

Covid-19 Guidelines and Safety Plan – Dance Unlimited Performing Arts Inc. (updated January 3rd, 2021)

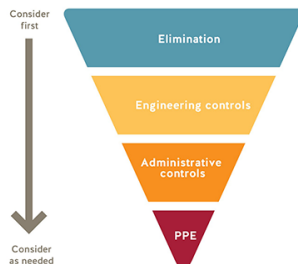
1. Understanding the risk:

- 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.
- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

<https://www.worksafefbc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres>

2. Selecting protocols for our workplace:

- Note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.
- First level protection (elimination): Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public.
- Second level protection (engineering controls): If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.
- Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.
- Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.



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3. Control access:

- A greeter will be at the front entrance:
 - Ensuring every person age 2 and up entering the building is wearing a mask. If they are not, a complimentary one will be provided to them. Those not able to put on or remove their own mask are exempt.
 - Ensuring physical distancing is being followed in all common areas.
 - Ensuring every person entering the building sanitizes their hands. If they cannot sanitize, they will go straight to the sink and wash their hands and follow the posted handwashing guidelines.
 - Handing out sanitized bins to each dancer that enters.
 - Ensuring the entrance and exit doors are used correctly.

4. Limit occupancy:

- Our studio operates on a 10-month curriculum and we are not considered a drop in based business. We use Studio Director, an online software program that manages and provides an electronic portal in which families must register through and which they will receive all studio communication through. Class occupancies are restricted so registration numbers are controlled. Classes with full occupancy are noted as such in the Studio Director. This prevents families from registering in full classes.
- To limit traffic within the studio, dancers 5 and over will enter the studio by themselves. Dancers 4 and under may have 1 parent enter with them, ***if necessary***, to prepare them for class but then they must leave the building for the duration of the class. A cell phone number must be current in each dancers' Studio Director account in case we need to contact the parent.
- Studios have been blocked off into individual spaces to ensure at minimum, 2 metres of physical distancing is taking place. Each dancer is given a specific space to dance in during their class.
 - Studio 1 – max. 12 dancers, 1 teacher, 1 assistant
 - Studio 2 – max. 12 dancers, 1 teacher, 1 assistant
 - Studio 3 – max. 6 dancers, 1 teacher
- Maximum occupancy signs are posted at the entrance to each studio.
- Large gatherings will not take place inside the building at any time.
- If a dancer has a break between classes, they must exit the studio and return when it is time for their next class.
- Dancers cannot remain in the building while they are not in a registered class.
- Viewing windows will be closed to avoid unnecessary gathering in common areas.
- No more than 2 people in the office at once, remaining 2 metres apart at all times.
- Appointments are mandatory for entering the office and speaking with staff.

5. Post signs:

- Posters on the following are placed at the entrance and/or throughout the studio:
 - How to wear a face mask
 - Proper handwashing
 - Physical distancing
 - Keeping our workplace safe
 - What to do if you feel sick
 - Stop, do not enter if sick
 - Masks are mandatory

6. Screen arriving patrons:

- Faculty, staff, volunteers, dancers and parents dropping off dancers will **NOT** be permitted in the building if:
 - They have tested positive for Covid-19 and have not been cleared by Public Health.
 - They, or a family member at home are not well, showing any symptoms of illness. This includes but is not limited to; symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue.
 - They have displayed symptoms of Covid-19 in the last 10 days. If they have, they must self-isolate at home.
 - They have been identified by Public Health as a close contact of someone with Covid-19.
 - They have been directed by Public Health to self-isolate.
- Parents should email us to let us know their dancer will be missing class. Providing us with the reason for their absence will allow us to maintain record for absences, but is not mandatory.
- If a dancer or faculty becomes ill, even with mild symptoms while in the studio, they will:
 - report immediately to reception.
 - be asked to wash their hands, then isolated.
 - For dancer's, their guardian will be called to pick them up.
 - Faculty will leave immediately and the class will be watched by reception until another teacher arrives.
- Once a sick individual has left the studio, all surfaces and areas with which they may have come in contact with will be cleaned and disinfected immediately.

