

# Communicable Disease Prevention Plan

PACIFIC DANCEARTS INC

7/7/2021

Pacific DanceArts  
Coastal City Ballet

## **Understanding the Risk**

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

The risk of communicable disease depends on the amount of virus circulating in the community, which changes from place to place and over time. Community transmission is monitored by public health authorities in British Columbia.

BC Self-assessment link  
<https://bc.thrive.health/>

## **General Prevention**

- Always be aware of physical distancing.
- Refrain from touching face and/or eyes.
- Frequently washing hands with soap and warm water, minimum 20 seconds.
- Cough and sneeze into your elbow.
- Replace physical greetings with a smile, elbow bump or nod
- Wear a mask when possible.

## General Policies at Pacific DanceArts

- **Stay home.** All persons must stay home if displaying symptoms of a cold or flu, or related symptoms such as coughing, sneezing and/or fever, if they have come in contact with anyone diagnosed with a communicable disease, or if they have been asked to self-isolate.
- **Drop off only.** The studio will only be open to students, teachers and staff.
- **One way systems.** Students will enter directly into the appropriate studio via doors that access the studio from the parking lot. The front door will be closed to entry\* and will only be used for exiting. Studio 1 entry is just south of the main door. Studio 2 entry is on the south side of the building. \*Coastal City Ballet dancers may enter the studio through the main door for the first class of the morning.
- **Hand sanitizer placed at all entries into the studio.** All students will sanitize as they come in and as they leave the building and studios.
- **Increased air circulation.** All exterior doors will remain open throughout the day to increase the flow of outside air. The first person to arrive will open all 4 exterior doors.
- **Back exit is closed.** There will be no exit through the fire door unless an emergency.
- **Change rooms will be closed.** Come with your ballet clothes on and your hair done. Please limit what you bring into the studio.
- **Routine and frequent studio cleaning.** Dancers in combination with staff and directors will sanitize their barre spaces after each class. Frequent washing of floors and sanitization of high traffic areas will be completed throughout the day. A cleaning schedule and checklist are posted in both studios.
- **Class size limits.** Studio 1 (25 students) and Studio 2 (20 students) limits are placed on classes involving wide use of movement.
- **Kitchen access closed.** Persons must be seated in a square or go outdoors when eating.
- **Lobby area closed.** Breaks will be taken either outside or in a designated square.
- **Zero tolerance policy.** All staff and students must always abide by these protocols. A one-time warning will be given to any person not abiding by the requirements. If there is non-compliance that person will be asked to leave the premises.
- **Monitor and Revise.** Pacific DanceArts will monitor statements, recommendations and/or orders from BC Public Health and revise protective measures as needed

## Policies for PDA & CCB Dancers

- **Follow BC Public Health Guidelines.** All dancers are required to abide by the orders and recommendations in place through BC Public Health. If arriving from outside Canada, you are required to abide by the quarantine rules that apply to you.
  - **Stay home.** All dancers must stay home if displaying symptoms of a communicable disease. You will be required to notify the office through email if you will not be attending due to symptoms.
  - **Mandatory Masks.** Dancers age 9+ are asked to wear masks upon entry into the studio. Masks must always be worn on the premises unless fully vaccinated. Masks must have a minimum of three layers. Refer to signage on appropriate use of masks and have an extra supply throughout the day. Wet masks will need to be removed and replaced with a new, dry mask. Reusable masks must be washed each day prior to arrival at the studio.
  - **Maintain physical distance.** Please respect the personal space of others while at the studio. All dancers will maintain a physical distance of at least 2 meters in common areas.
  - **Remember your pianist.** Physical distance is also required surrounding the piano when a pianist is in attendance. Do not touch or crowd the piano and pianist and do not place any items on top of the piano.
  - **Use of Restroom is restricted to two persons at a time.** Please wait outside the door, in a physically distanced line, until the restroom is available.
  - **No sharing.** Please refrain from sharing any food, water or exercise/stretching device with any other dancer or person in the studio.
  - **Routine and frequent sanitization.** Each dancer is required to sanitize their place at the barre after each class. Sanitizer wipes will be available at the studio.
  - **Doors open at 8:30am. (30 minutes before class)** For ½ Day and Coastal City Ballet ONLY - Do not arrive at the studio earlier than 30min before class unless you have been instructed to do so. The doors will remain locked until 8:30am and at that time dancers will be given access 2 dancers at a time. Please sanitize upon entry, place your shoes in the hallway outside the studio and enter directly into the studio to your designated place.
  - **Leave promptly.** Dancers are asked to gather their things and exit the building immediately after the last rehearsal block.
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## Additional Policies for Newly Arriving International Students

