2022 Pandemic Supplemental Handbook
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Cane Quest COVID Plan 2021-2022

Overview
In developing plans to start the 2021-2022 Cane Quest season, the Braille Institute has focused on strategies that allow safe participation in our programs while prioritizing the health and wellness of our youth contestants, families, staff and community. We are balancing the impact of a global pandemic with the critical need for our youth to continue their learning. By offering in-person and virtual program options, we are providing regional partners a choice that allows them to deliver high-quality programming in formats which will best meet their specific needs.

Cane Quest Regionals Modified Program Delivery
Each Cane Quest Regional is unique and has unique needs. Below we have provided various options for program delivery to accommodate a wide range of needs. There are modified in-person options as well as virtual options to choose from. For any in-person programming options, please see the recommended safety guidelines below. Listed below on page 4 of this document, as well as the CDC’s guidelines for “Attending an event or gathering” (Link available at the bottom of each page).

In-Person Options

Option 1:
Single Day Modified In-Person Program with Safety Measures
  o Depending on number of participants, location and local guidelines regarding COVID, geographic spread of students, and other case-by-case considerations, a modified in-person program to follow appropriate safety guidelines as outlined on page 4 may be an option.

Option 2:
Modified In-Person Program with Safety Measures AND Contest Staggering
  o Contests may be staggered on an as-needed basis depending on number of students, staff, and volunteers as well as location and spacing considerations.
    ▪ Single Day Contests
      • Contest staggering should be enacted to maintain appropriate and safe social distance within the location space while still following all other safety guidelines.

Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’:
• Contests can be staggered to break up large age categories. For example, half of the Explorer Category tests in the morning while the other half tests in the afternoon.

**Multiple Day Contests**
- Contests can be held on different days for the various categories or to split up large age categories.
- For example, half of each age category completes routes on Friday and the other half on Saturday.

**Multiple Regional sites**
- For Regionals with a large geographic spread it may be a possibility to have smaller groups of students meet at multiple local sites for testing.
- For example, The Southern California Regional would have a group of students from San Diego meet at one location for testing while a group of students from Los Angeles meet at another location.

**Remote & Virtual Options**

**Option 3:**
**Remote Testing Window - Individual scoring, Small Group scoring, and/or Virtual scoring**
- Contestants can demonstrate their skills and be scored within a given contest window. For example, all students must submit videos of them demonstrating their skills within a 3 week window or demonstrate their skills directly to their Orientation & Mobility Instructor within that time frame, who then submits scores to the Regional Coordinator.
- Regional Coordinators can collaborate with local Orientation & Mobility Instructors, families, or other teachers to collect videos within a given time frame.
- Contestants can demonstrate skills at school, home, other agreed upon setting, or virtually (see virtual proctoring guidelines below).
  - Rubrics are modified for virtual proctoring to include only skills that can be demonstrated in the home and that all contestants will have access to.
- Awards recognition, parent workshops, and other aspects of the program can be held virtually throughout and at the end of the testing period.

**Option 4:**
**Group Virtual Proctoring**
- Contests will all be proctored in one day via multiple video meetings.

Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’: https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#event
○ Each contestant will be paired with a scorer either in breakout rooms or in individual video meetings.
○ Contestants must have a parent/guardian or household member present during testing to video tape and be responsible for the contestants’ safety.
○ Awards recognition, parent workshops, and other aspects of the program can be held virtually throughout and at the end of the testing period.

**Virtual Proctoring**

○ Virtual Proctoring Requirements
  ○ Contestant and Proctors must have access to internet and a device to video conference
  ○ A parent/guardian or household member must be present with the contestant during testing and agree to take responsibility for the safety of the contestant in the course of testing.
  ○ A parent/guardian or household member must also record the video.
  ○ Upon completion each scorer submits scores to the Regional Coordinator.

