



Health and Safety Protocols

June 26 2020

Summary of Health and Safety Protocols

- A. Ensuring active daily screening of staff, students and visitors for all COVID-19 symptoms recognized by Alberta Health.
- B. Ensuring gathering sizes are maintained at or below established thresholds under Provincial and regional Public Health and Emergency Orders.
- C. Ensuring staff are aware, reminded and supported in the event of requirement to self-isolate if showing symptoms or testing positive for COVID-19.
- D. Ensuring hygiene protocols are clearly communicated to and followed by all employees, students and visitors and that the tools to provide education and reinforcement of these practices are present, including posters, equipment and supplies in the building.
- E. Ensuring cleaning and disinfection protocols are clearly communicated to and followed by all employees, and that students and visitors help where they can to keep all areas tidy, clean, and sanitary.

Due to the nature of our registered programs, we have the ability to effectively limit our class sizes within a public gatherings threshold that meets the requirements of the Province of Alberta and our regions, minimizes cross-over of visitors by having set arrival and departure times, keeps students within the same groupings with the same teacher on a regular basis for their lesson, maintains full and complete identification records of who has been in our business and precisely when, and finally, provides our staff with assurance that their job is protected and they have our support in the event of necessary self-isolation resulting from exposure, infection, or having to care for family members.

We at EDC recognize our critical role and responsibility in preventing the risks of COVID-19 in our place of business. The health and safety of our staff and students are of utmost importance, and we are committed to supporting their ability to work and learn in an environment that excels at protecting them.

Communication Plan for COVID-19

We are accountable for understanding:

- 1) The Provincial/regional stage of business operations
- 2) The Provincial Emergency level
- 3) The need to adjust business operations in accordance with the guidelines and orders of the overseeing agencies.

The following visual Communication Response System will be used at EDC to communicate the operational stage to employees, students and visitors of the studio.

1. Communication Response System



A. Red Level: Safer At Home

Alberta Emergency conditions and public health orders require EDC to enact distance learning protocols. We will advise all employees, and patrons of immediate actions to take.



B. Yellow Level: Proceed with Cautionary Updates

Controlled opening of the studio with strict protocols in place to ensure provincial safety and health guidelines are being met. Physical distancing requirements and other public health guidelines in place, including disinfecting, hand hygiene, screening staff and patrons, and controlled use of business operating space at a limited capacity (*in this instance 9 students and 1 employee*) in effect. EDC is informed of precautions relevant to the condition.



C. Green Level: Proceed with New Precautions

Monitoring of potential hazards is ongoing with advised social distancing requirements. Fully reopening business, with limited restrictions. Larger gatherings permitted (number of people to be determined by Alberta Health Services).

These symbols will be visible on our website, Facebook and Instagram pages for ease of communication. An email will be sent to all families in the event that the operational stage changes.

2. Contact Tracking and Tracing

A. EDC will communicate frequently with employees, students and visitors with clear signage and notices regarding when it is necessary to stay home from their dance class or their work in the building.

B. EDC will accurately track all absences from classes, as they occur, to assist with contact tracing in the event the absence is due to illness with symptoms or diagnosis consistent with COVID-19. Record management will be kept digitally, privacy-protected and with redundant backup systems.

C. EDC maintains accurate and up-to-date contact information for all staff and students including:

- Full Name
- Date of Birth
- Home Address
- Medical Conditions
- Parent/Guardian Name and Contact Information
- Alternate Emergency Contact
- Agreement to Business's Policies and Guidelines

D. For the purposes of tracing close contacts, EDC will maintain daily records in order to identify:

- who was working onsite at any given time,
- who an employee may have worked with on any given shift,
- lists of patrons by time and date of attendance at the operating premises.

EDC will provide records for the purpose of conducting contact-tracing during the COVID-19 pandemic response to manage the public health emergency under the Public Health Act. Due to the nature of registered and scheduled students and staff, records can be easily provided.

