

Health & Safety Protocols

Covid 19 Response

Panorama School of Dance

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2020/2021 Dance Season

The Health and Safety of our dancers has always been our #1 priority and although circumstances have changed that fact has not. We believe we have an opportunity to provide a safe space for dance for the 2020/2021 season. It is our responsibility to provide you with this opportunity.

All staff currently initial the Work Safe checklist before every shift to ensure they are healthy and ready to work

Before every dance class every student needs to evaluate the following questions. Written consent may follow soon.

- Does your child have any of the following symptoms?
 - Fever
 - Chills
 - Cough or worsening of chronic cough
 - Sore throat
 - Diarrhea
 - Loss of appetite
 - Nausea and vomiting
 - Loss of sense of smell or taste
- International Travel
 - Has anyone in your household returned from travel outside of Canada in the last 14 days?
- Confirmed Contact
 - Are you or anyone in your household confirmed contact of a person confirmed to have COVID-19
- IF you answered YES to one of the questions included under the “Key Symptoms of Illness”, you should stay home for 24 hours from when the symptom started. You may return to dance when the symptoms have been resolved. If the symptom persists or worsens, seek a health assessment.
- IF you answered YES to 2 or more of the questions included under “Symptoms of Illness” or you have a fever, seek a health assessment. A health assessment includes calling 811, or a primary care provider. If a health assessment is required, you should not return to dance until COVID 10 has been excluded and your child’s symptoms have been resolved
- IF a COVID 19 test is not recommended by the health assessment, your child can return to dance when symptoms have resolved.

PRIOR TO CLASS

Primary goal: prevent anyone ill from being in our space

1. Teachers and staff will complete a health screen upon arrival for their shift per the Work Safe Covid 19 Health Screen Checklist
2. We will have a solid substitute list at hand to ensure proper coverage in case of illness. **We will first and foremost try to have an in house sub so as to not bring an outside person into our space!** In the event that a substitute is not found in time, we will notify all families VIA EMAIL by 2:00pm and we will arrange to provide a make-up class option.
3. Students are asked to stay home if they are not feeling well, in the event that a student becomes unwell during a class they will be asked to call home immediately and will wait in lobby for their ride.
4. Staff members will adhere to any travel guideline and quarantine measures put out by the Government of British Columbia and/or the Government of Canada throughout the dance year.
5. We will limit the amount of traffic entering the building. Waiting rooms and changing rooms will be closed. Please try communicating to the office through email and phone first before needing to be seen in person.
6. Dance store hours will be limited to certain times and days and by appointment.
7. Please call ahead to meet with an office staff member if you feel you need to see in person. Plexiglass has been put in the office as a barrier between customer and office staff. Masks must be worn- max capacity **3**
8. Appropriate signage is outside and throughout the inside of our buildings. These are all from Work Safe BC.
 - how to properly wash hands
 - do not enter if you are experiencing the following symptoms
 - room occupancy capacities
 - how to sneeze and cough properly
9. Class sizes have a max capacity based on the square footage of room so as to be able to maintain 6 feet between dancers and teachers at all times.

ARRIVAL

Primary goals: social distancing and hand hygiene

1. We have scheduled 15 mins in between classes to allow for cleaning and crowd control
2. Students are asked to only bring a small bag of personal belongings
3. Classes will be in the same studio room for the whole year, not rotating rooms as in previous years.
4. We have changed drop off & pick up locations for some classes
5. We understand that there is limited parking available at both studios so we are requesting that whenever possible, please consider parking outside the parking lot and walk to pick up your child.
6. The 15 minutes in between classes will alleviate some congestion at the entrances but if that is not the case, please have patience and respect the social distancing guidelines

At our Ridge location we will have 4 separate entrances, dependant on which studio the class is in. These are the names of our 4 studios

Studio A- main floor-max capacity **14**

Studio B- main floor- max capacity **14**

Studio C- upstairs, first room, main floor- max capacity **10**

Studio E- new space! Separate room at the front of the complex, not attached to main school (more details to follow) main floor- max capacity **14**

At our Fleetwood location we will have 2 separate entrances, dependant on which studio the class is in. These are the names of our 2 studios.

106 Upstairs- in the left door and up the stairs of our building 106, main floor- max capacity **14**

106 Downstairs- in the left door and through to the studio on the left of our building 106, main floor- max capacity **14**

105 Upstairs- in the right door and up the stairs of our building 105, main floor- max capacity **12**

Please see the different procedures for drop off and pick of for your dancer depending on what studio room they are dancing in each day. Please refer to the Panorama Schedule to see which room that is.