**Contest Scoring**

○ For Option 3, remote testing window, it is preferred and recommended that students or teachers submit videos of skill demonstration to a scorer that does not work directly with the student.
  ○ This is to maintain contest integrity and fairness of scoring.
  ○ Given the unique circumstances though, it is allowable to for an Orientation & Mobility Instructor to score their own students and submit scores to the Regional Coordinator if necessary for logistic purposes.
○ For in-person contests, some safety measures are recommended for specific skill stations. See page 4 for more details.
○ Virtual contests will only test a limited set of skills. These are skills that can be demonstrated in the home and that all students will have access to.
  ○ For example, not every family has a stairway in their home, so stairs will not be included in the skills tested.

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Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’:
Safety Recommendations
Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering': https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#event

- If you are fully vaccinated, you can participate in many of the activities that you did before the pandemic.
- While engaging in public activities, continue to protect yourself by practicing everyday preventive actions.
- Keep these items on hand when venturing out: a face mask, tissues, and a hand sanitizer with at least 60% alcohol, if possible.
- Require facemask coverings for all individuals.
- Non-contact thermometers to check temperatures of all individuals entering event location. No persons with a fever to be permitted.
- No permitting of individuals that have had COVID symptoms or have come into contact with anyone with COVID symptoms.
- Maintain at least 6 feet distance for all in-person activities and seating for ceremonies, parent workshops, and all other spaces.
- Spaced check in procedures of at least 6 feet with clearly marked locations for standing in line.
- Clearly marked and regularly spaced hand sanitizing stations.
- Sanitization of all check in tables and chairs.
- Limit human guide by staff and volunteers as much as possible. Each student to be accompanied throughout contest by a family member or other designated chaperone.
- Large spaces or outdoor spaces recommended for any ceremonies or workshops if possible.
- If serving any food, consider identifying one person to serve all food so that multiple people are not handling the serving utensils. Grab and go snacks and/or boxed lunches are strongly recommended.
- Consider having parent workshops be a webinar that is sent prior.
- Regional Coordinators will announce winners, this will act as the closing ceremony.
- One contained event done in one day with time slots for the different categories. (Dependent on regional size)

Route specific Safety Recommendations
- **Scouts:** For any station requiring a participant to touch something, sanitize object before and after each use. (Door handle, item used for dropped object, car door handle, seatbelt, stairs railing, etc.)
- **Explorers and Trailblazers:** For any station requiring a participant to touch something, sanitize object before and after each use. (Crossing light button, etc.)
- Avoid lines forming.
- Provide a rubber glove to participant when touching crossing light button.
Modified In-Person Program with Safety Measures
Option 1 Sample Agenda

7:00 – 8:30 a.m. **Check In and Boxed Breakfast**
Participants
O&Ms
Human Guides

7:30 – 9:00 a.m. **Trainings**
O&Ms
Human Guides

9:10 - 9:50 a.m. **Announcements**

10:15 a.m. **Routes**
Scouts
Explorers
Trailblazers

10:00 – 12:10 p.m. Parent Workshops
12:00 – 12:45 p.m. **Boxed Lunch**
12:30 – 1:30 p.m. **Entertainment**
12:45 p.m. Final Score Tabulation
12:45 p.m. O&M Debriefing
1:30 p.m. **Closing Ceremony**

Considerations:
- Some regionals may prefer to have no opening or closing ceremony to limit grouping. In this case, upon arrival participants will go directly to route.
- If possible, consider having any open or closing ceremony in an open-air space.
- Consider having human guide training virtually, prior to program day. To avoid separation from participant and family member acting as human guide.

Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’:
Modified In-Person Program with Safety Measures and Contest Staggering Measures
Option 2 Sample Agenda

Saturday, November 7th, 2020

Session 1:
7:00 – 8:00 a.m. Check In and Boxed Breakfast
Participants
O&Ms
Human Guides

7:30 – 9:00 a.m. Trainings
O&Ms
Human Guides

9:10 - 9:50 a.m. Announcements
10:15 a.m. Routes
Explorers
Trailblazers

10:00 – 12:00 p.m. Parent Workshops
12:00 – 12:45 p.m. Boxed Lunch and Dismissal

Session 2:
11:00 – 12:00 p.m. Check In, Boxed Lunch, Training, and Announcements

12:00 p.m. – 1:30 p.m. Routes
Scouts

12:00 p.m. – 1:30 p.m. Parent Workshop
1:30 p.m. Dismissal

Saturday, November 13th, 2020

12:00 p.m. Virtual Awards Ceremony
Remote Testing Window
Option 3 Sample Agenda

January 27th
Scorer Video Training
Via video meeting

February 1st – 28th
Remote Testing Window
Scorers and contestants coordinate a time to take contests either in-person, virtual via video meeting, or record a video for submission.