- **Follow all Guidelines Above as well as Additional Guidelines Below**
- **Do not travel to Canada if you are displaying symptoms of Covid-19.**
- **See Additional International Student Covid-19 Preparedness Document and complete all required information.** All international students MUST complete the requirements outlined in the International Travel Preparedness Document in addition to the requirements in this Prevention Plan

## Policies for Pacific DanceArts Staff

- **Follow BC Public Health Guidelines.** All staff are required to abide by the orders and recommendations in place through BC Public Health.
- **Stay home.** All staff must stay home if displaying symptoms of a communicable disease, or related symptoms such as coughing, sneezing and/or fever. You will be required to notify the office through email at [info@coastalcityballet.com](mailto:info@coastalcityballet.com) or [info@pacificdancearts.ca](mailto:info@pacificdancearts.ca) if you will not be attending due to symptoms.
- **Wear a mask if unable to physically distance.** Staff are recommended to wear masks entry into the studio. A teacher is not required to wear a mask if they stay in the designated teacher lane at the front of the studio. If a teacher would like to exit this lane during class, to walk amongst the dancers or correct them more closely, a mask will be required. Fully vaccinated teachers may remove their masks.
- **Hands-off correction.** Teachers are encouraged to correct dancers without physical contact whenever possible. If contact is required, teachers are required to properly sanitize BEFORE and AFTER making physical contact with a student.
- **Low Music Volume.** Teachers are encouraged to lower the volume of music in class to a level that is sufficient for the dancers and that allows teachers to limit raising their own voice.
- **Use of Restroom is restricted to two persons at a time.** Please wait outside the door, in a physically distanced line, until the restroom is available.
- **Routine and frequent sanitization.** Please sanitize your work place (piano or stereo system) upon entry into the studio and after each class. While this is also done each evening by directors, this will ensure these spaces remain virus-free throughout the day.
- **Doors open at 8:30am. (30 minutes before class)** Please sanitize upon entry, place your shoes in the hallway outside the studio (if required) and enter directly into the studio to your designated place.

## **Management of Staff/Students with Possible Symptoms**

To prevent transmission, if a student/child or staff member who is self-monitoring begins to experience symptoms of a communicable disease while attending the studio, it is recommended that:

- Staff will promptly separate students/staff who show symptoms from others until they can go home.
- Hand hygiene and respiratory etiquette are practiced while the ill person is waiting to be picked up or leave. Tissues will be provided for the student to ensure their use with respiratory etiquette. Proper disposal of the tissue and hand hygiene will be performed after coughing or sneezing. Environmental cleaning of the space the student was separated too will be conducted once they have been picked or left.
- We have protocols in place if a student/staff begins to show symptoms of a communicable disease while at Pacific DanceArts including the need for immediate pick up/departure.

## **Protocols for Staff when Individual Shows Symptoms**

If a person begins to show symptoms of a communicable disease while at Pacific DanceArts:

- Promptly separate persons that show symptoms from others
  - Separation room is the former girls changeroom
  - Communicable disease safety kit is in the room which includes gloves, masks, sanitizer, thermometer and water
  - Assign an instructor or senior student to continue class while you are away
- Call/Notify Director Andrea Allen (phone number listed in separation room) to arrange pickup of the student. She will also contact Public Health for further recommendations
- Remove any PPE safety and wash hands before returning to the scheduled class

## **Protocols for Staff/Students when Welcoming New and Returning International Students**

New and returning international students must abide by the rules and restrictions that apply to them before their arrival to Canada. Before arriving, all students are required to complete and submit a Travel and Self Isolation Plan. Once received, the following steps will be taken:

