



PLACE DES ARTS' COVID-19 SAFETY PLAN January 5 2020

Place des Arts' (PdA) **COVID-19 Safety Plan** has been developed in consideration of Education, Offices, Recreation, Gyms and Fitness Centres, Museum/Gallery protocols as per the BC Ministry of Health, Fraser Health Authority, WorkSafe BC, the BC Ministry of Education and the BC Parks and Recreation Association.

1. Guidelines for Students and Visitors¹:

- All students and visitors are asked to self-assess before entering the PdA building. Students and visitors should not enter if they are experiencing any COVID-19 symptoms (e.g., fever, chills, cough or worsening chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, and/or muscle aches).
- All students aged 18 years and up, and the parents/guardians of students under the age of 18 years, who are registered for in-person classes, lessons, or rehearsals, must complete a **Student Screening Questionnaire webform on the morning of, or up to two hours before**, the student will enter the PdA building, or any authorized satellite site hosting PdA programs ("Facilities"). The [webform](#) can be accessed from the bottom menu of the PdA website.

Upon arrival, students, or parents/guardians of students, will be asked to verify that their **Student Screening Questionnaire** has been completed by showing their **confirmation email**.

- All students and visitors are required to wear a mask² in our facilities at all times.

Note: Students and visitors who are unable to wear a mask due to a psychological, behavioural or health condition, or a physical, cognitive or mental impairment are exempt from this policy. Visitors, please inform the staff person at the Check-In Desk if you are exempt. Students, please email info@placedesarts.ca to notify us of your exemption and we will notify your teacher.

- Students and visitors must enter through:
 - the Brunette Avenue main front entrance; **OR**
 - the underground Parkade entrance.

Students attending classes at Evergreen Cultural Centre, or any other satellite site hosting PdA programs, will be provided with separate instructions³ prior to the start of their class.

- **ALL** students and visitors must report to the **Check-In Desk** on the main floor.
- Students and visitors are asked to sanitize their hands upon arrival.
- Due to limited space, we ask that only one parent/guardian accompany student(s) in the facility.

¹ Visitors to PdA include members of the public: parents/guardians of students, exhibiting artists, delivery personnel, PdA collaborators/supporters, venue renters, etc.

² Masks are available for purchase at the Check-In and Registration Desks.

³ See Appendix I.



- The occupancy limit has been posted on the door of each classroom. Please adhere to the posted limits.
- The designated waiting area has limited capacity. Please adhere to the posted capacity limit.
- Students are required to keep all belongings together in one bag. Bags are to be placed in room-specific designated areas.

Please follow social distancing and hygiene guidelines from the public health authorities:

- Avoid touching your face.
- Cough and/or sneeze into a tissue or your elbow crease.
- Maintain a physical distance of at least two metres (six feet) between yourself and others.
- Wash your hands for at least 20 seconds or use hand sanitizer immediately after activities including, but not limited to:
 - handling food and drink;
 - using the washroom;
 - when your hands are visibly dirty.

2. PdA's Additional Safety Measures and Modifications:

- PdA will limit and monitor the building's capacity and has installed floor markers and signage to manage pedestrian traffic flow and prevent congestion.
- We encourage family groups (max. two people) coming in to register/attend programs, or to view the exhibitions and the Artisan Shop, to stay together.
- Hand sanitation stations have been placed throughout the building
- Transparent barriers have been installed at the Check-In and Registration Desks. Floor decals indicate appropriate spacing for patrons.
- Limited public seating is available in the Atrium. Please adhere to the posted capacity limit.
- Public washrooms are available to students and visitors only.
- Students and visitors are not permitted in the kitchen and café areas.
- Food items are not available for sale at this time.
- If food items are brought to PdA, patrons are required to take leftovers and containers with them.
- All PdA employees, self-employed contractors and volunteers ("Workers") are required to complete a health declaration prior to entering PdA for work purposes.

3. Safety Measures and Modifications for our Arts Education Programs (includes music, visual and literary arts, theatre, dance and yoga):

- PdA will continue to provide a wide variety of arts education programs [online and options to transition to online learning](#).
- In-person lesson and class sizes have been reduced to accommodate social distancing requirements. Instructors moderate the movement of students in/out of classrooms and within the classroom (e.g., by spacing students out).
- Lesson and class times have been staggered to avoid crowding and to allow for cleaning and sanitizing between classes.
- Rooms used for visual arts, music and theatre have been configured to provide at least two meters between students. Additionally, transparent barriers have been installed in visual arts, ceramic arts and music classrooms.
- A portable full-length transparent barrier is placed between rehearsing students in theatre arts classes.
- Employees and instructors will follow classroom and program-specific (e.g., dance, visual arts, ceramics, music, theatre) safety and cleaning protocols⁴.