February 1st
Virtual Opening Ceremony
Via video meeting or livestreamed video
Kicks off the program events

February 8th – 12th
Social Hours
Via video meeting

February 15th – 19th
Webinars
Via Video

February 28th
Deadline to submit videos for scoring or for Scorers to submit scores.

March 12th
Awards Ceremony
Via video meeting or livestreamed video
Group Virtual Proctoring  
Option 4 Sample Agenda  
SoCal Regional Example

March 1\textsuperscript{st} – 5\textsuperscript{th}

**Goodie Bag Pick Ups & Shipping**  
Contactless pick up of goodie bags for families. Goodie bags will be shipped to arrive by March 1\textsuperscript{st} for families that cannot pick up physically.

**Tuesday**  
March 2\textsuperscript{nd}  
3:30 p.m.

**Scorer Training**  
Via Microsoft Teams

**Friday**  
March 5\textsuperscript{th}  
3:30 p.m.

**Parent Webinar**  
Via Microsoft Teams

**Saturday**  
March 6\textsuperscript{th}  
8:30 a.m. –  
3:30 p.m.

**Contests**  
Via Microsoft Teams Video Meetings  
Contestants and Scorers will log in to their assigned Teams video meetings for contests.

March 6\textsuperscript{th} – 11\textsuperscript{th}

**Contests Submitted and Tallied**

**Friday, March 12\textsuperscript{th}**  
3:00 p.m. –  
4:00 p.m.

**Awards Ceremony**  
Via YouTube Livestream  
Prizes and Scout Store goodies will be sent via mail

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Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’:  
Health Questionnaire for Cane Quest Attendees
For In-Person Programming

1. Are you currently experiencing, or, in the last 14 days, have you experienced, any of the following symptoms?

Cough, Sore Throat, Nasal Congestion/Runny Nose, Fever/Chills/Sweats, Shortness of Breath, Difficulty Breathing, Loss of Sense of Smell, Body Aches, Diarrhea, Nausea, Vomiting

_______ Yes  ______ No

2. In the last 14 days, have you had close contact with a confirmed or probable case of COVID-19?

Close contact is defined as: (1) Living in the same household or (2) Spending more than 15 minutes within 6 feet of someone who was sick with a fever and cough.

_______ Yes  ______ No

3. Have you been advised to self-quarantine by any doctor, hospital, or agency?

_______ Yes  ______ No

4. Recorded temperature, done onsite or at home. Per CDC guidelines if 100.4°F entry is NOT allowed.

______________________________

**If answer to ANY question is YES, admittance to the Cane Quest program is NOT allowed.**

I attest that my responses above are true and accurate.

______________________________

Participant/ Attendee Printed Name

______________________________

Participant/ Attendee Signature

______________________________

Regional Location

______________________________

Date

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Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’:
Sample SoCal Internal Agenda
Logistics Overview – Group Virtual Proctoring

Logistic Details:
- Option 4: Virtual Contests
- 54 Students
- 18 students per category
- 6 Scorers per category = 18 Scorers Total
- 2 Meeting Leads per category = 6 Meeting Leads – internal BIA Youth staff
- 3 waves of student scoring
  - 1st Wave: 8:00am – 10:30am
  - 2nd Wave: 11:00am – 1:30pm
  - 3rd Wave: 2:00pm – 4:30pm
- 2 video meetings per category for first wave, 2 video meetings per category for second wave, 2 video meetings per category for third wave.
  - 6 video meetings total per category = 18 video meetings total

Logistic Considerations
- Contest Staggering: If each age category completes contests on a different day, far fewer scorers will be needed.
  - I.e. With 54 students, but each age group competing on different days, only 6 scorers are needed.

