

# Fraser Valley Academy of Dance Re-Opening Plans – Phase 3

## PHASE 3 SAFETY PLAN PROTOCOLS

As we entered our re-opening plan Phase 2 (in-studio private lessons), we defined protocols for parents, students, teachers and staff to follow to ensure the health and safety of our community.

These procedures continue with minor adjustments into Phase 3 (in-studio classes with 1-4 students).

Please ensure that you are familiar with these procedures before arriving at our school building. We thank you all for your assistance in ensuring that we can move safely forward in our re-opening plans.

This document will be updated regularly due to the fluidity of the COVID-19 situation. Please be sure to access the source document which is linked to all in-studio classes in each family's online account.

## PROCEDURES FOR PARENTS AND STUDENTS

### BEFORE LEAVING YOUR HOUSE – PREPARING FOR CLASS

- **Check you have your mask**
  - Masks are needed in all areas except while in class in the studios
- **Check you have your water bottle and dance shoes**
- Students should stretch out at home for at least 15 minutes
  - To keep areas clean and students separated, and to allow for disinfecting time between lessons, there is not currently space or time for students to stretch before class at school.

### ARRIVING AT THE SCHOOL

- **All access to our building is by appointment only.**
- **Arrive within 5-10 minutes of your class start.**
  - To maintain occupancy limits in each area, students may only enter the building within 15 minutes of their class start.
- Our front doors will remain locked except:
  - to admit students arriving for class
  - to let students out after class
  - to allow for shop purchase pick-ups
- **Families please text/call 604-751-3981 or call 604-826-0097 to be admitted on arrival.**

# Fraser Valley Academy of Dance Re-Opening Plans – Phase 3

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## MASKS & GLOVES

- **Masks are required to be worn at all times inside the building**, except in class.
- Gloves may be optionally worn to reduce surface transmission.

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## PERSONAL ITEMS, BAGS AND OUTERWEAR

- Please leave all unnecessary items at home or in the car.
- **Students must arrive dressed for class.**
- **Students must bring a water bottle** for class and may use our touchless water filling station.
- Bring dance shoes, full water bottle, and any personal items needed for class.
- Outerwear, shoes, bags and items not needed in class will be placed in an assigned cubby in the lobby, or on the assigned coat hook and shoe trays.

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## ENTERING THE BUILDING

- Upon entering the building, keep to the left of the cubby units which now separate the lobby.
- **No person may move beyond the cubbies without washing their hands or using hand sanitizer.**
- Each cubby section is colour-coded to match the zones within the studios and waiting areas.
- **On arrival in the building, students shall:**
  1. be assigned their zone colour
  2. place items needed in class in their coloured container (found inside their cubby)
  3. place their container on top of their cubby section
  4. place their personal belongings not needed in class into their coloured cubby
  5. wash their hands in the downstairs washroom
  6. collect their coloured container for class
  7. wait on their coloured spot for the teacher to invite them into their class.

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## WAITING AREAS

- **Anyone not taking class must wait outside of the building**, except:
  - A parent of a younger student who is not yet comfortable on their own.
  - Parents please contact the office if this is the case so that we can make arrangements for you.
- Waiting areas are now exclusively used as access routes, and for students waiting for class or waiting to be picked up.

# Fraser Valley Academy of Dance Re-Opening Plans – Phase 3

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## WASHROOM ACCESS

- **Everyone entering the building must wash their hands in the downstairs washroom if they wish to enter beyond the cubbies.**
- The upstairs washroom is to be used only by the students in Studio B.
- The downstairs washroom is to be used by the students in Studio A, and by Staff/Teachers.
- The downstairs washroom has one cubicle for Students/Parents and one for Staff/Teachers.

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## ACCESSING THE STUDIO

- **Each studio has been divided into zones with coloured tape** (matching the entrance cubbies).
- Doors will be propped open to reduce surface contamination.
- **When invited by their teacher, students shall**
  1. enter the studio
  2. go to their coloured zone at the barre
  3. place their coloured container (holding their water bottle and any personal items) on the floor under their barre space
  4. remove their mask and place it in their container.