Drop Off/ Pick up Guidelines: RIDGE STUDIO

***As students come in they will receive hand sanitizer and will be checked in on attendance so we will always have a guide as to who was in studio each day and time. We have all the contact info for each and every student that enters our building**

***All our entrances and exits for the dance spaces are outside doors. No parent/guardian needs to enter our inside space**

STUDIO A

DROP OFF

Parent will drive around to the back of our building to find the warehouse garage door labelled **Studio A**. They will either let the child walk from car to door OR walk them to the door (depending on age & comfort level). At the door their teacher will be waiting and will check students in one at a time with hand sanitizer and our digital attendance system. Please keep your distance, wear a mask and allow for an orderly entrance. Inside the studio there will be a marked spot to leave their small dance bag and outside shoes. Dancer will then proceed to change into dance shoes and follow instructions about starting class

Drop Off/ Pick up Guidelines: RIDGE STUDIO Cont'd

PICK UP

Dancers will be picked up at the same drop off spot, back garage doors. Students will first change their shoes, collect their things, hand sanitize. Parents please drive up or walk up to retrieve your dancer. Please keep your distance, wear a mask and remain patient while we dismiss all the students safely.

If a dancer has another class straight after they may go wait in the lobby with a mask for their next teacher to retrieve them

STUDIO B

DROP OFF

Parent will drive around to the back of our building to find the warehouse garage door labelled **Studio B**. They will either let the child walk from car to door OR walk them to the door (depending on age & comfort level). At the door their teacher will be waiting and will check students in one at a time with hand sanitizer and our digital attendance system. Please keep your distance, wear a mask and allow for an orderly entrance. Inside the studio there will be marked spot to leave their small dance bag and outside shoes. Dancer will then proceed to change into dance shoes and follow instructions about starting class

PICK UP

Dancers will be picked up at the same drop off spot, back garage doors. Students will first change their shoes, collect their things, hand sanitize. Parents please drive up or walk up to retrieve your dancer. Please keep your distance, wear a mask and remain patient while we dismiss all the students safely.

If a dancer has another class straight after they may go wait in the lobby for their next teacher to retrieve them

STUDIO C

DROP OFF

This will be through the **main door** at the front of our building. There are marked spots outside for dancers to wait. They will either let the child walk from car to door OR walk them to the door (depending on age & comfort level). At the front door their teacher will be waiting and will check students in one at a time with our digital attendance system. Please keep your distance, wear a mask and allow for an orderly entrance. They will then hand sanitize and proceed upstairs where they will enter the studio. For younger students there will be a student teacher waiting at the top. Inside the studio there will be a marked spot to leave their small dance bag and outside shoes. Dancer will then proceed to change into dance shoes and follow instructions about starting class

PICK UP

Dancers will be picked up at the same drop off spot, **main front door**. Students will first change their shoes, collect their things, hand sanitize. Parents please drive up or walk up to retrieve your dancer. Please keep your distance, wear a mask and remain patient while we dismiss all the students safely.

STUDIO E

DROP OFF

Parent/Guardian will drive to the front of the complex to find the new space labelled **Studio E**. There are marked spots outside for dancers to wait. This is a new space and is NOT connected to the main Panorama studio. They will either let the child walk from car to door OR walk them to the door (depending on age & comfort level). At the door their teacher will be waiting and will check students in one at a time with hand sanitizer and our digital attendance system. Please keep your distance, wear a mask and allow for an orderly entrance. Inside the studio there will be a marked spot to leave their small dance bag and outside shoes. Dancer will then proceed to change into dance shoes and follow instructions about starting class and hand sanitizing.

PICK UP

Dancers will be picked up at the same drop off spot, **Studio E** front door. Students will first change their shoes, collect their things, hand sanitize. Parents please drive up or walk up to retrieve your dancer. Please keep your distance, wear a mask and remain patient while we dismiss all the students safely.

Any dancer going from class to class in different location will be escorted by a teacher, assistant or staff member.

Drop Off/ Pick up Guidelines: FLEETWOOD STUDIO

STUDIO 106 Upstairs

DROP OFF

Drop off for this studio looks the same There are marked spots outside for dancers to wait. Parents or Guardians will either let the child walk from car to door OR walk them to the door (depending on age & comfort level). At the door their teacher will be waiting and will check students in one at a time with hand sanitizer and our digital attendance. Please keep your distance, wear a mask and allow for an orderly entrance. Dancers will proceed upstairs and there will be a marked spot of them to leave their belongings. They will then change into their dance shoes.

PICK UP

Dancers will be picked up at the same drop off spot, front entrance to 106. Students will first change their shoes, collect their things, hand sanitize. Parents please drive up or walk up to retrieve your dancer. Please keep your distance, wear a mask and remain patient while we dismiss all the students safely.

If a dancer has another class straight after they may go wait in the lobby for their next teacher to retrieve them

STUDIO 106 Downstairs

DROP OFF

Drop off for this studio looks the same. There are marked spots outside for dancers to wait. Parents or Guardians will either let the child walk from car to door OR walk them to the door (depending on age & comfort level). At the door their teacher will be waiting and will check students in one at a time with hand sanitizer and our digital attendance system. Please keep your distance, wear a mask and allow for an orderly entrance. Dancers will proceed through to the studio room. There will be a marked spot of them to leave their belongings inside. They will then change into their dance shoes.

PICK UP

Dancers will be picked up at the same drop off spot, front entrance to 106. Students will first change their shoes, collect their things, hand sanitize. Parents please drive up or walk up to retrieve your dancer. Please keep your distance, wear a mask and remain patient while we dismiss all the students safely.