7. Manage customer entry/exit points:

- Physical distancing **MUST** be in place:
 - when on the studio property and in the parking lot (no congregating)
 - while waiting to enter the studio
 - when entering the studio
 - inside the studio
 - in common areas

- Dancers are to wait in their car until it's time for their class and will enter the building no more than 5 minutes before class start time. This allows us time to disinfect before class starts and between classes.
- If waiting outside the building, the stairwell or the exit door in the walkway must not be blocked.
- Dancers must only use the stairs to access the front door, NOT the walkway as it is an exit only.
- All those entering the studio must follow floor markings such as X's, arrows and physical distancing markers.
- Dancers will be let out of their class 5 minutes early to allow us time for disinfecting before the next class.
- Parents must be at the studio immediately at the end of their dancers' class for pick up as dancers are not allowed to remain inside the studio once their class is done. Please plan accordingly.
- Parents of younger dancers must make sure they are waiting outside the exit door area for their dancer to be released from their class.
- The exit door from inside the studio is located at the end of the hallways by studio 2 and 3 doors. From outside it is located to the right of the lower loading bay.

8. Require staff to self-monitor for symptoms of COVID-19:

- If staff have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue, they must stay home.
- As soon as they arrive at the studio, they will confirm with the greeter that they aren't experiencing any of the above symptoms.
- If they are well enough to teach from home, they will teach via Zoom.

9. Whenever possible, use contactless forms of payment and check-in:

- Payments for services or products rendered will be paid by pre-authorized debit or e-transfer only.
- Cash is not accepted.
- Contactless attendance is taken by the teacher at the start of each class. It is then recorded into the Studio Director.

10. Provide hand sanitizer stations or hand washing stations for patrons and encourage their use:

- Health Canada approved sanitizer with greater than 60% alcohol is provided.
- The foyer and all 3 studios have a touchless hand sanitizer dispenser.
- Additional hand sanitizer is also available throughout the building.
- Dancers will sanitize or wash hands throughout the class as necessary.
- All faculty and dancers will continue to wash their hands or sanitize if they have multiple classes in a row.

- Hand washing stations have touchless soap dispensers, touchless single use paper towel dispensers and hot water. Hand washing guidelines are posted at all stations.

11. Group activities require two metres from one another at all times during a class:

- No physical spotting, or contact with others will be done.
- Studios have been blocked off into individual spaces to ensure at minimum, 2 metres of physical distancing is taking place. Each dancer is given a specific space to dance in during their class.
 - Studio 1 – max. 12 dancers, 1 teacher, 1 assistant
 - Studio 2 – max. 12 dancers, 1 teacher, 1 assistant
 - Studio 3 – max. 6 dancers, 1 teacher
- Dancers will not execute new skills that require a teacher to physically spot them.
- 2 metres physical distance will always be maintained unless emergency first aid is required. Faculty and staff will use masks & gloves to perform emergency first aid if possible.
- Adult dance classes will be low intensity at all times.

12. Changing facilities:

- Changing facilities are closed.
- Dancers will arrive ready to participate in class. Shoes will be changed before class starts.
- Dance attire must incorporate all genres dancers are taking that day. Example, ballet attire is worn under Hip Hop attire. Dancers cannot change between classes, but may remove layered clothing and place it in their bin.
- Individual sanitized bins will be provided to each dancer as they enter the building. All items will remain in their bin for the entire time they are in the building. Only dance shoes and water bottles will be permitted in the studio. For older dancers, phones, keys and wallet are permitted. Please do not bring large bags or backpacks into the building. Bins are 12' x 12' so are not big enough to hold large bags.
- Dancers arriving by bus after school with their school bag will place their school bag in a second sanitized bin.

13. Food consumption:

- Food must not be consumed inside the building by dancers.
- Those dancers that must have a break to consume food, it must be done outside the studio.
- Food consumption by faculty during breaks must be done in the office.

