

## WHAT TO EXPECT AT QUINTE BALLET SCHOOL OF CANADA (QBSC) IN OUR FACILITY - FOR STUDENTS IN QBSC PROFESSIONAL TRAINING PROGRAM

(Updated August 20, 2020)

**We have made big changes to ensure all of our students, teachers, pianists, staff and visitors stay safe when in QBSC facilities.**

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep people safe and healthy so we can stop the spread. Here are the steps that Quinte Ballet School of Canada (QBSC) is taking to stay safe in our building. As government and public health officials bring new guidelines and the COVID-19 situation changes, we will update our policies to meet our legal and public health obligations.

### **Our Policies to Minimize COVID-19 Risks in our Building**

- Screening to prevent symptomatic individuals from entering the school.
- Hand hygiene
- Face coverings
- Social Distancing
- Enhanced Cleaning and disinfecting of surfaces and equipment

### **SCREENING**

Everyone entering the front door of QBSC will be screened as follows:

- All teachers, students and caregivers entering the building through the front door will maintain social distancing while waiting in line to enter the building.
- Everyone entering the building will get their temperature checked by QBSC staff using a contactless thermometer and will be screened for COVID-19 symptoms.
- Anyone with COVID-19 symptoms will not be permitted to enter the building and will be encouraged to stay home and contact their health provider.
- A face covering is required for anyone entering the QBSC building and will be required to follow QBSC's face covering policies.
- Shoes/boots must be removed inside the front door and stored on shelves.
- Upon entry, all individuals are required to use hand sanitizer provided or proceed immediately to their changeroom and wash their hands
- A sign-in, sign out system will be recorded by one person to document who is in the building each day for tracing purposes if needed.

**Symptoms and Reporting Illness:** All individuals should be aware of the symptoms of COVID-19. COVID-19 can be spread person to person through close contact. **The sign “Attention Visitors” (see below)** at the entrance to the QBSC building outlines our COVID-19 screening of symptoms and provides a link to information at Hastings Prince Edward Public Health.

# Attention Visitors



**Do not enter** if you are experiencing any of the following:

a new or worsening cough, fever, difficulty breathing, nasal congestion, chest tightness, muscle aches, chills, fatigue, loss of smell or taste, digestive issues (nausea/vomiting/diarrhea/stomach pain), sore throat, headaches

**OR**

have had close contact with a case of COVID-19

**OR**

have had close contact with someone who is ill with respiratory symptoms and/or has travelled outside of Canada in the past 14 days

**Please delay your visit AND contact your health care provider or Hastings Prince Edward Public Health (613-966-5500/1-800-267-2803)**

## **HAND HYGIENE**

Frequent and proper hand hygiene (soap and water or hand sanitizer) is critical to limit transmission of COVID-19. Proper hand hygiene is one of the most efficient strategies to prevent the spread of most respiratory viruses. Where possible, handwashing is preferred to the use of hand sanitizer. We require everyone in the building to:

- Wash/sanitize their hands when they enter the building
- Try to avoid touching their face, eyes, nose and mouth as much as possible
- Wash/sanitize their hands before and after they use the washroom.
- Wash/sanitize their hands before they put on their face coverings
- Wash/sanitize their hands before and after eating food
- When refilling your water bottle at the water cooler, sanitize your hands first.
- Use disposable disinfectant wipes to wipe down commonly used surfaces when using shared office/kitchen/lunch area/studio equipment

## **FACE COVERINGS**

Quinte Ballet School of Canada requires anyone entering the premises to wear a face covering/non-medical mask. Individuals entering QBSC facilities must use their own personal face covering. The face covering must be worn while inside QBSC premises.

Staff, teachers, accompanists and students in the facility are permitted to temporarily remove their non-medical mask or face covering where necessary:

- While in the studio taking class while keeping social distancing. Upon leaving the studio, face coverings must be worn.
- For the purpose of eating or drinking in a designated location within the facility while maintaining social distancing from other people and following other QBSC health and safety policies.

The **Face Covering Policy at Quinte Ballet School of Canada** (see Appendix A) was written using a template provided by local public health officials to ensure compliance with public health directives from the Hastings Prince Edward Public Health Acting Medical Officer of Health. We have posters around the building how to wear, remove and care for face coverings.

## **SOCIAL DISTANCING**

In general, we ask everyone to maintain social distancing (stay 2 meters or 6 feet apart) while waiting in line, using QBSC public areas, changerooms, washrooms, hallways or seating areas. A limited number of chairs are available in common areas to allow for social distancing. Some sinks are marked with "X" and out of service to facilitate social distancing. PTP students will be assigned to specific lockers to ensure social distancing.

