

Vermont Association for the Blind & Visually Impaired, Inc.
South Burlington, Vermont 05403 · 802-863-1358

Dear VABVI client,

At this time, when we are all concerned about the Coronavirus, VABVI has developed a “Protocol Regarding the Coronavirus” in an attempt to protect our clients from catching the virus when they are transported by volunteers and/or receive other services on behalf of VABVI. This Protocol sets out the required appropriate sanitary practices to be observed when you are being transported or other staff are working with you at your home or other locations.

VABVI asks that you agree to the following terms in relation to transportation or other services provided for you by VABVI:

- 1. At all times while being transported or receiving other services, you shall comply with the terms of the attached Protocol, a copy of which you acknowledge has been provided to you by VABVI prior to your signing this letter below.**
- 2. By signing this letter, you agree that you will not bring or assert against VABVI, its officers, directors, agents, employees or volunteers a claim of any kind related to the exposure to or the catching of Coronavirus resulting from the transportation or other services provided by others on behalf of VABVI.**

Very truly yours,

**Duly authorized Agent of The Vermont Association For
Blind and Visually Impaired, Inc.**

CLIENT AGREEMENT

The undersigned Client hereby agrees to the terms set out in numbered paragraphs 1 and 2 above.

Print Client Name

Signature

Date

Address:

COVID-19 Client Protocol

The following are expectations for both VABVI Staff (including drivers) and the Clients we serve during the COVID-19 crisis. All VABVI Staff have read and agreed to the guidelines the State of Vermont has set for workplace safety regarding the COVID-19 virus. Client and staff member alike are required to understand the expectations of each party to mitigate the chances of spreading the virus between staff and clients. Here are links to the official websites.

Executive Orders: <https://governor.vermont.gov/document-types/executive-orders>

Mandatory Health & Safety requirements:

<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

Everyone:

- Will cancel the appointment with a staff member if they answer “yes” to any of the CDC screening tool questions.
 1. Do you have a fever, a cough, sore throat, or any other flu like symptoms?
 2. Does anyone you live with have a fever, a cough, sore throat or any other flu like symptoms?
 3. Have you been exposed by anyone who has tested positive to COVID-19 in the past 21 days?
 4. Have you traveled out of state in the past 2 weeks?

Go to <https://accd.vermont.gov/covid-19/restart/cross-state-travel> for exceptions.

- Will sanitize any working area or equipment being used in the home, prior to the arrival of a VABVI Staff member who will be entering their home to provide instruction.

- **Will rigorously wash or sanitize hands before the interactions**
- **Will wear a mask at all times when interacting with a VABVI staff member.**
- **Will avoid touching their mask or face area during a visit.**
- **Will agree to the human guide protocols on the attached form whenever human guide is required.**
- **Will practice physical distancing of at least six feet whenever lessons allow for it.**

COVID-19 Mitigation Protocol (Staff & Client)

The following are expectations for both VABVI Staff (including drivers) and the Clients we serve during the COVID-19 crisis. All VABVI Staff have read and agreed to the guidelines the State of Vermont has set for workplace safety regarding the COVID-19 virus. Client and staff member alike are required to understand the expectations of each party to mitigate the chances of spreading the virus between staff and clients. Here are links to the official websites.

Required VOSHA training: <https://labor.vermont.gov/VOSHA>

CDC PPE Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

CDC Cleaning & Disinfecting Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

CDC Cleaning & Disinfecting Transport Vehicles:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

The VABVI Staff Member:

- Will not report for work if they answer “yes” to any of the CDC Screening tool questions. As a result, some appointments may be canceled the day of the appointment for the safety of the client.
- Will abide by office safety protocol.
- Will wear a mask at all times, when interacting with clients.
- Will avoid touching their own face or mask area.
- Will sanitize all demonstration equipment/products and/or working area (if a client is going to enter a vehicle

- or office space) between client visits.
- Will rigorously wash and/or sanitize hands between visits and throughout the day.
- Will ask the client how they are feeling before entering their place of dwelling.
- Will practice physical distancing of at least six feet whenever lessons allow for it.

The client:

- Will cancel the appointment with a staff member if they answer “yes” to any of the CDC screening tool questions.
 1. Do you have a fever, a cough, sore throat, or any other flu like symptoms?
 2. Does anyone you live with have a fever, a cough, sore throat or any other flu like symptoms?
 3. Have you been exposed by anyone who has tested positive to COVID-19 in the past 21 days?
 4. Have you traveled out of state in the past 2 weeks?

Go to <https://accd.vermont.gov/covid-19/restart/cross-state-travel> for exceptions.

- Will sanitize any working area or equipment being used in the home, prior to the arrival of a VABVI Staff member who will be entering their home to provide instruction.
- Will rigorously wash or sanitize hands before the interactions
- Will wear a mask at all times when interacting with a VABVI staff member.
- Will avoid touching their mask or face area during a visit.
- Will agree to the human guide protocols on the attached form whenever human guide is required.
- Will practice physical distancing of at least six feet whenever lessons allow for it.

VERMONT ASSOCIATION FOR THE BLIND AND VISUALLY IMP.

SOUTH BURLINGTON, VERMONT 05403
802-863-1358

*If others are
at the lesson.
(Spouse,
children, etc.)*

VABVI Liability & Release Form

In this time, when we are all concerned about the Coronavirus, VABVI has developed a “Protocol Regarding the Coronavirus” in an attempt to protect its clients and staff from catching the virus when services are rendered on behalf of VABVI. This Protocol sets out the required appropriate sanitary practices to be observed when our staff are working with you at your home or other locations.

VABVI asks that you agree to the following terms related to services provided for you by VABVI:

1. At all times while receiving services, you shall comply with the terms of the attached Protocol, a copy of which you acknowledge has been provided to you by VABVI prior to your signing this letter below. (see back)
2. By signing this letter you agree that you will not bring or assert against VABVI, its officers, directors, Agents, employees or volunteers a claim of any kind related to the exposure to or the catching of Coronavirus resulting from the transportation or other services provided by others on behalf of VABVI.

Very truly yours,

Duly authorized Agent of The Vermont Association
for the Blind and Visually Impaired, Inc.

AGREEMENT

The undersigned hereby agrees to the terms set out in numbered paragraphs 1.and 2.above.

Print name

Relationship to

Signature

Date

Address:

