

All That's Dance & More

COVID-19 Safety Plan

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Developed by: All That's Dance & More & ATD Fundraising Team

Others consulted: SMDHU, Barrie By-Law Office, Jeff Tulk

References:

<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan#hierarchy-of-control>

<http://www.simcoemuskokakealth.org/Topics/COVID-19>

<https://www.ontario.ca/page/get-medical-advice-telehealth-ontario>

<http://www.simcoemuskokakealth.org/docs/default-source/COVID-/pho-covid-19-how-to-self-isolate.pdf?sfvrsn=6>

<https://covid-19.ontario.ca>

<https://files.ontario.ca/moh-coronavirus-info-sheet-french-2020-02-18.pdf>

Article 1. Actions to ensure that all who enter Staff know how, and are able, to keep themselves safe from exposure of COVID-19:

Actions:

- COVID -19 Safety Procedures are current, updated and posted on a regular basis
- Information about COVID-19 and Studio Procedures will be sent via email to staff and parents/legal guardians
- Hand sanitizers are supplied throughout the building in the following locations: Front Door Sanitization Station, Front Office and at the Entrance to both Studios A and B
- Thorough screening and use of an infrared health thermometer of all staff at the beginning of each scheduled shift. Students will have their temperatures taken as they are entering the building for class. Any and all visitors must call ahead and speak directly to Miss Allysha or Mr KC prior to being permitted to enter the building. Anyone 2 years of age or older must wear a Protective Mask in all Common Areas of the building (unless an underlying medical condition is present).
- Each Studio now has a Designated Teaching space and boundaries in which the staff can retain their social distance from class participants. Please note there may be an exception to social distances for Acro classes, as spotting is an important part of safety in class. The spotting teacher will fully sanitize arms and hands when switching between students.
- Face Masks are MANDATORY for ALL STAFF and Scheduled Visitors - unless an underlying medical condition prevents the staff member or visitor from doing so.
- All That's Dance & More website will be updated according to our new safety procedures, as well they will be posted on the bulletin board located outside of the Front Office.
- Co-ordinated team briefings will be held (Zoom or in-person) informing staff members of any major changes in policies, procedures, or current situations.
- Each Attendance binder will have a copy of the Signs & Symptoms of COVID-19, and the emergency protocols to follow if symptoms occur.

Article 2. How will All That's Dance & More screen for COVID-19?

Actions:

- Miss Allysha or Mr KC will meet with each Dance Instructor personally at the beginning of each shift for a check-in and to discuss their overall health relative to COVID-19. They will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

- Each individual who wishes to enter the building will be scanned with an infrared health thermometer in order to check internal temperatures before they are allowed to enter. Mr. KC or Miss Allysha will be available to conduct the screening for all Workers and Scheduled Visitors prior to gaining entry to the building. An individual with a fever of 37.8°C (100°F) or higher will not be allowed to enter the building.
- All That's Dance & More Staff will then conduct the Dancer / Participant screening as they enter into the Building.

Article 3. Controlling the risk of transmission of COVID-19 at ATD:

Actions:

- Viewing Rooms and Changerooms will be CLOSED until further notice and we will introduce a "Kiss n' Ride" program, in which students will be dropped off at the front entrance of the building and guardians will be asked to promptly pick up their child at the end of their class(es).
- Parents/Guardians will only be allowed to enter the building to assist their dancer(s) with the COVID-19 screening questions. For dancers in the 3-4 TWINKLE TOES & SUPERHEROES Tap/Jazz/Ballet/Acro one parent/guardian can come into the studio to watch the class and assist their dancer. They must wear a mask at all times.
- Competitive Parents/Guardians will be allowed in the studio for the last 5-10 minutes to record choreography to help their dancers practice. They must wear a mask at all times.
- If a student has a 'wait period' between classes and cannot be picked up and dropped up, the upstairs change room will be used as a "lunch room" area for students to wait for their next class or for parent arrival.
- Studios will have boxes taped out in 6x6 ft squares, with 2 ft of room in between each square. These squares will be for individual Dancers in order for them to maintain physical distance and to prevent Dancers from physically interacting with one another.
- Each dancer will have their own chair inside of the studios which will be used to put their personal belongings.
- Each class will be let out five minutes early in order for the Teacher in charge to sanitize all necessary surfaces between classes. More time may be allotted for cleanup if the 5 minutes is insufficient for proper sanitization between classes.
- The studio door will remain closed to Dancers until the Sanitization Process has been completed. Only the Teacher running that Dance Class is allowed to operate the door. This goes for Bathroom Breaks as well.