Dance and yoga specific:

- Rooms used for dance and yoga have been configured to ensure at least 7 square metres per person in the class including the teacher and if required, the classroom assistant.
- Equipment has been numbered (e.g., ballet barres) for student use to ensure appropriate physical distancing and to avoid contact between students.
- Dance/yoga instructors will refrain from exercising during class, roaming around the classroom and providing hands-on corrections.
- Dance/yoga instructors will avoid raising their voices or use a microphone, and ensure music is kept at a low volume to reduce singing or shouting.
- Dance/yoga students are required to follow instructors' directions when entering and exiting the studio (e.g., students will be invited into class and dismissed from class one at a time to avoid crowding).
- Dance/yoga students must bring their own towel or mat if doing floor work.
- The doors of rooms used for dance and yoga will be opened to improve air flow between classes. Please respect the signage/temporary door barriers and allow our employees and instructors to clean, disinfect and reset the rooms for the next class.

⁴ See Appendix II.
COVID-19 Safety Plan_V6
of 14

4. Personal Protective Equipment (PPE):

- All students and visitors are required to wear a mask in our facilities at all times. **Note:** Students and visitors who are unable to wear a mask due to a psychological, behavioural or health condition, or a physical, cognitive or mental impairment are exempt from this policy. Visitors, please inform the staff person at the Check-In Desk if you are exempt. Students, please email info@placedesarts.ca to notify us of your exemption and we will notify your teacher.
- Workers will wear a mask, protective face shield and gloves when in close contact with students or visitors (e.g., administering first aid).
- Instructors will wear a mask and a protective face shield when within two metres of students.

5. Cleaning Protocols:

- PdA cleaning staff follow BC Ministry of Health guidelines for cleaning and disinfecting our facility. This includes a two-step cleaning procedure for soiled areas: initially, a thorough cleaning using a neutral cleaner and then a secondary cleaning using an approved disinfectant⁵.
- Cleaning protocols specific to classroom activities and equipment have been established and will be followed⁶.
- High-touch surfaces in common areas will be cleaned often. A list of high-touch surfaces has been created and staff track cleaning and disinfecting in a daily log.

6. Sickness Policy and Procedure:

If a student or visitor arrives at PdA ill or with COVID-19 symptoms, or becomes ill and/or exhibits COVID-19 symptoms while at PdA, PdA employees will take the following steps:

- Separate the symptomatic individual to an isolated area or a room with good airflow (e.g., where windows can be opened). If not already wearing one, the ill individual will be asked to put on a mask.
- Where possible, all PdA employees will maintain a two-metre distance from the ill individual and wear a mask and protective face shield.
- The employee will stay with the ill individual and fill out the **PdA Incident Report**. This information may be necessary if the ill individual later tests positive for COVID-19.
- If applicable, the employee will inform the individual's emergency contact to pick them up as soon as possible. Symptomatic/ill individuals should avoid taking public transportation if possible.

⁵ Place des Arts uses Fantastik Disinfectant All-Purpose Cleaner.

⁶ See Appendix II.

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- The employee will contact 811 or the local public health unit to notify them of a potential COVID-19 case and seek further input.

Students and visitors with symptoms associated with COVID-19 may only return to PdA:

- After self-isolating for a period of a minimum of 10 days from the onset of symptoms **and** until symptoms resolve, whichever is **longer**; or
- Once they receive medical authorization to leave their home.
Note: If the student or visitor's symptoms are due to allergies or other pre-existing medical conditions, the student or visitor will be required to provide a doctor's note before returning to PdA.

7. Liability Waiver Required

- To participate in an in-person class or private lesson, students, or parents/guardians of students under 18, will be required to agree to our [2020/2021 In-Person Class/Lesson Waiver](#) at the time of registration.
- When you register in-person or by phone, our registration staff will read the waiver statement to you. Once you provide verbal consent, the Registration Clerk will check the waiver consent box in our system that confirms you understand and agree to the waiver. A confirmation of your agreement to the waiver will be included in your registration receipt.