14. Drinking water filling stations:

- Water bottles CANNOT be refilled at the studio.
- Dancers must bring their own full water bottle.
- Water faucets are not to be used for drinking from.
- For dancers with multiple classes in a row, parents must be sure to send their dancer with enough water for all their classes.

15. Online participation:

- We are ready to fully transition immediately to Zoom classes should we be shut down by a PHO Order.
- Dance families have received instructions on how to access online Zoom classes.

16. Cleaning and disinfecting:

- We will use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses).
- Cleaning refers to the removal of visible soil. Disinfecting refers to using a chemical to kill germs on a surface, never on the human body.
- Classes that require mats, each dancer will have their own disinfected mat for the entire class. These will be cleaned and disinfected by staff after each use.
- If props are used in class, each dancer will have their personal bag of props that will only be used by them and will be provided by the studio. These will be disinfected after each class and stored in sealed Ziplock bags at the studio.
- After class, used bins will be placed outside each studio door. Bins will be cleaned and disinfected by staff after each use.
- All items not easily cleaned have been removed from the common areas and studios.

17. Allow sufficient time to clean and disinfect equipment and other surfaces frequently:

- Barres, mats, door handles, light switches, foyer desk, personal computers and audio/ visual equipment will be disinfected regularly and after each use.
- The studio will be cleaned and disinfected thoroughly after classes conclude for the day.
- All portable storage, foyer/lounge tables/chairs, have been removed and may not be used by dancers.
- Cleaning checklists are in the foyer and all 3 studios. Faculty and staff must carry out specific disinfection responsibilities and will document and initial after completing each cleaning and disinfection.

18. Ventilation:

- The HVAC system was installed in December 2018 and uses a high efficiency filter.
- The HVAC system will always be on during class time ensuring fresh air from outside is brought in to each individual studio.
- Studio doors will remain open during classes to allow for additional airflow.
- The front door will remain open to allow additional fresh air to circulate.
- If fans are needed inside the individual studios, low power tower fans will be used and faced towards the corner of the room, therefore not to blow directly onto participants.
- Classes that require singing have been removed from our 20/21 schedule.

19. Bathroom facilities:

- Dancers should use the bathroom before heading to the studio if possible.
- Bathrooms will be cleaned regularly.
- One bathroom is designated for faculty and staff and the other for dancers.

20. Contact Tracing:

- We will maintain accurate and up to date contact information for all faculty, staff, students, and volunteers (if applicable) including:
 - Full name
 - Home address
 - Email address
 - Date of birth (for students)
 - Medical conditions (for students)
 - Parent/ guardian name and contact information (for students)
 - Alternate emergency contact (for students)
- We will maintain daily electronic records in order to identify:
 - Who was in the building at any given time.
 - Lists of faculty, staff and students by time and date of attendance at the studio and the classes that they have attended.

21. Faculty, staff, dancers and volunteers diagnosed with COVID-19:

- The Province of British Columbia requires individuals to be in isolation for a minimum of 14 days if they have tested positive for COVID-19.
- If a faculty member, staff, dancer or volunteer is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, we will be in contact with Island Health Authorities to aid in providing the necessary public health guidance. Records may be sought up to two-weeks prior the individual becoming ill.

22. Mental health:

- Dancers may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time. Tips for supporting mental well-being during COVID-19
- [Tips for supporting your mental health through the COVID-19 pandemic](#)
- [COVID-19: Balancing public health and mental health](#)
- [What to do if you are anxious or worried about coronavirus](#)
- [BC Children's tips for talking to children about COVID-19](#)
- [Anxiety Canada's tips for talking to kids about COVID-19](#)
- [Information about COVID-19 for people age 12-24](#)

23. Communication and staff/ faculty training:

- Our most up to date Covid-19 guidelines and safety plan are available to all registered dance families through their Studio Director accounts and is emailed to all staff, faculty and volunteers.
- If at any point room for improvement on safety protocols is brought to our attention, we will work to find a solution.
- Training is provided to faculty, staff and volunteers regarding Covid-19, cleaning procedures and work environments.
- All training and staff meetings will be done online using the Zoom platform.

