

**CTYP Drama School Safety protocols re: COVID-19
Summer 2020**

Last updated August 18th, 2020

Building Capacity will be reduced to a maximum of 25 people.

Capacity for Studio A, which will be used for drama camp will be reduced to 13 people

Capacity for Studio B, which will be used as the drama camp lunch room will be reduced to 13 people

All students will be required to undergo a daily health screening check in which they will be asked if they have any symptoms associated with COVID-19. Any students having symptoms will be asked to go home.

Any staff or faculty member who has symptoms associated with COVID-19 or believes they may have been exposed to COVID-19 will stay at home for 14 days.

If a staff member or faculty member develops symptoms while at work, the staff member or faculty member will leave the premises and a CTYP substitute will step in to take their place.

ACCESS TO BUILDING

- Front door and foyer door would be propped open to start the day, with a staff member standing outside to call children in, and would be closed by CTYP staff once class has started
- Front door will be locked during class time with a sign posted on the front door to phone upstairs for service (this is to discourage tourists and passerby's from entering the space)
- Sign at front of building stating no one (staff, faculty, students, parents) are to enter the building if they feel ill, or have travelled in the last 14 days, or have been exposed (to their knowledge to COVID-19)
- Parents/guardians not to enter the building
- Parents/guardians to line up with their children on socially distanced squares outside the building
- Students, faculty and parents will be asked at the start of each day if they feel well and if they don't feel well or appear to have any symptoms, they will be kindly asked to go home
- Faculty will call children into the building one by one where they will change into indoor shoes, leave their belongings on their designated stools, wash their hands, then enter the studio
- There will be no showcase for family and friends

CLEANING AND SANITIZING

- Janitorial staff will clean and disinfect the studios, all door handles and all washrooms in the building each morning before the start of class
- Door handles and high touch area sanitization (sinks, faucets, counters, toilet seats and handles) schedule (done by CTYP staff with gloves): 10:00 am, 11:30, 12:30,2:30, 3:30, 4:30 pm, and also anytime someone uses the washroom
- CTYP will keep and maintain a daily cleaning log throughout the camps and will keep that log on file for one year.

HYGIENE

- Hand sanitizer station set up at the entry to Studio A
- All faculty will be supplied with a personal fabric mask and door opener for their own use
- Paper towel in washrooms
- Handwashing signs and protocol posted in bathroom, including minimum amount of time to wash hands or equivalent length songs or song lyrics
- No props or costume pieces or sharing supplies will be used in class
- Faculty and children will be encouraged to wear masks for any group activities
- Each child will be provided with a non-medical mask (made from colourful fabric from past performances) that is sanitized prior to the first class for their own use only. This mask will be laundered and sanitized at the end of each class day
- Hand wash/hand sanitizing times scheduled throughout each day by all students & faculty at the following times: 9 am, 10:30 am, 12 noon, 1 pm, 2:30 pm, 4 pm. At minimum faculty, staff and students will be required to wash their hands:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - When moving between different learning environments (e.g., outdoor-indoor transitions, from the day camp drama studio to the lunchroom)
- One washroom will be designated for hand washing only with the door always propped open
- Windows will be kept open to help circulate fresh air through the classroom

PHYSICAL DISTANCING

- Classes will take place in Studio A (916 square feet) and weather permitting some portions of each day will be spent outside to encourage social distancing
- Each week only 1 (one) drama day camp will occur, with a maximum of 10 students ages 7-12

- Studio A will be outfitted socially distanced circle stickers spaced 6 feet apart on the floor, creating a circle
- Studio will also have socially distanced triangles spaced 6 feet apart on the floor to aide with scene work & small group activities
- Curriculum will consist of activities/theatre games that do not involve physical contact
- In case of emergency where the building needs to be evacuated, there will be a designated meeting area with enough room for social distancing

LUNCH & BREAKS

- Lunch time: from 12- 1 pm each day
- 30-minute lunch break for each faculty member, staggered, CTYP staff to help monitor so two adults are on the floor at all times.
- Lunch time to take place upstairs in Studio B where tables will be set up and socially distantly placed, and sanitized daily
- Students and parents will be told absolutely no sharing of snacks, drinks or lunches.
- Students to bring lunches that do not need to be refrigerated or microwaved
- Students to bring their own cups, cutlery and water bottle
- Faculty will refill water bottles from a water jug only to be handled by faculty members

COMMUNICATION

- Contact information for all parents/guardians/faculty/staff kept on file should contact tracing ever need to take place
- Parents will receive plenty of notice of all safety protocols and expectations of the students/parents
- A visual storyboard or video will be sent to all parents and students demonstrating what a typical day will look like

ACTION STEPS IN CASE OF SYMPTOMS OF ILLNESS

If a student develops symptoms while at school, staff on duty will:

- Immediately separate the symptomatic student from others in a supervised area.
- Contact the student's parent or caregiver to pick them up as soon as possible.
- Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff will wear a mask if available and tolerated.
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
- Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
- Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