8. Student Screening Questionnaire:

All students aged 18 years and up, and the parents/guardians of students under the age of 18 years, who are registered for in-person classes, lessons, or rehearsals must complete a **Student Screening Questionnaire [webform](#) on the morning of, or up to two hours before** the student will enter the PdA building, or any authorized satellite site hosting PdA programs ("Facilities").

The [webform](#) can be accessed from the bottom menu of the PdA website.

A questionnaire must be completed for **each** student if more than one student per household participates in PdA programs on the same day.

The screening questionnaire is used to identify students:

- ✓ who may be experiencing COVID-19 symptoms, as characterized most recently by federal and provincial public health officials;
- ✓ have knowingly come into close contact with anyone who has tested positive for COVID-19 or who has been ordered to self-isolate (including a member of their household); and/or
- ✓ have travelled outside of Canada.

If you answer “**yes**” to any of the screening questions, or if the student is experiencing any of the symptoms listed **after completing the questionnaire, contact the PdA registration desk (604 664 1636 ext. 0) as soon as possible.**

Screening Questions

- Do you or does anyone in your household have any of the following symptoms, either **new** or **worsened** (if not associated with allergies, chronic or pre-existing conditions): fever, chills, cough or worsening chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, and/or muscle aches?
- Have you come into close contact with someone who has **tested positive** for COVID-19 or who has been ordered to self-isolate in the past 14 days?
- Have you or has anyone in your household returned from travel outside of Canada (including USA) in the past 14 days?

9. A Summary of Place des Arts’ COVID-19 Health and Safety Policies

Place des Arts has developed administrative protocols to ensure that Workers, students and visitors remain safe within our facility during the COVID-19 pandemic. These protocols are summarized in Table 1:

Table 1: Place des Arts’ COVID-19 Health and Safety Policies

Policy	Description
Restart Plan	PdA’s COVID-19 phased approach to reopening.
Safety Plan	PdA’s COVID-19 health and safety plan for all facility users during the pandemic.
Policy and Procedure for Entering the PdA Facility	Directive on how students and visitors enter the building during the COVID-19 pandemic.
PdA Directional Floorplan	Floorplan illustrating pedestrian traffic flow and waiting areas in the basement, main floor and second floor of the PdA facility during the pandemic.
PdA Room Occupancies	Room occupancies for PdA’s 1120 Brunette Avenue facility during the pandemic.
Renter Screening Questionnaire	COVID-19 health and safety screening questionnaire for PdA rental parties.
Student Screening Questionnaire	COVID-19 health and safety screening questionnaire for PdA students.
Volunteer Health Declaration	COVID-19 health and safety declaration for PdA Volunteers.
Worker Health Declaration	COVID-19 health and safety declaration for PdA Workers (staff, self-employed instructors, technicians, artists).
Check-In Lists	Explains student check-in list protocol for staff.
COVID-19 Greeter and Waiting Area Attendant	Daily tasks for COVID-19 Greeter and Waiting Area Attendant roles.

Policy	Description
Building Contractors at PdA	Instructions for staff to ensure building contractors follow PdA's health and safety protocols.
PdA Facility Daily Cleaning and Disinfecting Log	Daily facility cleaning and disinfecting log.
Cleaning and Disinfecting	Cleaning and disinfecting protocols for the PdA facility during the COVID-19 pandemic.
PdA Room Cleaning and Disinfecting Protocols	Protocols for cleaning and disinfecting PdA's classrooms according to art discipline.
Piano Cleaning	Protocols for cleaning and disinfecting PdA's shared pianos.
PdA Air Quality and Ventilation	Summary of PdA's air circulation, HVAC and air quality equipment.
Illness in the Workplace	Protocols for helping an ill individual (staff, student, visitor) during the COVID-19 pandemic.
PdA Student Isolation Protocol	Protocol for instructor(s) to isolate a student with COVID-19 symptoms.
Executive Director Office Isolation Room	Protocol for staff isolating a student/visitor/Worker with COVID-19 symptoms in the Executive Director's office.
PPE	Recommended procedures for using PPE at the PdA facility.
COVID-19 Communication and Training Plan	Summary of PdA's approach to health and safety during the COVID-19 pandemic.
Employee Safety Protocols	COVID-19 health and safety protocols for PdA employees.
Self-employed Instructors, Technicians and Artists Safety Protocols	COVID-19 health and safety protocols for PdA's self-employed instructors, technicians and artists.
Volunteer Safety Protocols	COVID-19 health and safety protocols for PdA Volunteers.
Temporary Work From Home	Guidelines for PdA staff when working from home during the COVID-19 pandemic.
Emergency Communication Plan	Plan for contacting all of PdA's stakeholders in the event of a COVID-19 exposure, outbreak or public health-mandated closure.