- A staff member from the respective program will be assigned to each individual international student. They will:
  - Confirm that the Travel and Self Isolation form is complete and accurate
  - Check-in daily with the international student while in quarantine (if required) to ensure that appropriate steps are taken and the student is receiving everything they need to complete their quarantine without issue
  - Assign each student with a “buddy” from their respective program that will check-in with the student throughout quarantine and introduce the student to the social community at Pacific DanceArts
  - Coordinate with the School Director should any additional steps be required
- If a student develops symptoms while in quarantine, the designated staff member will
  - Contact the School Director immediately – the School Director will then call Public Health and follow their instructions
  - Make arrangements in coordination with the student to be seen by a medical professional and get tested, if required
- If a student is suspected of non-compliance the designated staff member will
  - Follow-up immediately with the student and have them complete the required information to return to compliance (for example – if they missed a check-in or failed to complete a ArriveCAN reporting period)
  - Contact the School Director immediately – the School Director will then call Public Health and follow their instructions

## **Additional Resources**

### Resources regarding Mental Health

- Resources are available to support the mental health and wellbeing of students including Here2Talk <https://here2talk.ca/home> offering mental-health counselling available 24/7.
- Culturally-aware crisis support is available 24/7 to Indigenous people in B.C. through the KUU-US crisis response service. [Kuu-US](#)
- Faculty and staff can access counselling and wellness services through employee and family assistance programs.
- The Province offers a range of virtual mental health programs and services to support mental health and wellness. [Managing your mental health](#)

\*Please note these policies and procedures are not exhaustive. In addition, these policies and procedures can change at any time. Policies and procedures will be updated in accordance with guidelines, recommendations and orders in place by BC Ministry of Health and regulations by PTIB of the Ministry of Education.

**Liability Release**

I acknowledge the contagious nature of COVID-19 and that the BCCDC and many other public health authorities recommend practicing social distancing. I further acknowledge that Pacific DanceArts (“PDA”) has put in place preventative measures to reduce the spread of the COVID-19. I further acknowledge that PDA cannot guarantee that I will not become infected with COVID-19. I understand that the risk of becoming exposed to and/or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, studio staff, directors, and other students and their families. I voluntarily seek services provided by PDA and acknowledge that I am increasing my risk to exposure to COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while attending my classes.

Each day I enter the studio I attest that:

- \* I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- \* I have not traveled internationally within the last 14 days.
- \* I do not believe I have been exposed to someone with a suspected and/or confirmed case of COVID-19.
- \* I have not been diagnosed with COVID-19 and not yet cleared as non-contagious by local public health authorities.
- \* I am following all recommended guidelines as much as possible and limiting my exposure to COVID-19.

I hereby release and agree to hold PDA harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the school, or that may otherwise arise in any way in connection with any services received from PDA. I understand that this release discharges PDA from any liability or claim that I, my heirs, or any personal representatives may have against the school with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from PDA. This liability waiver and release extends to the school together with all owners, partners, and contractors.

X \_\_\_\_\_ (initial)

**Program Release**

I acknowledge that COVID-19 may have an adverse effect on the deliverance of the programs Coastal City Ballet and/or ½ Day Intensive Training as described in the program outline received upon acceptance. I am aware that certain aspects of the programs may not be available to me due to the guidelines, recommendations and orders in place by the BCCDC. I attest that I would like to continue in the program for the 2021-2022 season. I hereby release and agree to hold PDA harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the school, or that may otherwise arise in any way in connection with any services received from PDA as a result of COVID-19.

X \_\_\_\_\_ (initial)

**The undersigned understands and agrees that Pacific DanceArts reserves the right to void the membership agreement for conducts that contravene the objectives, rules, regulations and policies of Pacific DanceArts.**

I have read and agree to all the terms in this document; The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract:	
<b>Student Name (Please Print):</b>	<b>Student signature:</b> <div style="text-align: center;">X</div>
<b>Parent/Guardian’s Name (Please Print):</b>	<b>Parent/Guardian’s signature:</b> <div style="text-align: center;">X</div>
<b>Date:</b>	

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