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## USING THE STUDIO

- **Students must remain in their coloured zone at all times**, unless directed by their teacher otherwise (such as during cross-floor work). Barre zones separate students by 3m. Centre zones separate students by 4m x 3m.
- For centre work, students will move from their barre zone to their floor zone of their colour.
- For any cross-floor work, teachers will direct students to corner positions in the studio, keeping 2m distancing at all times.
- At no time may students cross into the teacher's zone or another coloured zone, unless directed by the teacher.

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## PURCHASING ITEMS

- **Dance-wear items may be purchased online and picked up at the school.**
- Items may be collected from the lobby cubbies or handed out at the door.
- *Additional procedures for trying on dancewear and shoes will be added shortly.*
- Pick-ups are by appointment only.

# Fraser Valley Academy of Dance Re-Opening Plans – Phase 3

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## PAYING FOR CLASS OR DANCE-WEAR

- **The office will not be open for payments except contactless card payments<sup>1</sup>.**
- Families must pay for class before attending, by e-transfer to [info@fvad.ca](mailto:info@fvad.ca) or by credit card online.

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## LEAVING THE STUDIO

- **Masks must be put on before leaving the studio for any reason.**
- **At the end of class, each student shall:**
  1. put on their mask
  2. collect their coloured container
  3. leave the studio one at a time
- Students shall wait at their coloured spot until their turn at the cubbies.
- When staff direct them, students shall step forward to the cubby spot.
- **When at the cubbies, students shall:**
  1. keep to the left of the cubbies
  2. place their container on top of the cubbies
  3. remove any of their items from their cubby
  4. remove their items from their container
  5. return to their coloured spot until their parent arrives to collect them

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## LEAVING THE BUILDING

- **Parents must send a text/call to confirm that they are outside and ready to collect their child.**
  1. Parents should arrive within 5 minutes of the end of class to reduce waiting times.
- **Parents should wear a mask at the entrance to the building, even if not entering.**
  1. If multiple parents arrive to pick up their children, they will need to physical-distance down the sidewalk if not wearing masks.
- Parents please wait by the outdoor mailbox or curb-side sidewalk as the front door opens outwards.
- Staff shall unlock the door to let each student out, one at a time.

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<sup>1</sup> As Mr. Carney is 60+ and Mrs. Carney has a rare neuro-immune disorder (transverse myelitis), we are taking extra precautions during COVID-19. Please do not expect the usual in-person social interactions at this time. Thank you for your understanding and support. ©

# Fraser Valley Academy of Dance Re-Opening Plans – Phase 3

## PROCEDURES FOR STAFF AND TEACHERS

### BUILDING ACCESS

- **All Staff and Teachers must wear masks in the building at all times, except while teaching.**
- **Staff and Teachers shall enter the building and:**
  1. use the downstairs washroom to wash their hands
  2. Staff will take their belongings into the office area
  3. Teachers will take their belongings into their individual Studio

### START-OF-DAY CLEANING

- **Staff shall clean all common surfaces at the start of each day**
  1. Cleaning is done using natural multi-purpose cleaner, as all areas are disinfected overnight.
  2. Refer to *FVAD Staff Cleaning/Disinfecting Protocols* document for full details

### INVITING STUDENTS INTO THE BUILDING

- **Staff shall only allow students to enter the building when parents have sent a message to confirm that they are at the front door, or knocked, or have been seen on the front door security video.**
- **Upon receiving a text/call from parents, Staff shall:**
  1. unlock the front door
  2. allow the student (and parent if needed) to enter the building.
  3. explain the access rules upon entry (see PROCEDURES FOR PARENTS & STUDENTS)
- **Staff shall direct students to:**
  1. go to their assigned colour and bin cubby
  2. place all items needed for class into their coloured container
  3. place all outerwear and other items not needed for class in their coloured cubby, or associated coat hook and shoe tray.
  4. use the downstairs washroom to wash their hands
  5. wait in at their coloured spot until their teacher invites them into the studio

# Fraser Valley Academy of Dance Re-Opening Plans – Phase 3

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## INVITING STUDENTS INTO CLASS

- **Only students waiting on their spot and wearing a mask may be invited into class.**
- When it is time for class, teachers shall wear their mask to invite students into class.
- **Teachers shall direct students to:**
  1. go to their coloured zone of barre
  2. place their coloured container on the floor in their zone
  3. remove their mask and place it in their container

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## CONTROLLING MOVEMENTS IN THE STUDIOS