## Limiting Occupancy

The number of people allowed into specific rooms throughout QBSC is limited to:

- Ensuring there's sufficient space to allow people to remain two meters (6 feet) apart from one another and enable dance classes to proceed
- Preventing gatherings of people who are unable to social distance in common areas
- Allowing people sufficient time to clean, use and disinfect shared areas and equipment, that include eating areas, changerooms, washrooms, hallways, and studios.
- Specific arrival times and departure times at the school for classes will be scheduled and adhered to in order for rooms to be used with sufficient space to allow for social distancing and to minimize lineups at the front door.

We have measured the capacity of various rooms in the building that will enable students, teachers, pianists and guests to remain two meters apart (6 feet):

Studio A	10-12 dancers (not including teacher & pianist)
Studio B-F	8-10 dancers (not including teacher & pianist)
Student lounge	10 people
Student kitchen	4 people
Recreation Girls' changeroom	4 people
PTP Boys' changeroom	3 people
PTP Girls' changeroom	12 people
Staff kitchen & lounge	4 people
Staff women & men's changeroom	2 people

Students will be assigned a specific locker in the changerooms and will maintain social distancing of 2 meters (6 feet) from others. Students should limit their time in the changeroom. **It is not permitted to eat in the changerooms, or to sit in the changerooms for extended periods of time.**

People in the QBSC building must take steps to maintain social distancing during breaks and meal times. Lunch areas are set up in the student lounge, student kitchen & staff room. The visual arts room can be used if all other areas are at capacity.

We plan to keep a number of doors open in the building throughout the day – the office door, staff room door, PTP changeroom doors, recreation changeroom door and staff room washroom doors. This will help us minimize the touching of door handles and doors. When changerooms are used, disinfectant wipes will be available to disinfect locker or bench contact surfaces before and after use. **We will designate specific washrooms to be used by specific groups of people.**

## CLEANING AND DISINFECTING OF SURFACES & EQUIPMENT

QBSC has established a plan to ensure effective nightly cleaning and disinfecting of the building and common areas and clearly establish responsibility for the implementation for various aspects of the plan. When equipment is used by multiple individuals,

disinfectant wipes will be placed nearby and individuals will be directed to wipe down the equipment before and after each use.

### **Guidelines for Students in the Studio:**

- Before entering the studio, wash or sanitize your hands.
- Face coverings must be worn when entering and leaving the studio.
- No street wear or personal belongings are allowed in the studio with the exception of water bottles, hand sanitizer and clothing/footwear that are required for that class.
- Once class begins your face covering can be placed on designated hangers above the barre.
- Students must use the same barre spot in the studio throughout the day and use the floor under that barre spot to place their belongings during class.
- For across the floor work students will use their “X” spot on the barre as a guide.
- When yoga mats are used in class students will be assigned a QBSC mat with a specific number and after class you will wipe down the mat using a disinfectant wipe. Once the mat is cleaned, students will take their mat to an assigned studio and hang it up on the barre to dry overnight for use the next day.
- Between classes, students should adhere to social distancing in the building.
- At the end of the day when classes are finished, all personal belongings must be removed or stored away in your assigned locker or on hooks with nothing remaining on benches in changerooms.
- Students will take turns wiping down the benches in the changeroom at the end of each day as assigned by a schedule.
- At the end of each day, a designated staff person will check the changeroom prior to students’ departure to ensure everything is stored in place.
- Disinfectant wipes, Kleenex, and hand sanitizer will be available in each studio and changeroom.

### **Guidelines for Teachers & Pianists in the Studio:**

- Before entering the studio, wash or sanitize your hands.
- Face coverings must be worn when entering and leaving the studio.
- Once class begins, the teacher’s and pianist’s face coverings can be removed and stored in a safe location
- The teacher will wipe down the barres used in class at the end of their class.
- The pianist will wipe down the piano and bench before and after the class, unless they are the next person using the piano in that studio.

### **Guidelines for Use of Lunch Room, Kitchen, and Water Cooler**

- When entering the student kitchen and lunch room, individuals must wash or sanitize their hands upon entering and exiting.
- Students are required to wash their hands before touching any kitchen appliance.
- Use designated seating in the lunch rooms – chairs are not to be moved.
- Face coverings may be removed when socially distanced eating lunch in the student lounge or kitchen.
- When refilling your water bottle at the water cooler, sanitize your hands first.

