential spread of infection. WindReach Bermuda employees and volunteers are screened prior to returning to the facility and each day upon arrival. Participants and family members/care-givers dropping off participants are also screened daily upon arrival to the facility.

Screening protocols include daily temperature checks and questionnaire, which document and record the following information:

- a) Whether or not any persons have developed new symptoms of infection,

- b) Whether or not any persons have been in **close contact*** with someone who is known or suspected to have Covid-19,
- c) Whether or not persons have recorded temperatures within a healthy range (100.4°F/37.8°C).

Individuals who answer YES to ANY of the questions on the questionnaire OR have a temperature greater than 100.4°F/37.8°C, are required to leave the facility or must stay at home, follow the Guidance of the Department of Health and self-isolate for the period required. Notification to WindReach Bermuda via email or phone call should immediately follow in these situations.

**Close Contact is defined as a Household Contact or Contact at less than 6 feet for 15 minutes or more.*

A physician must confirm the cause of an individual's fever or other symptoms are not a result of Covid-19 and provide written authorisation prior to returning to WindReach Bermuda displaying symptoms.

6.0 Site Cleaning & Disinfection Protocols

Disinfection will focus on surfaces that are flat or have been frequently touched throughout the facility. This will be done multiple times daily using EPA-approved disinfectants or a bleach solution only. Examples of frequently touched surfaces include:

- Door handles
- Tables and chairs
- Toys
- Client drawers
- Toilet flush handles
- Sink taps
- Bathroom and kitchen counters
- Laptops, iPads, and tablets
- Refrigerator, microwave, and toaster oven door handles
- Sensory Room mats and cushions (closed until further notice)
- Elevator buttons
- Photocopy machine
- Walkie-Talkies
- Any and all other high-touch areas

Alcohol based hand sanitizer bottles or wipes are placed throughout the facility to use on these frequently touched surfaces and cleaning and disinfecting between users is required. Rooms that are used more frequently and by higher quantities of people will be disinfected more often.

A Professional Clean will take place each weekend in preparation for the coming week's programmes and following all rentals of the Activity Centre.

Personnel keyboards, desks, mobile phones, laptops, and small personal tools that are frequently used only by one or two people may be disinfected less often. Employees will be made responsible for cleaning and disinfecting assigned rooms or areas throughout the facility at the end of each workday.

As mentioned above, in the event that an isolation area is used, a professional deep clean will be scheduled and executed immediately prior to the reopening of that space for general use.

7.0 Well-Being during Covid-19

We at WindReach Bermuda know that it can be stressful in this time of Covid-19. We are all having to adapt to a new normalcy during this time. This can be challenging, especially for people living with special needs as they thrive on routine and structure. Here are some things you can do to make sure your loved one is prepared mentally.

- Talk to your loved one about the outbreak. Use simple and clear language, encourage communication in ways they can understand, allow them to ask questions, and answer in ways they can understand. Use social stories or scripts.
- Let your loved one know they are safe. This time can be scary and upsetting to anyone. Let them know it's okay for them to feel upset or stressed, share some ways they can cope with stress, whether it be an exercise or some activity they enjoy. Try to find things you can do together to relieve stress.
- Keep regular routines and schedules. As much as possible, try to keep regular routines, if you do need to change something, start small, whether it be a family walk together or school activities.
- You are important, so remember to take care of yourself. You are an example to your loved one. Take breaks, exercise, get plenty of sleep, maintain healthy relationships and support systems, and eat well. Remember when you are calm and confident, you can provide the best support for your loved one!

Appendix A



WindReach Covid-19 Screening Questionnaire:

Please review and answer the following questions *carefully*:

1.) Has the participant had a fever in the last 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.) Has the participant had any of the following symptoms: chills, cough, sore throat, shortness of breath, recent loss of taste and/or smell, or any other flu-like symptoms in the last 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.) Has the participant been in close contact* (less than 6 feet) for a prolonged period of time (more than 15 mins) with someone who is known or suspected to have COVID-19 in the last 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.) Has the participant travelled overseas in the last 10 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.) Has the participant been in close contact* (less than 6 feet) for a prolonged period of time (more than 15 mins) with someone who has travelled from overseas in the last 10 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No

****Close Contact is defined as a Household Contact or Contact at less than 6 feet for 15 minutes or more.***

Note: Individuals who answer YES to ANY of the above questions OR have a temperature greater than (100.4°F/37.8°C) must stay at home. You are advised to follow the Guidance of the Department of Health and self-isolate for the period required.

8.0 References

Centers for disease control and prevention. (2020, May 7). Cleaning and disinfection for households. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html> and <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/animals.html> (re: specific to animals)

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Tomorrow's Voices COVID-19 Reopening Protocol Document 2020

Third Sector Covid-19 Safeguarding Resource Guide 2020 - Inter Agency Committee & Age Concern Bermuda

World Health Organization. (2020, March 11). Coronavirus disease 2019 (COVID-19) situation report-51. Retrieved from https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200311-sitrep-51-covid-19.pdf?sfvrsn=1ba62e57_10#:~:text=The%20virus%20that%20causes%20COVID,provisions%20and%20social%20care

9.0 Resources

Third Sector Covid-19 Safeguarding Resource Guide 2020 - Inter Agency Committee & Age Concern Bermuda

The Government of Bermuda has a thorough list of resources to support businesses in returning to work, which can be accessed at: <https://www.gov.bm/coronavirus-workplace>. This includes details on:

- **Infection Prevention and Control Training**, a 50-minute online training that covers the fundamentals of infection prevention and control for COVID-19 and similar type diseases: <https://www.gov.bm/infection-prevention-and-control-training>
- **Return to Work Recommendations for Businesses**, a 20-page document detailing recommendations to assist employers in establishing workplace protocols to protect employee health and safety when returning to work after COVID-19: <https://www.gov.bm/sites/default/files/Return-to-Work-Recommendations-for-Businesses-v5.pdf>

- The U.S.A. Department of Labor - Occupational Safety and Health Organization, a 35 page document with Guidance Notes on Preparing Workplaces for Covid19:
<https://www.osha.gov/Publications/OSHA3990.pdf>
- Bermuda School Prevention and Control Measures during COVID-19 Pandemic Phase 3-4: Dame Marjorie Bean Hope Academy:
<http://www.moed.bm/files/user/90/file/DMBHA%20Entry%20to%20Exit%20Protocols%20June%2030,%202020.pdf>
- Bermuda School Prevention and Control Measures during COVID-19 Pandemic Phase 3-4: Primary School Level:
<http://www.moed.bm/files/user/90/file/PRIMARY%20LEVEL%20Entry%20to%20Exit%20Protocols%20August%2023,%202020.pdf>
- Covid-19 Guidance Notes for School Settings: <https://www.gov.bm/sites/default/files/11436-Coronavirus-2020-School-Guidance%20%286%29.pdf>
- Guidance for Summer Camps and After-School Programmes
https://www.gov.bm/sites/default/files/Guidance%20for%20Summer%20Camps%20and%20After%20School%20Programmes%20Designed%200604_1_0.pdf
- Coronavirus (COVID-19) Information for Non-Immunised Travellers
<https://www.gov.bm/coronavirus-travellers>
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