

CTYP Drama School Safety protocols re: COVID-19

Fall 2020

Last updated Nov 9, 2020

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

Capacity for Studio A, which will be used for all Fall courses will be reduced to 13 people

All staff, faculty and students will be required to undergo a daily health screening and temperature check where they will be asked if they have any symptoms associated with COVID-19. Any staff, faculty and/or students having symptoms will be asked to go home. This includes:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell
- Children tend to have abdominal symptoms and skin changes or rashes.

ACCESS TO BUILDING

- A sign will be placed at the front of the building stating no one (staff, faculty, students, parents) are to enter the building if they feel ill, have travelled in the last 14 days, or have been exposed COVID-19.
- The front door and foyer door will be propped open to start the day, with a faculty member standing outside to welcome students and manage the lineup.
- Parents/guardians must line up with their children on socially distanced markers outside the building before class.
- Students, faculty and parents will be asked at the start of each day if they feel well. If they don't or if they appear to have any symptoms, they will be kindly asked to go home .
- Faculty will call children into the building one by one, and they will be asked to follow the following steps:
 1. Change into indoor shoes
 2. Leave their belongings on their designated stools
 3. Wash their hands (for at least 20 seconds)
 4. Enter the studio
- Parents/guardians cannot enter the building.
- Once class has started the doors will be closed by the Education Manager.
- The front door will be locked during class time with a sign posted to phone upstairs for service (this is to discourage tourists and passersby from entering the space).
- There will be no showcase for family and friends

CLEANING AND SANITIZING

- Every morning the Education Manager will clean and disinfect Studio A, all door handles, and all washrooms in the building before the start of class
- Door handles and high touch area sanitization (sinks, faucets, counters, toilet seats, and handles) will be sanitized before and after every class.
- CTYP will keep and maintain a daily cleaning log throughout the term and will keep that log on file for one year.

HYGIENE

- Hand sanitizer station set up at the entry to Studio A
- Paper towel in washrooms
- Handwashing signs and protocol posted in bathrooms, 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 students, regardless of age, must wear a mask indoors at all times until Dr. Bonnie Henry has lifted the restrictions. Once that happens, they can be mask-less inside Studio A, but must keep their masks on when in the lobby, hallway, and bathroom.
- At minimum faculty, staff and students will be required to wash their hands:
 - When they arrive at school and before they go home
 - Before and after 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)
- There are two washrooms and one kitchenette sink available for student and faculty handwashing.
- One washroom is designated for hand washing only with the door always propped open
- Windows will be kept open to help circulate fresh air through the classroom (weather permitting)

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
- A maximum of 10 students will be allowed in each class
- Studio A is outfitted socially distanced circle stickers spaced 6 feet apart on the floor, creating a circle
- Studio A also has socially distanced triangles spaced 6 feet apart on the floor to aide with scene work & small group activities
- When some students are working on scene work, designated areas will be marked for “the audience”
- Curriculum will consist of activities/theatre games that do not involve physical exertion or 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
 - Located next to the Picnic Pavillion

COMMUNICATION

- Contact information for all parents/guardians/faculty/staff will be kept on file should contact tracing become necessary
- Parents will receive plenty of notice of all safety protocols and expectations of the students/parents

- A visual storyboard or video is 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. The staff member must wear a mask or use a tissue to cover their nose and mouth.
- 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.
- Faculty 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 once they are notified their child is ill.

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.

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.