- All individuals should put their garbage, recycling and food waste directly into bins and not leave it for others to clean up.
- Dishes and cutlery are to be cleaned immediately after lunch by the individual using them and not left in the sink.
- Lunchroom surfaces and chairs should be wiped using disinfectant wipes after use by the student at lunch.
- **Food is not to be eaten or stored in changeroom areas, but kept in the student kitchen area.**

## **APPENDIX A**

### **Face Covering Policy at Quinte Ballet School of Canada** (Effective July 17, 2020)

Quinte Ballet School of Canada recognizes our role in reducing the spread of COVID-19 in our community. This policy has been written to continue to safeguard the community against COVID-19 and ensure compliance with public health directives from the Hastings Prince Edward Public Health (HPEPH) Acting Medical Officer of Health.

Quinte Ballet School of Canada requires anyone entering the premises to wear a non-medical mask or face covering. Individuals entering QBSC facilities must use their own personal mask/face coverings. The non-medical mask or face covering must be worn while inside the premises, unless it is reasonably required to temporarily remove the face covering for services provided by Quinte Ballet School of Canada.

All persons will be notified of this requirement through signage posted at all entries and throughout the premises and by QBSC staff upon entering the building.

This policy will be enacted and enforced in 'good faith' by Quinte Ballet School of Canada and is an opportunity to educate patrons about the use of non-medical masks or face coverings while indoors as a community safety measure. To further protect the health of the public, face coverings are mandatory in indoor public spaces.

The Hastings Prince Edward Public Health (HPEPH) Acting Medical Officer of Health recommends these tips to ensure you are using your face covering safely:

- Wash your hands immediately before putting it on and immediately after taking it off
- Make sure the face covering fits well around your nose and mouth
- Avoid touching the face covering while you are wearing it
- Do not share your face covering with others
- Change the face covering when it gets wet or dirty
- Emerging evidence shows that wearing face coverings can help protect others around you from your respiratory droplets. However, wearing a face covering has not been proven to protect the individual wearing it.

- Wearing a face covering does not replace the need for physical distancing. When in public spaces, please continue to maintain 2 metres (6 feet) of distance from others and wash your hands frequently.

### **Exceptions**

Some people may not be able to tolerate wearing a face covering. Quinte Ballet School of Canada will exempt a person from wearing a non-medical mask or face covering on the premises if the person is:

- the person is a child under the age of two years; or a child under the age of five years chronologically or developmentally and cannot be persuaded to wear a face covering by their caregiver;
- the person has a medical condition rendering them unable to wear a non-medical mask or face covering safely;
- the person cannot apply or remove a non-medical mask or face covering without assistance;
- the person cannot wear a non-medical mask or face covering or cannot cover their face in a way that would appropriately control the source of droplets for reasons of religion or other protections under the Ontario Human Rights Code, R.S.O. 1990, c. H. 19, as amended;

### **Role of Staff and Service Providers**

All staff, service providers, students and users of QBSC facilities will be trained on the new policy regarding face covering requirements.

All staff, service providers, students and users of QBSC facilities will be required to wear a non-medical mask or face covering while working in QBSC facilities unless they meet exemptions outlined above OR is within or behind a physical barrier (plexiglass) or enclosed office space that is not designated for public access. This includes wearing a face covering in public areas, washrooms, changerooms, staff & student lounges, wardrobe, visual arts studio and office.

Staff will do their best to limit entry of any person not wearing a non-medical mask or face covering. Efforts may include:

- Giving a verbal reminder that the person entering the building is instructed to wear a face covering by the HPEPH Acting Medical Officer of Health.
- For people in the premises seen removing their face covering for extended periods of time, giving a verbal reminder of the requirement to wear a face covering under instruction by the Acting Medical Officer of Health for HPEPH.
- If a person in the premises refuses to put on a face covering and refuses to leave the premises, staff are not required to engage further; there is no need to turn away or remove the person to achieve the best effort standard.

Staff, teachers, accompanists, students and renters in the facility are permitted to temporarily remove their non-medical mask or face covering where necessary for:

- The purpose of eating or drinking in a designated location within the facility while maintaining physical distancing from other people and following other QBSC health and safety policies.
- While actively engaged in an athletic or fitness activity only in QBSC dance studios.
- Individuals permitted to temporarily remove their non-medical mask or face covering are advised to safely store their face covering and wash their hands before and after removing their mask or face covering.

This policy remains in effect until such time as instructions are modified or revoked by the Acting Medical Officer of Health for HPEPH.