3. Rapid Response

<p>Mild or Severe Cold/Flu Symptoms</p> <ul style="list-style-type: none">● Fever● Sore Throat● Runny Nose● Cough● Difficulty Breathing	<p>-Parent/Guardian contacted immediately by telephone to pick-up the unwell individual.</p> <p>-Provide notice at pick-up that the student must refrain from attending the premises and may return to the studio after full recovery period and are cleared for in-studio classes in accordance with the Public Health Order.</p> <p>-Send a follow up email stating the protocol for return to the building.</p> <p>-Stay home and isolate under appropriate Alberta Health Services protocol in effect.</p> <p>-Track absence in reporting system .</p>
<p>Intense Coughing and/or Vomiting with or without other cold/flu symptoms</p>	<p>-Ensure safety and comfort.</p> <p>-Use Sick Kit if needed (PPE mask, blanket, bucket, disinfecting wipes).</p> <p>-Parent/Guardian contacted immediately by telephone to pick-up the unwell individual.</p> <p>-Staff will watch them closely for any changes in their condition until their support arrives while keeping them separated from the other students.</p> <p>-Provide notice at pick-up that the student must refrain from attending the premises and may return to the studio after full recovery period and are cleared for in-studio classes in accordance with the Public Health Order.</p> <p>-Send a follow up email stating the protocol for return to the building.</p> <p>-Put a note on the student file: what student was doing prior to intense coughing/vomiting</p> <p>-Stay home and isolate under appropriate Alberta Health Services protocol in effect.</p> <p>-Track Absence in reporting system</p> <p>-Staff member will note the areas the unwell participant was in, and location of incident</p>

<p>A Student is absent due to illness - with notice</p>	<p>-Email acknowledgement of absence same day as notice of absence -Students must refrain from attending the premises and may return to dance after they've fully recovered and are cleared for in-studio classes in accordance with the Public Health Order. -Track Absence in reporting system, with any relevant notes on expected return.</p>
<p>A Student is absent - with no notice provided</p>	<p>-Email and/or phone to obtain reason for absence the same day of absence -Student absence recorded; please contact our office at your earliest to advise as to the reason for the absence. -Track Absence in reporting system. -Designated Safety Officer (Stephanie Staniforth) or alternate (Susan Richardson) monitors response and acts accordingly.</p>

Staff

Employee/Contractors/Volunteers with Symptoms and NOT Diagnosed with COVID -19

- A. Alberta CMHO Order 05-2020 legally obligates individuals who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) to be in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- B. Employees with any of the above symptoms will be encouraged to complete the self assessment and get tested for COVID-19.
- C. If an employee, or volunteer does come to work sick, or becomes sick while at work, the following requirements apply. These requirements must be followed regardless of whether or not the individual has been tested for COVID-19:
 - Employees, volunteers or patrons who appear to have acute respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to the workplace, or become sick while at the workplace, should leave the building and begin isolation at home immediately.
 - Once a sick individual has left the building, EDC will clean and disinfect all surfaces and areas with which they may have come into contact.
 - EDC will immediately consider and record the names of all close contacts the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms

started in the case. This information may be necessary if the sick worker later tests positive for COVID-19.

Employee Diagnosed with COVID-19

- A. Order 05-2020 legally requires individuals to be in isolation for a minimum of 14 days if they have tested positive for COVID-19.
- B. For clarity, the isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- C. If an employee or volunteer is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, Alberta Health Services (AHS) may be in contact with EDC to provide the necessary public health guidance. Records may be sought up to two-weeks prior to the individual becoming ill. EDC agrees to work cooperatively with AHS to ensure those potentially exposed to the individual receive the correct guidance.

Prevention

The same methods people use to prevent colds and the flu can prevent COVID-19 transmission:

- wash hands with soap for a minimum of 20 seconds, frequently,
- cover your mouth when you cough or sneeze,
- avoid going to work or school when you're displaying symptoms,
- avoid touching your face and/or eyes, and
- ensure a minimum of 2 metres physical distance between students and staff whenever possible

1. Screening

- A. EDC will ensure the daily screening of staff, students and anyone else who may enter the building for cough, fever, runny nose, sore throat, or shortness of breath.
- B. The health and wellness of all is of utmost importance. There is no disincentive for staff or students to stay home while sick or isolating. Anyone reporting or presenting with these symptoms will be required to return home.
- C. If a visitor answers YES to any of the following Screening questions, the individual WILL NOT be allowed on the premises. EDC staff will observe students for any of the symptoms listed above.