Permission forms Deadline
- Friday, February 12th

Week leading up to contest: March 1st – 5th
- Goodie Bags
  - Goodie bag pick up
    - Contactless pick up at Braille Institute will be available.
  - Goodie bag shipping
    - Goodie bags will be shipped to families that cannot physically pick up.
- Scorer Training
  - Via Microsoft Teams meeting Tuesday, March 2nd, 3:30pm
- Parent Webinar
  - Teams Meeting Friday, March 5th, 3:30pm

Contest Teams Meetings
- Microsoft Teams meetings will be set up for each testing group and meeting invites, links, and instructions emailed to all contestants and scorers.

Scoring
- Scorers will submit completed score sheets via email at the end of their testing session/sessions.

Awards Ceremony
- Via Youtube livestream video.
- Awards and Scout store goodies will be shipped to winners after ceremony.

Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’:
### Sample Internal Day Agendas

**SAMPLE AGENDA OF ONE CATEGORY**

**18 Students/Category: 54 Students Total**

**6 Scorers/Category: 18 Scorers Total**

**2 Groups of Scorers, 3 Waves of Contestants**

<table>
<thead>
<tr>
<th>Time</th>
<th>SCOUTS (Same schedule for Ex/Tr)</th>
<th>Meeting Leader and 3 Scorers Group 1</th>
<th>Meeting Leader and 3 Scorers Group 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am – 8:30am</td>
<td>Introductions and Ice Breaker</td>
<td>Introductions and Ice Breaker</td>
<td></td>
</tr>
<tr>
<td>8:30am – 10:30am</td>
<td>Contestants and Scorers break out into individual video meeting rooms and take contests.</td>
<td>Contestants and Scorers break out into individual video meeting rooms and take contests.</td>
<td></td>
</tr>
<tr>
<td>11:00am – 11:30am</td>
<td>Introductions and Ice Breaker</td>
<td>Introductions and Ice Breaker</td>
<td></td>
</tr>
<tr>
<td>11:30am – 1:30pm</td>
<td>Contestants and Scorers break out into individual video meeting rooms and take contests.</td>
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<td></td>
</tr>
<tr>
<td>2:00pm – 2:30pm</td>
<td>Introductions and Ice Breaker</td>
<td>Introductions and Ice Breaker</td>
<td></td>
</tr>
<tr>
<td>2:30pm – 4:30pm</td>
<td>Contestants and Scorers break out into individual video meeting rooms and take contests.</td>
<td>Contestants and Scorers break out into individual video meeting rooms and take contests.</td>
<td></td>
</tr>
</tbody>
</table>
# SAMPLE AGENDA OF ONE CATEGORY

12 Students/Category: 36 Students Total  
4 Scorers/Category: 12 Scorers Total  
2 Groups of Scorers, 3 Waves of Contestants

<table>
<thead>
<tr>
<th>SCOUTS  (Same schedule for Ex/Tr)</th>
<th>Meeting Leader 2 Scorers Group 1 Video Mtg. 1</th>
<th>Meeting Leader 2 Scorers Group 2 Video Mtg. 2</th>
</tr>
</thead>
</table>
| First wave of Contestants 8:00am-10:30am | Student Roster:  
1. John Doe  
2. Jane Doe | Student Roster:  
1. John Doe  
2. Jane Doe |
| 8:00am – 8:30am | Introductions and Ice Breaker | Introductions and Ice Breaker |
| 8:30am – 10:30am | Contestants and Scorers break out into individual video meeting rooms and take contests. | Contestants and Scorers break out into individual video meeting rooms and take contests. |
| Second wave of Contestants 11:00am – 1:30pm | Student Roster:  
1. John Doe  
2. Jane Doe | Student Roster:  
1. John Doe  
2. Jane Doe |
| 11:00am – 11:30am | Introductions and Ice Breaker | Introductions and Ice Breaker |
| 11:30am – 1:30pm | Contestants and Scorers break out into individual video meeting rooms and take contests. | Contestants and Scorers break out into individual video meeting rooms and take contests. |
| Third wave of Contestants 2:00pm – 4:30pm | Student Roster:  
1. John Doe  
2. Jane Doe | Student Roster:  
1. John Doe  
2. Jane Doe |
| 2:00pm – 2:30pm | Introductions and Ice Breaker | Introductions and Ice Breaker |
| 2:30pm – 4:30pm | Contestants and Scorers break out into individual video meeting rooms and take contests. | Contestants and Scorers break out into individual video meeting rooms and take contests. |

Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’:  
### SAMPLE AGENDA OF ONE CATEGORY

6 Students/Category: 18 Students Total  
2 Scorers/Category: 6 Scorers Total  
1 Group of Scorers, 3 Waves of Contestants

<table>
<thead>
<tr>
<th>SCOUTS (Same schedule for Ex/Tr)</th>
<th>Meeting Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 Scorers</td>
</tr>
<tr>
<td></td>
<td>Group 1</td>
</tr>
<tr>
<td></td>
<td>Video Mtg. 1</td>
</tr>
<tr>
<td><strong>First wave of Contestants</strong></td>
<td>Student Roster:</td>
</tr>
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<tr>
<td><strong>Contestants and Scorers break out into individual video meeting rooms and take contests.</strong></td>
<td></td>
</tr>
</tbody>
</table>

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**Please visit the Center for Disease Control’s website for more information on ‘Attending an event or gathering’:**

Group Virtual Contests
Fact Sheet for Contestants - SoCal Regional Example

- **How, when, and where will the contest take place?**
  - Contests will take place via Microsoft Teams online video meetings on Saturday, March 6th. You will either be in a group that meets from 8:30am – 11:00am or a group that meets from 1:00pm – 3:30pm.
  - Contestants will access the online video meeting via phone, tablet, or computer.

- **What do I need to participate?**
  - One family or household member must be present during testing, record video, and be responsible for the safety of the contestant.
  - Contestants must have phone/tablet/computer with video capability and internet connection.
  - Contestants must have their white cane!

- **How do I get my contests, t-shirt, and goodie bag?**
  - Contestants must pick up their goodie bag via contactless pick up at Braille Institute between February 1st – 5th.
    - If you cannot pick up your goodie bag in person, you must specify so on your permission form and they will be shipped to you to arrive by February 1st.

- **Who will be on the video meeting during testing?**
  - Each contestant will be joining a video meeting where up to 3 other contestants in their age group will be testing at the same time.
  - A Braille Institute staff will be leading the meeting and providing instructions.
  - You will not test in front of the group. You will be paired with one scorer, an Orientation & Mobility Instructor, and will join them in a breakout room where only you and the scorer will be.

- **How will we find out the winners?**
  - Winners will be announced via a Youtube livestream Awards Ceremony on Friday, March 19th at 3:00pm. You can go to Youtube.com/brailleinstitute. A direct link will be shared as well.

- **What about a parent workshop?**
  - The parent workshop will be done as webinars via Microsoft Teams on Friday, March 5th.
@BrailleInstituteYouth
@BrailleInst
@BrailleInstituteYouth

Braille Institute

Los Angeles
741 North Vermont Avenue
Los Angeles, CA 90029
323-663-1111

Anaheim
527 North Dale Avenue
Anaheim, CA 92801
714-821-5000

Laguna Hills
24411 Ridge Route Drive #110
Laguna Hills, CA 92653
949-330-5062

Coachella Valley
741 North Vermont Avenue
Los Angeles, CA 90029
323-663-1111

Riverside
6974 Brockton Avenue #100
Riverside, CA 92506
951-787-8800

San Diego
4555 Executive Drive
San Diego, CA 92121
858-452-1111

Santa Barbara
2031 De La Vina Street
Santa Barbara, CA 93105
805-682-6222

1-800-BRAILLE (272-4553)
Brailleinstitute.org