- The studio door will remain open while a student is using the washroom. The Teacher will close the door after the student returns and ask them to sanitize their hands once again before re-entering. Washrooms will be for Dancers and Staff use only. Paper towels will replace the towels in each bathroom until further notice.
- There will be a friendly reminder regarding Proper Hand Washing and Respiratory Hygiene to all students at the beginning of every class.
- ATD will be providing a hybrid learning space, where all in-person classes will also be connected through Zoom calls, so those that cannot attend in person are still connected in class.
- The lower Studio (B) Viewing Room will be the designated ISOLATION AREA in the case of anyone that is starting to show COVID-19 symptoms or if we get notified that someone in the building may have been exposed to person(s) infected with COVID-19, etc. (See Article 4 for what to do if there is a case of COVID-19 at ATD).
- Students will be asked to wear the appropriate shoes (gripping socks for Acro) at all times in order to prevent the potential of increased transmission from sweat from the feet.
- Hand Sanitizers are supplied throughout the building in the following locations: Front Door Sanitization Station, Front Office and at the Entrance to both Studios A and B.
- All parent meetings will be done by appointment only via phone call or Zoom. In person meetings will be made at the discretion of Miss Allysha and Mr. KC.
- Dance families are responsible for keeping their Emergency Contact information up to date via Dance Studio-Pro for the purposes of containment and contact tracing if there is a potential COVID-19 case at ATD.
- All individuals are asked to bring food and drinks from home, and in reusable, labeled containers. Take-Out or Outside Food and Drink is permitted but not preferred. Food should only be brought in the building if the dancer cannot be picked up between classes and will be at ATD during their regular meal/snack hours. The upstairs change room will be utilized as a lunchroom for those students.
- Unmarked personal food and drink containers and clothing items left at ATD will be held until 3 pm the next day and then disposed of if unclaimed by that time. Dance shoes and other personal items such as jewellery or electronics will be held in the office until claimed. Please contact us and arrange pick up of any missing items as soon as possible.

Article 4. What to do if there is a potential case, or suspected exposure to, COVID-19 at ATD?

Actions:

Once the ATD Staff has been made aware of a potential case, suspected exposure or a Dancer / Participant or fellow Worker begins to develop symptoms, the Teachers will adhere to the following steps.

In the Case of a Dancer Showing Signs / Symptoms:

1. Immediately - without disruption to the class - the Teacher will designate a student leader within the classroom, who will take over class responsibilities as the Teacher addresses the situation at hand. The Teacher will have the Dancer showing signs / symptoms quietly gather their belongings and will escort them to the ISOLATION AREA (Downstairs Studio (B) Viewing Room) to wait for their EMERGENCY CONTACT to arrive.
2. The Teacher will then contact Miss Allysha or Mr KC to make them aware of the situation and they will call the EMERGENCY CONTACT on file.
3. If the Dancer is very ill, call 911 without hesitation.
4. The Teacher will ensure that the Dancer is not frightened, uncomfortable or scared while they wait.
5. Upon returning to the classroom, the Teacher will sanitize the 'Dancer Spot' that was occupied by the Dancer that has left the classroom. PPE is MANDATORY in the Sanitization Process.
6. All EMERGENCY CONTACTS must call ATD [705-739-6676](tel:705-739-6676) to notify Miss Allysha or Mr KC of their arrival and pick up of the person(s) affected.
7. Encourage the EMERGENCY CONTACT to contact the Dancer's Doctor or [Telehealth Ontario](#) or call 1-866-797-0000 for further information about testing and isolation procedures.
8. Miss Allysha or Mr KC will then properly sanitize the ISOLATION AREA after the Dancer has been picked up.
9. Miss Allysha or Mr KC will contact the SMDHU 705-721-7520 or Health Connection (Toll free) 1-877-721-7520 for any further instructions.