If a dancer has another class straight after they may go wait in the lobby for their next teacher to retrieve them

Drop Off/ Pick up Guidelines: FLEETWOOD STUDIO con't

STUDIO 105 Upstairs

DROP OFF

Drop off for this studio looks the same. There are marked spots outside for dancers to wait. Parents or Guardians will either let the child walk from car to door OR walk them to the door (depending on age & comfort level). At the door their teacher will be waiting and will check students in one at a time with hand sanitizer and our digital attendance system. Please keep your distance, wear a mask and allow for an orderly entrance. Dancers will proceed upstairs and there will be a marked spot of them to leave their belongings. They will then change into their dance shoes.

PICK UP

Dancers will be picked up at the same drop off spot, front entrance to 105. Students will first change their shoes, collect their things, hand sanitize. Parents please drive up or walk up to retrieve your dancer. Please keep your distance, wear a mask and remain patient while we dismiss all the students safely.

If a dancer has another class straight after they may go wait in the lobby for their next teacher to retrieve them

DANCE TIME

Primary goal: provide space for safe dance instruction

1. We have limited class sizes in all our spaces in relation to the size of the room.
2. Within each studio room there will be a designated spot for each dancer to leave their belongings and outside shoes
3. In the classroom, the dancers will have taped off spots for which they do barre work, centre work, across the floor and choreography. This will ensure proper social distancing from one another and give them enough space to complete their dance steps.
4. There will always be hand sanitizer and tissues available in each studio space
5. Dancers are encouraged to bring a water bottle to class already filled with water
6. Teachers will instruct from an appropriate distance verbal corrections and encouragement.
7. Face coverings will be worn by staff at Panorama
8. Partner work will not be performed at this Phase 3 time
9. We are encouraging dancers to purchase their own character shoes for their Graded Ballet work, but can still borrow ours at this time. We will spray the shoes after each use.
10. Props will be used only when they will be able to be sanitized between uses and will not be shared within a class setting or passed back and forth

11. If there is floor work during a class, the teacher will sanitize that floor space right after that
12. Teachers will wipe down all barres, handles and surfaces with appropriate cleaning elements in between each class and at the end of their shift. There has been time added to the schedule specifically for this reason
13. Floors will be cleaned in between each class
14. Door handles, and any other frequently/potentially touched surfaces will be cleaned throughout the shift by teachers and office staff. This includes the bathrooms.
15. No fans will be used

AFTER CLASS

Primary goal: social distancing

1. Dancers will be instructed to sanitize their hands, pick up their belongings and line up at their exit door.
2. Parents and Guardians will wait for their dancer outside their designated 'pick up' door (same as drop off)
3. Dancers will leave one by one

Common Areas

Primary goal: limit any interaction in these areas

1. Staff are not to congregate in any area. IF any communication needs to happen between one staff member and another, masks and social distancing are mandatory
2. Office is limited to 3 people at a time. There is plexiglass between admin and clients
3. Lobbies and waiting areas are closed
4. Change rooms are closed
5. Store is open but limited to one customer at a time and an appointment is encouraged
6. We do not have 'lunch rooms or staff rooms'

Mask Policy

Primary goal: to add an additional layer of safety

1. First and foremost we believe in social distancing, therefore masks ARE NOT a substitute for that

Any person older than 2 years entering Panorama School of Dance MUST wear a mask at all times as per the new Provincial Guidelines

There will be masks available for those who forget but please try and bring your own.

Education and Information

1. All our dance families and staff were given this document at the beginning of the Dance Season and will be sent this updated version once we are allowed to resume operations.
2. We update our website frequently with new safety policies with this ever changing landscape
3. We have regular staff check ins and reminders sent out via email and zoom meetings to make sure everyone is still adhering to the guidelines and to see if they need any additional support.
4. We have an active social media platform where we continue to spread our safety procedures
5. Prior to Covid we had a Health and Safety Director in place. They have taken lead in this endeavour.
6. Office staff work from home when appropriate
7. We have all contact information for Fraser Health and will follow the appropriate procedures if we have an exposure event.
8. We have COVID 19 Health and Safety binders in each office with our plan and the Work Safe checklist

Cleaning and Sanitizing

1. We have wall mounted hand sanitizers throughout the buildings with each room having additional bottles.
2. Gloves, waste disposals, masks, tissues in each studio
3. We use Lysol wipes for all surfaces and 70% alcohol hand sanitizer
4. Floors are cleaned with a safe and effective cleaner with mop after every class and at the end of the shift
5. Bathrooms have soap and paper towels at all times

6. A “Covid cleaner” is assigned each shift to complete additional wipe down of common surfaces throughout the building. le) door handles, bathroom faucets, stair railings
7. A full cleaning of the facilities happens every 2 weeks by professional cleaners

Thank you for your patience and understanding as we create a safe place for our dancers. We have their best interests at heart and want them to follow their dreams in a healthy and inspiring way.

Miss Carly Cohen
Health & Safety Director, Panorama School of Dance