



Covid-19 Safety Plan:
Operational Procedures
Covid-19 Safety & Wellness

Building Occupancy: 50 Persons

Occupancy Per Studio:

Studio 1 (Pink): 13
Studio 2 (Purple): 12
Studio 3 (Green): 12

CAMERON DANCE ACADEMY LTD OPERATIONAL PROCEDURES FOR IN-CLASS AND ONLINE INSTRUCTION EFFECTIVE JUNE 1ST, 2020

The facility of Cameron Dance Academy underwent a full interior reconstruction in 2016 to create a two-story strata 6800 sq. feet, (800 sq. ft. usage for private office, change room with adjoining bathroom and reception area. The remaining 6,000 sq. ft. usage is for 3 studios, hallway kitchen area, homework room, costume room, mechanical room, 3 bathrooms and staircases). The building is heated by a hot water boiler system for in floor heating and 4 HVAC rooftop units – 1 unit per studio and 1 unit for the 800 sq. ft reception, change room and private office. The HVAC system ensures continuous monitoring of air flow exchange for each individual area. Each studio has two entrance ways with one providing direct access to the exterior of the building. Motion sensor lighting provides touchless wall switches in each studio and bathroom, costume room, change room, and homework room. The reception desk is protected with large plexiglass panels with one receptionist at the desk during studio hours. During Covid-19 the change room, homework room, costume room, kitchen are be closed to students. The bathroom in the main floor change room is designated for staff usage only as is the second-floor bathroom. All students are to use the wheel-chair accessible and main floor bathrooms only.

1. CLEANING PROCEDURES

The following cleaning procedures will be followed during studio hours of 2:00pm-9:30pm Monday to Friday, Saturday 9:30am-1:30pm and/or while classrooms are in session outside of these hours. **Full cleaning and sanitization of facility will take place each night.**

- (a) All Studios will be fully disinfected after each class or change of teacher. Teachers will sanitize Floors, Barres, Surfaces, Props and Mats
- (b) All Barres will be wiped down with disinfectant wipes and left to air dry
- (c) Doorknobs will be wiped with disinfectant wipes.
- (d) Floors will be sprayed with a Ostro San mixture (a quaternary ammonium-based disinfectant used for a variety of applications – registered by Health Canada as a disinfectant) in between each class or change of teacher and set to air-dry before the next class. This will also be used on mats and props.
- (e) All Designated Cubbies will be cleaned with Lysol spray or disinfectant wipes and left to air dry. A “sanitized for you” placard will be place in each cubby, removed when in use and replaced upon sanitization.
- (f) Bathrooms to be sanitized after usage. Each washroom is equipped with appropriate hand washing instructions on the walls, antibacterial soap and sanitizing cleaners.
- (g) All sanitized areas will be marked with a “sanitized for you” placard.

*OSTRO SAN DISINFECTANT DEODORIZER Bactericide - Fungicide Drug Identification Number 02465116 FOR USE IN: Food Plants, Hospitals and Institutional/Industrial Settings ACTIVE INGREDIENT: 10% n-Alkyl, (60% C14 30% C16 5% C12 5% C18), dimethyl benzyl ammonium chloride

AUXILLARY CLEANING PRODUCTS:

Bleach/Water Mixture of 1 cup (240ml) of Bleach to 1 Gallon of water.

Disinfecting Wipes, Lysol Spray, or Health Canada approved cleaning products.

2. ENTRY TO BUILDING: HEALTH CHECKS AND POLICIES

All dancers and instructors are to perform a health check by designated checkers before coming into the building. Temperature checks will also be done.

Any person exhibiting symptoms upon arrival for the health check will be asked to go home immediately before entering the facility.

If the symptoms are not Covid based please stay home a week after symptoms are cleared. Anyone with Covid symptoms is asked to notify the office, remain at home to self-isolate and request testing

In the event of a confirmed Covid exposure notification will be sent out to those in contact with the exposure and a 14-day isolation period will take place in accordance with Fraser Health protocols. Deep cleaning of the facility will take place.

IN CASE OF ILLNESS AND REQUIREMENTS FOR ATTENDING CLASSES

- (a) The emailed Covid-19 waiver/declaration in addition to our online waiver, must be received before partaking in studio classes.
- (b) All students and staff will be required to do an “at home wellness check” (Questions include: Are you or anyone in your family: not feeling well? exhibiting symptoms of Covid-19? or have had recent exposure to someone with Covid-19? Have you or anyone in your family travelled outside of the country?) as designate by BCCDC before coming to the studio. The studio is prepared with forehead thermometers to check temperatures.
- (c) If any of the questions are a yes then the student or staff member must stay home. Please notify the office if this is the case.
- (d) Students exhibiting signs of illness while in the facility will be separated and placed in a private place, and parents will be notified for pickup. An adult must be available for pick-up immediately upon receiving a call from our office. Deep cleaning of the facility will take place.
- (e) All students will have the option to participate in class via zoom if they are not feeling well. Dancers must be registered in the class to receive a zoom password/meeting ID. If the symptoms are not Covid based please stay home a week after symptoms are cleared
- (f) Staff exhibiting signs of illness prior to leaving home will not be allowed to come to the facility to self-isolate and request testing. If signs exhibit while in the facility the staff member will be sent home to request testing. Deep cleaning of the facility will take place. A sub will be put into place if deemed safe

3. HAND CLEANING & SANITIZATION

Before entering the studio, you will need to wash your hands per guidelines or use hand sanitizer that we will have available at the entrance. You will find a **touchless** hand sanitizing station at the reception desk and on the wall on the second floor. Each washroom is equipped with appropriate hand washing techniques on the walls, antibacterial soap and sanitizing cleaners. Hand sanitizer is available in each studio and to be used upon entering and leaving each studio.