Appendix I: Health and Safety Information for PdA Students Taking Classes at Evergreen Cultural Centre

To learn more about Place des Arts' COVID Safety Plan, please [click here](#).

Student Screening Questionnaires

Please ensure you have read over our COVID Safety Plan and are aware of the need to fill out the [Student Screening Questionnaire](#) the morning of each day of class.

Arriving for Class

There is no waiting area at Evergreen this year. All students must line up outside the Stage Door entrance. Please dress for the weather. Your instructor will open the door 5 minutes prior to class starting.

All students and visitors are required to wear a mask at all times within the Evergreen facility.

You will be asked to show your Student Screening Questionnaire email confirmation at the door.

Students will be required to sanitize their hands upon entry.

Please note the water fountain at Evergreen is no longer in use. Please bring a full water bottle to each class.

Leaving your Class

When class is over, students will exit through the Rehearsal Hall exterior doors. Parents of young children may wait for their child at these doors; please knock on those doors if you are late for pick up and the door is closed.



Appendix II: Place des Arts Room and Discipline-specific Cleaning and Disinfecting Guidelines

Cleaning and Disinfecting Guidelines for the Leonore Peyton Salon (LPS), Dance Studio, Renaissance Room

Programs: Dance, Theatre

Upon Arrival

1. Wipe down your chair and table(s), if used, with the materials in the cleaning and disinfecting supply kits provided.
2. Set up your workstation keeping it as tidy and orderly as possible.
3. Disinfect high-touch controls on the sound system equipment. Spray the disinfectant on the paper towel, not directly on to the sound system.

After Each Class in the Dance Studio

Clean and disinfect the barres, and/or door handle and other surfaces that were touched, as required.

Dance Studio and LPS only: In between classes, open the doors to increase air circulation and put up “Do not enter, room is being reset and cleaned” sign/barrier.

Before Leaving the Room

1. Clean and disinfect chair(s) and table, if used. Older students may assist in cleaning their own chairs (e.g., instructor spray, each student wipe their own chair).
2. Disinfect high-touch controls on the sound system equipment.
3. Wipe the inside and outside of the door handles.
4. Place all used microfibre towels in the laundry bin in the room.



Cleaning and Disinfecting Guidelines for Music Studios 102, 105, 106, 204, 207-210, B01, B02, B03, Renaissance Room

- Each room has transparent barriers to separate the student(s) and instructor's spaces.
- Where available, windows should be opened to provide additional ventilation.

Upon Arrival

1. Clean and disinfect any surfaces that will be touched, including chairs, music stands and other equipment (e.g., white board, markers, eraser, sink, etc.) required for each lesson using the materials in the cleaning and disinfecting supply kit.
2. Spray disinfectant on a clean microfibre towel to disinfect the iPad being used for online lessons.

After Each Lesson

Clean and disinfect the student's music stand, chair and/or door handle and other surfaces that were touched, as required.

Cleaning Piano Keys

1. Spray the disinfectant on a clean microfibre towel and disinfect the piano (keys and other surfaces touched).
2. After use, immediately put the used microfibre towel in the laundry bin for washing. Sanitize your hands.
3. Use a clean microfibre towel for each student. If you require additional microfibre towels, contact the registration desk.

Other Cleaning Protocols

If you must tune a student's instrument, clean or disinfect your hands and use a barrier (e.g., plastic sheet) for other touch points (e.g., chin, neck, legs).

Before Leaving the Room

1. Clean and disinfect any surfaces touched, including your chair, music stand and the other equipment (e.g., white board, markers, eraser, sink, etc.) you and/or your student(s) used during the lesson. Don't forget the window and door handles!
2. Spray disinfectant on a clean microfibre towel to disinfect the iPad used for online lessons and the instruction manual, if used.
3. Place all used microfibre towels in the laundry bin in the room.