- **Teachers must remain in their own zone running along the mirror and beside the stereo.**
- Teachers must ensure all students remain in their coloured zone at all times.
- Teachers must ensure all students keep 2m minimum distance when moving from their zone.
- Teachers must ensure that they keep 2m minimum distance from students when they are in adjacent zones to the teacher's zone.
- For centre work, teachers will invite students to move into their coloured zone one at a time.
- For cross-floor work, teachers will direct students to stand at marked corner and side spots, while another student travels horizontally or diagonally across the floor.
- **Teachers must wear a mask any time a minimum 2m physical distancing cannot be maintained.**

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## ESCORTING STUDENTS OUT OF CLASS

- **At the end of class, teachers shall direct students to:**
  1. return one at a time to their barre zone
  2. take their mask from their container
  3. place their mask on
  4. pick up their container
- Teachers shall check that the lobby cubby areas are available to access.
- Teachers shall direct students to the cubby location.
- In the lobby, Staff shall direct students to safely move to their cubbies.
- **Staff shall direct students to:**
  1. place their container on the cubbies

## Fraser Valley Academy of Dance Re-Opening Plans – Phase 3

2. remove their items from their cubby
3. remove any items from their container
4. return to their coloured spot to wait for their parent

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### ESCORTING STUDENTS OUT OF THE BUILDING

- **Staff shall only permit students to leave the building when parents have sent a message to confirm that they are at the front door.**
- **Upon receiving a text/call from parents, Staff shall:**
  - unlock the front door
  - allow the student to exit the building
- Staff shall not allow students to leave the building on their own without their parent outside.
- Parents must wear masks at the entrance to the building, even if not entering the school.
- Staff shall unlock the door to let each student out, one at a time.

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### OFFICE ACCESS

- **Only Office Staff shall access the office area**

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### PREPARING SHOP PURCHASES

- Before handling any shop purchase, Staff shall wash hands and/or wear gloves.
- When an order is placed for a shop purchase, Staff shall collect the item for purchase.
- Receipts will be emailed to the customer from the customer's account.
- The purchaser's name shall be written on a sticky-note in large block letters to be easily identified.
- The sticky-note and item shall be placed into a clear bag, if loose.
- The purchase package shall be placed in the Shop Cubby once the purchaser arrives at the building.
- Staff shall retrieve the item from the Shop Cubby, unlock the front door, and pass it to the purchaser.
- Staff shall lock the front door, and wash hands again.

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### WASHROOM ACCESS

- Staff and Teachers shall use the downstairs washroom only.
- Staff and Teachers shall use the cubicle marked Staff.

# Fraser Valley Academy of Dance Re-Opening Plans – Phase 3

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## DISINFECTING STUDIOS

- **Before and after each class, Teachers shall:**
  1. spray disinfectant<sup>2</sup> on the barres
  2. spray disinfectant on the studio floor
  3. spray disinfectant on any door handles that have been used (if not propped open).
  4. wipe disinfectant on remotes between classes (except when one-teacher-per-studio).
- All disinfectant shall be left on each surface for at least 5 minutes before use by another person.

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## DISINFECTING WASHROOMS

- **Before and after washroom use, Staff shall:**
  1. spray disinfectant on the toilet seats and handles
  2. spray disinfectant on the counter sink faucets
  3. spray disinfectant on the paper towel holder
  4. spray disinfectant on the door handles.
  5. Note for private lessons where only one student accesses a washroom, this will be done at the end of the lesson only.
- All disinfectant shall be left on each surface for at least 5 minutes before use by another person.

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## DISINFECTING WAITING AREAS

- **Before and after anyone enters the waiting area, Staff shall:**
  1. spray disinfectant on any used cubbies
  2. spray disinfectant on the top of the cubbies
  3. spray disinfectant on the door handles

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## END-OF-DAY DISINFECTING

- **All common surfaces are sprayed with disinfectant at the end of each day,** to disinfect overnight and prepare surfaces for cleaning in the morning.

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<sup>2</sup> Hydrogen Peroxide has been selected as our disinfectant as it dissolves simply into water and oxygen, is less toxic and is less harmful to the environment than bleach. It is classified as an effective disinfectant by Health Canada in killing viruses, bacteria and fungi when applied to surfaces for 5-10 minutes at a minimum dilution of 5000 ppm or 0.5%.