In the Case of a Teacher Showing Signs / Symptoms

1. Immediately - without disruption to the class - the Teacher will designate a student leader within the classroom. The Teacher developing symptoms will gather their belongings and notify Miss Allysha or Mr KC without hesitation.
2. If the Teacher is unable to drive - they will wait in the ISOLATION AREA (Downstairs Studio (B) Viewing Room) and wait for their EMERGENCY CONTACT to arrive and pick them up. If the Teacher is very ill call 911 without hesitation.

3. Encourage the Teacher to contact their Doctor or [Telehealth Ontario](#) or call 1-866-797-0000 for further information about testing and isolation procedures.
4. All EMERGENCY CONTACTS must call ATD 705-739-6676 to notify Miss Allysha or Mr KC of their arrival and pick up of the person(s) affected.
5. Miss Allysha or Mr KC will then properly sanitize the ISOLATION AREA after the Teacher has been picked up.
6. All of the Teacher's remaining classes for the day will be cancelled. Parents will be notified of the cancellation via email or phone call and asked to pick up their child if they are already in the building.
7. Miss Allysha or Mr KC will contact the SCMDHU 705-721-7520 or Health Connection (Toll free) 1-877-721-7520 for any further instructions.

NOTE: Families of Dancers within the Classroom(s) of those suspected of being affected by the virus do not need to be contacted as it is only anyone that had CLOSE PHYSICAL CONTACT (e.g., in your household) in the two days before symptoms started or after symptoms started that should also self-isolate. ATD has all Physical Distancing measures in place to avoid all person(s) needing to Self Isolate. Please reference the [SMDHU How To Self-Isolate](#) guide.

TEACHERS RETURNING TO WORK OR DANCERS TO THE CLASSROOM: ATD will allow any person(s) with a **Positive Case** of COVID-19 to return to the classroom only **after their Two Week Isolation Period and upon receiving medical clearance**. In the instance of any **Suspected Case or Exposure** to COVID-19 a person(s) may return to ATD upon proof of **medical clearance**.

References: [Simcoe Muskoka District Health Unit](#), [French Language - Government of Ontario](#), [Government of Ontario, Ontario.ca](#)

Article 5. Managing new risks caused by changes made to the day to day procedures at ATD

Actions:

- A Zoom Meeting was conducted on August 7th, 2020 with Miss Allysha, Mr KC and Teaching Staff to discuss how the first week of reopening went and what successes, problems, hazards and concerns became evident throughout the week. A Teachers meeting was conducted on September 11th to go over sanitization procedures. Another follow-up meeting will be scheduled for the end of September.

Article 6. How will ATD know and ensure that the plan is working?

Actions:

- By end of Re-opening Week One Miss Allysha & Mr. KC will meet with ATD's Health & Safety Representative to dissect the new operating plan, discuss any problems or concerns that were recorded throughout the week, brought forward by Teaching Staff, Dancers or their Family Members and make all necessary changes and adjustments accordingly.
- ATD prides itself on having an open door policy - meaning we are open to comments or concerns. If we are in the building and not teaching we will be sure to answer the phone 705-739-6676 and will gladly discuss any concerns. If we are unable to answer the phone, please feel free to email Miss Allysha or Mr KC at info@allthatsdance.ca

References: [Government of Ontario - Develop Your COVID-19 Safety Plan](#)

COVID-19 Safety Plan - Snapshot

Business name: All That's Dance & More

Date completed: July 17, 2020

Revision date: September 14, 2020

Date of H&S Meeting: July 18, 2020

How will ATD ensure Staff know how to keep themselves safe from exposure to COVID-19:

- Safety Procedures are current, updated and posted regularly - Information about COVID-19 and Studio Procedures will be sent via email
- Hand Sanitizers are supplied throughout the building in the following locations: Front Door Sanitization Station, Front Office and at the Entrance to both Studios A and B.
- Thorough screening and use of an infrared health thermometer of all staff at the beginning of each scheduled shift. Students will have their temperatures taken as they are entering the building for class and Teachers will have an updated list of Signs and Symptoms.
- Each Studio now has a Designated Teaching space and boundaries in which the staff can retain their social distance from class participants.
- Face Masks are MANDATORY for ALL STAFF and Scheduled Visitors

ATD's Screening Procedures for COVID-19:

- Mr. KC or Miss Allysha will be available to conduct the screening (Temperature with infrared health thermometer) and screening for all Workers and Scheduled Visitors prior to gaining entry to the building.
- ATD Staff will then conduct the Dancer / Participant screening as they enter into the building - Hand Sanitizer and visual and verbal symptom check-ins with Dancers.