Screening Questionnaire- **to be completed prior to arrival by all staff and students through an email link.**

1.	Do you have any of the below symptoms:		
	• Fever (greater than 38.0C)	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Runny Nose	YES	NO
2.	Have you, or anyone in your household travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO
4.	Are you currently being investigated as a suspect case of COVID-19?	YES	NO
5.	Have you tested positive for COVID-19 within the last 10 days?	YES	NO

2. Hygiene

- A. Employees, students and visitors must use hand sanitizer upon their entry into the building.
- B. Hand sanitizing stations will be placed in each dance room, at the entrance of the building and in the lobby. Health Canada- approved hand sanitizer with greater than 60% alcohol content will be provided.
- C. AHS precaution and prevention posters will be clearly and visibly displayed in all appropriate areas reminding staff, dancers and visitors to avoid touching eyes, nose, and mouth and encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash)

3. Cleaning and Disinfecting Methods & Supplies

- A. Cleaning refers to the removal of visible soil. Cleaning does not kill germs but is highly effective at removing them from a surface. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is only effective after surfaces have been cleaned; cleaning will precede disinfection.
- B. EDC staff will use a “wipe-twice” method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
- C. EDC will use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses) or a bleach-water solution with current application of 1000ppm

(4tsp bleach to 4 cups water) may be used. When advised that measures have relaxed, may use a usual mixture of 100ppm 1tsp bleach to 4 cups water. This solution is strongest in the first 6 hours of mixing, and will be made at the start of each shift.

D. EDC has removed all communal items that cannot be easily cleaned, such as chairs, books and props.

E. Breaks have been scheduled between classes where necessary to allow staff time for disinfecting high touch surfaces, and to clear out common areas such as the change room and lobby before a new group of students enters.

Business Cleaning & Disinfecting Tasks

Enhanced Daily Tasks for Day Camps

Open per AHS approval with increased restrictions

Disinfect each class change: teaching aids, props, sinks, faucets, toilets, handrails, ballet barres, interior door handles, exterior door handles, mats (if used), stereo component knobs/buttons and surrounding area

4. Personal Protective Equipment (PPE)

When hazards related to COVID-19 cannot be completely eliminated, the following hierarchy of controls will be utilized:

- First choice: Engineering Controls- These control the hazard at the source. Examples include removing seats from the lobby, closing the changeroom, restricting general access to the business from anyone other than a staff member or student and increasing ventilation.
- Second choice: Administrative Controls- These controls change the way employees and students interact. Examples include taping studio floors to help with spatial awareness (see image below), limiting hours of operations, respiratory etiquette, providing adequate supplies and reminders for hand hygiene and using one restroom per cohort (class). Increased frequency of cleaning as outlined above is also required.
- Third choice: PPE- PPE is necessary when physical distancing of 2 metres or physical barriers cannot be maintained by administrative and engineering controls. Examples of PPE include gloves, eye protection, gown, face protections, procedure/surgical masks or NIOSH-N95 masks.

When a hazard cannot be controlled by a single control method, EDC will utilize a combination of these controls to provide an acceptable level of safety. At this time, EDC will primarily utilize

Engineering and Administrative Controls as recent studies have shown the hazards of children engaging in physical activity while wearing a mask.

5. Distancing and Gatherings in the Building

- A. Only registered students may enter the building during their arrival time, to reduce cross-over and maintain appropriate physical distance before and after their scheduled class time.
- B. Class start and end times will be staggered to allow common areas to be cleared out before a new group of students enters.
- C. Upon entering the building, all outdoor belongings (shoes, jackets) will be placed in an individual bin that the student will bring into their dance room. Bins will be disinfected by EDC staff between each use.
- D. The lobby and changeroom will be closed until further notice, and students may be dropped off outside the front door to the building.
- E. Parent/guardian will be advised to greet their child outside the building after class; childrens' safe exiting of the building to parent/guardian care will be monitored by EDC staff.
- F. Space markers will be placed in the lobby and hallways to ensure 2m physical distancing spacing requirements are adhered to at all times. All chairs will be removed from the lobby.
- G. Students must be registered participants with parental/guardian acknowledgement of signed policy agreements.
- H. Class schedules will be constructed to allow for thorough cleaning of studios, barres and any equipment used between classes.