**Cleaning and Disinfecting Guidelines for Arts Studios
109, 202, 205, 206**

Upon Arrival

1. Clean and disinfect any surfaces that will be touched, including tables, chairs, and other equipment (e.g., white board, markers, eraser, sink, etc.) required for each class using the materials in the cleaning and disinfecting supply kit.
2. Spray disinfectant on a clean microfibre towel to disinfect the iPad being used for online lessons.

After Each Class

Clean and disinfect the student tables, transparent barriers, chairs and/or door handle, sink and other surfaces that were touched, as required.

Before Leaving the Room

1. Clean and disinfect any surfaces touched, including tables, chairs, transparent barriers and the other equipment (e.g., white board, markers, eraser, sink, etc.) you and/or your student(s) used during the class(es). Don't forget the window and door handles!
2. Spray disinfectant on a clean microfibre towel to disinfect the iPad used for online lessons and the instruction manual, if used.
3. Place all used microfibre towels in the laundry bin in the room.



Cleaning and Disinfecting Guidelines for Fibre Arts Studio 203

Before Class

1. Clean and disinfect any surfaces that will be touched, including tables, chairs, and other equipment (e.g., white board, markers, eraser, sink, etc.) required for each class using the materials in the cleaning and disinfecting supply kit.
2. Set out tools (e.g., scissors, measuring tapes) available for students to borrow.
3. Ensure that students clean and disinfect the floor loom benches and warping boards that will be used during class. Use soap and water with a cloth or paper towel; disinfecting spray is not to be used on wood equipment.

After Each Class

1. Clean and disinfect the student tables, transparent barriers, chairs and/or door handle, sink and other surfaces that were touched, as required.
2. Clean and disinfect the tools borrowed by students during the class and the bin in which they are stored.
3. Ensure that students clean and disinfect the floor loom benches and warping boards used during class. Use soap and water with a cloth or paper towel; disinfecting spray is not to be used on wood equipment.

Before Leaving the Room

1. Clean and disinfect any surfaces touched, including tables, chairs, transparent barriers and the other equipment (e.g., white board, markers, eraser, sink, etc.) you and/or your student(s) used during the class(es). Don't forget the window and door handles!
2. Place all used microfibre towels in the laundry bin in the room.



Cleaning and Disinfecting Guidelines for Ceramics Studio

108

25 Minute Clean Up Checklist

Please leave the studio clean and disinfected to help keep the studio a healthy and comfortable environment for everyone to work in. When using the studio, clean and disinfect the individual workspace you have used as well as the common area. Be sure you have cleaned up and are ready to leave the studio by the end of your class or the posted Open Studio hours. Clean up should begin at least 25 minutes before you plan to leave the studio.

20 minutes for Individual Workspace

Clean everything with a WET sponge (no dry sanding, sweeping or blowing dust into the air). Silica dust can remain in the air for a very long time and prolonged exposure may cause respiratory discomfort or disorders such as silicosis.

- CLEAN TOOLS AND EQUIPMENT:** Do a preliminary rinse of equipment and tools in your throwing bucket. Collect and keep or dispose of scrap clay in discard bucket, pour off water from throwing bucket and dispose of sludge in discard bucket, finally, do a clean rinse in the sink.
- CLEAN WHEEL:** wipe down wheel with a wet sponge. Wheels should look new with no clay residue anywhere. Take your wheel apart to ensure you reach all the nooks and crannies, then once the wheel is reassembled give it a final wipe down.
- CLEAN TABLE:** wipe down table with a wet sponge. To ensure tables are clean and free of clay residue, first do a preliminary wipe down, then give the table a clean rinse.
- DISINFECT:** after cleaning, spray disinfectant on paper towel and wipe down all surfaces including your wheel, table, stool and vinyl barriers on centre table.
- WET MOP FLOOR**



5 minutes for Common Space

If each student does an extra 5 minutes of general clean-up after each class and studio session, the space can be maintained in a state that everyone can enjoy.

- CLEAN AND DISINFECT SHARED AREAS:** wipe down sink, counters, window knobs, door handles and all surfaces. After cleaning, spray disinfectant on paper towel and wipe down all surfaces.

- CLEAN AND DISINFECT GLAZE ROOM:**
 - Put all used newspaper into the garbage and wipe counters.
 - Ensure the correct lids are used with corresponding glaze buckets to avoid glaze contamination and wipe down sides and lids of buckets.
 - Ensure all glaze tongs, glaze trailers, sponges, stir sticks etc. are cleaned thoroughly, disinfected and neatly returned to shelves.