Controlling the risk of transmission in our workplace

- Viewing Rooms closed until further notice
- Established a Kiss n' Ride drop off and pick up program
- Created an Isolation Area for anyone displaying signs or symptoms while at ATD

Physical distancing at ATD

- Studios will have boxes taped out in 6x6 ft squares, with 2 ft of room in between each square. These squares will be for individual Dancers in order for them to maintain physical distance and to stop Dancers from physically interacting with one another.
- Students will also have the option of participating via Zoom if they cannot physically get to ATD for their scheduled dance class.
- If a student has a 'wait period' between classes and cannot be picked up and dropped off, the upstairs change room will be used as a "lunch room" area for students to wait for their next class or for parent arrival.

Cleaning

- Studios will be cleaned and sanitized in between classes. Classes will end 5 minutes early to ensure that there is proper time to clean in between classes.
- Washrooms will be cleaned and sanitized daily and in regular intervals throughout the day.
- Carpets will be vacuumed every night, and all tile will be mopped every night
- Product List:
 - A WHMIS binder with all product information can be found within a binder in the upper utility closet
 - Lysol Disinfecting Wipes (Lavender)
https://content.oppictures.com/Master_Images/Master_PDF_Files/RAC77182CT_SDS.PDF
 - Redline Brewhouse Sanitizer (75 % ethyl alcohol) -- SDS provided via email from manufacturer
 - Zytec Hand Sanitizer (70% ethanol) -- awaiting SDS from manufacturer
 - Pinesol
<https://www.thecloroxcompany.com/wp-content/uploads/2019/05/Original-Pine-Sol-Multi-Surface-Cleaner.pdf>
 - Clorox Clean-Up
https://www.thecloroxcompany.com/wp-content/uploads/cloroxclean-updisinfectantbleachcleaner-freshscentpdecanada_9-23-16.pdf
 - Lysol Toilet Bowl Cleaner
<http://www.rbnainfo.com/MSDS/US/Professional%20Lysol%20Brand%20TBC%20EN%20GHS.pdf>
 - Windex
<https://corp-uc1.azureedge.net/-/media/sc-johnson/our-products/sds/ca-english/home-cleaning/windex-original-glass-cleaner---may-2017.pdf>
 - Bona Sport & Commercial Cleaner
<https://www.bona.com/Global/Documents/United%20States/Safety%20Data%20Sheet/s/SDS%20Bona%20Pro%20Series%20Sport%20%20Commercial%20Cleaner%20Concentration%20US.pdf>

- An external cleaner will come into the building twice a week in order to fully sanitize all other surfaces (ie. window sills, shoe racks, studio floors, mirrors).

What if there is a potential case, or suspected exposure to COVID-19 at ATD:

- Person(s) suspected of exposure or a potential case will be taken to the ISOLATION AREA where they will wait for their EMERGENCY CONTACT to pick them up. If the person(s) are extremely ill Call 911. Encourage the EMERGENCY CONTACT to contact the Dancer's or Staff Member's Doctor or [Telehealth Ontario](#) or call 1-866-797-0000 for further information about testing and isolation procedures.
- Any person with a positive case, potential case or suspected exposure will be allowed to return to ATD upon receiving proof of medical clearance.

Managing New Risks at ATD:

- Zoom Meeting (August 7, 2020) with Miss Allysha, Mr KC and Teaching Staff to discuss how the first week of reopening went and what successes, problems, hazards and concerns became evident throughout the week. Teachers meeting (September 11th) to go over cleaning procedures. Follow-up meeting to be scheduled for end of September.

Making sure our plan is working:

- By end of Re-opening Week One Miss Allysha will meet with ATD's Health & Safety Representative to dissect the new operating plan, discuss any problems or concerns that were recorded throughout the week, brought forward by Teaching Staff, Dancers or their Family Members and make all necessary changes and adjustments accordingly.
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