4. BUILDING FLOW, CONGESTION, COMMON AREAS

- (a) Social distancing signs are located at the Entrance, Studios, Common area – Dancers and staff are reminded to maintain physical distancing protocol. Floors have been marked for social distancing.
- (b) All classes are staggered by 15 minutes to eliminate congestion in the Reception area.
- (c) All dancers will enter through the Reception area door. Dancers will be asked to wait outside until invited in using safe social distancing rules. Students will be led to their studio. When you are finished after this class, you will leave through the designated doors and meet your parent in the parking lot.
- (d) The 15-minute cleaning block will ensure nobody is passing anybody in the Reception area. If the dancer has two classes in a row, they will enter through the back-connecting studio door and begin class upon completion of cleaning in the Next Studio. If this is your final class, you will exit from the designated doors. This multi-entry system will reduce congestion in the Reception area and hallways.
- (e) The Reception area will be closed, and no loitering will be permitted. “One” Parent at a time by appointment may enter the facility to speak with office staff, but numbers in the Reception area will be limited to the markers on the floor. Students waiting for class will be spaced along the marks in the hallway, kitchen and stairways. Closing the Reception area will reduce traffic in and out of the building and the overall head count inside the facility along with providing health safety protocols.
- (f) Students will not be permitted to remain inside the building to congregate in between classes and will no longer be able to access the student homework room or change rooms and/or use the fridge or microwave between classes. Eating will NOT be permitted in any areas of Cameron Dance Academy facility. Please eat at home, or in vehicles.

4. CLASSROOM ETIQUETTE AND EXPECTATIONS

- (a) Each studio will be clearly marked with boxes for each dancer. This will serve as their own personal space for their class. These spaces are anywhere from 9’6’X9’ to 9’6’X8’ in size and based off the square footage of each studio. Based on a 9’6’X8’ square and determined by room shape, the following numbers are permitted in each studio.
 - Studio 1 (Pink)- 1550 sq ft – 12 Dancer Maximum plus 1 teacher
 - Studio 2 (Purple)- 1450 sq ft – 11 Dancer Maximum plus 1 teacher
 - Studio 3 (Green)- 1050 sq ft – 10 Dancer Maximum plus 1 teacher

*In most classes the count will be under the maximum numbers

- (b) Dancers will be asked to bring their own water bottle for personal use. The water station will be closed and no cups or water bottles will be supplied.
- (c) Dancers should arrive in one outfit suitable for dancing in all classes. No changing between classes will be permitted.
- (d) Each Dancer will have their own sanitized cubby to place their water bottle & shoes. Please remove the sanitization acknowledgement card when using a cubby.
- (e) Students will bring what is only required for class – A small lululemon, gift bag or shoe bag is acceptable to carry required shoes and water bottle
- (f) Bathroom Breaks should be reduced, and dancers should be encouraged to use their restroom before they leave the house. The two bathrooms for student usage are the wheelchair access and common area bathroom Bathrooms are to be sanitized after usage. Each washroom is equipped with appropriate hand washing techniques on the walls, antibacterial soap and sanitizing cleaners.
- (g) Prop Usage and equipment will be kept to a minimum and properly disinfected when used.
- (h) Mandatory Face Coverings for all Faculty. Touching will be minimized as much as safely possible. Teachers will be returning to foundational technique-based classes that do not require spotting or hands on correcting. Dancers **will not train with partner work** in classes. Choreography will be set adhering to social distancing. If the recommendation comes from the Provincial Health Department that partnering is allowed our policy will be reviewed.

5. Mask Policy

- (a) Masks (Face Coverings) will be mandatory to all faculty, students and guests in all indoor public spaces in Cameron Dance Academy Ltd. This includes all common areas and dance studios.
- (b) Face Masks and Face Coverings apply to all persons ages 2 and up . Students and Faculty must wear coverings during dance time.
- (c) Exceptions will apply for those with medial reason (ie. Asthma) when provided with an exemption letter from a Doctor.

6. PICK-UP/DROP-OFF

- (a) All Parents are asked to drop-off their child in the parking lot. Students will then line up outside of the Reception area door. Students will leave by the 2nd front door. Please

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arrive 5 minutes early for classes as staggered class times will help alleviate congestion and students will be allowed in by staff during this time to proceed to the studio.

- (b) When parking in front of the 2nd front door, please stay behind the white line in order that the students depart safely from the door.
- (c) We are aiming for a constant safe flow in the parking lot and request that cars simply come on time and leave right away.
- (d) If you need to come in for your pre-booked appointment at reception, please park in the staff designated parking stalls on 62 Ave.

7. MANDATED CLOSURES

- (a) As stated in our waivers and policies, all classes will transfer to a Zoom platform if mandatory closures are put in place. Teachers and Families are to ensure that students follow safe dance practices when on this platform. Please refer to the policies in place for further information on the on-line waiver form.

WELLNESS WAIVER

All families will be requested to accept a new online waiver and emailed Covid-19 waiver when registering through Studio Director. Both waivers must be accepted for your dancer to participate in classes in the studios. The Covid-19 waiver is attached to this information package and returned by email. You will be prompted to complete your regular waiver upon logging into Studio Director and registering for the new 2020-21 Season.