

Requirements for Health and Safety

Prevention

Maintain physical distancing of at least two metres (6 feet) or more between persons, including clients, students, and co-workers.

Promote good hygiene:

- Wash hands often with soap and water upon arrival, before and after any breaks, at the beginning and end of each class, or use alcohol-based hand sanitizer (> 60% alcohol) if hand washing is not possible.
- Avoid touching face including eyes, nose, and mouth.
- Avoid high-touch areas where possible, or ensure hands are washed or sanitized after.

Employees are not to report to work if they are exhibiting COVID-19 symptoms or are under self-isolation or quarantine

Regular cleaning and disinfection will be implemented.

Minimize contact with people who are sick and ensure controls are in place for the protection of employees, contractors, and students.

Screening Procedures

All individuals, including children, parents/guardians, staff, contractors, and volunteers will be screened prior to arrival. Entry will be denied to any person who has any of the symptoms outlined below.

Screeners will take appropriate precautions when screening, including maintaining a distance of at least two metres (6 feet) from those being screened.

Did the person have close contact with anyone with acute respiratory illness or travelled outside of Ontario in the past 14 days?

Does the person have a confirmed case of COVID-19 or had close contact with a confirmed case of COVID-19?

Does the person have any of the following symptoms:

- *Fever*
- *New onset of cough*
- *Worsening chronic cough*
- *Shortness of breath*
- *Difficulty breathing*
- *Sore throat*

- *Difficulty swallowing*
- *Decrease or loss of sense of taste or smell*
- *Chills*
- *Headaches*
- *Unexplained fatigue/malaise/muscle aches*
- *Nausea/vomiting, diarrhea, abdominal pain*
- *Pink eye (conjunctivitis)*
- *Runny nose/nasal congestion without other known cause*

Hygiene

Employees, contractors, volunteers, and students will be advised to wash their hands upon entry and as often as needed, with soap and water for at least 20 seconds, or use approved hand sanitizer.

Everyone will be encouraged to follow respiratory etiquette (e.g. coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash).

Sanitization of Workplaces

Frequently touched surfaces (door knobs, light switches, toilet handles, sinks, barres, props, et cetera) will be disinfected between each class.

Only disinfectants that have a Drug Identification Number (DIN) or low-level hospital grade disinfectants will be used.

Disposable towels and spray cleaners, or disposable wipes, will be made available to regularly clean and disinfect commonly used surfaces.

How to Ensure Physical Distancing

Only registered students may enter the building, when advised by the business, to reduce cross-over and maintain appropriate physical distance before and after their scheduled class time.

Accurate capacity may be established using each studio's Fire Safety Plan and room dimensions. For example, one client per 4 square metres (43 square feet), to ensure physical distancing of two metres at all times. Businesses agree to work with Provincial and Local Health Units to confirm the allowable site-specific threshold.

Class start and end times will be staggered if necessary to limit the number of students in a common space at the same time and adhere to physical distancing requirements.

All outdoor belongings (shoes, jackets, et cetera) will be placed and stored at least two metres apart, or will be kept with the parent/guardian outside of the business.

Space markers will be placed in common areas, retail spaces, and classrooms to ensure two metre physical distancing requirements are adhered to at all times.

Waiting rooms will be closed, other than for students who are in need of a caregiver at all times. Parents/guardians will be advised of necessary physical distancing requirements and encouraged to wait outside or in their vehicles where/when possible.

Parents/guardians will be advised to wait with students until the designated drop off time, and to meet their child outside the building after class at the designated time. Children's safe exiting of the building to a parent/guardian will be monitored by staff.

Parents/guardians must sign an acknowledgment of policy agreements.

Multiple entrances and exits will be used where possible. Students may enter and exit their studio space utilizing fire doors to limit access to common areas.

Class schedules will be adjusted to allow for the cleaning of studios, barres, and any equipment used between classes as directed by the MOH and Local Public Health Units.

Management of Children with Symptoms of COVID-19

If a child begins to experience symptoms of COVID-19 while at the facility:

- They will be immediately separated from others in a supervised area until they can go home. Whoever is supervising the child will maintain a distance of at least two metres.
- Parents/Guardians and local public health will be contacted to notify them of a potential case and seek advice regarding the information that should be shared with other parents/students.
- Hand hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up.
- Tissues will be provided to the child for proper respiratory etiquette, along with safe and proper disposal of the tissues.
- Environmental cleaning of any space the child was in contact with will be conducted once the child has been picked up.
- Other children and staff in the centre who were present while a child or staff member became ill will be identified as a close contact and grouped together. Parents and the local public health unit will be notified and their direction will be followed.
- Children or staff who have been exposed to a confirmed case of COVID-19 will be required to stay home for 14 days.

Contact Tracking and Tracing

Business owners/operators will communicate frequently with employees, contractors, students, and visitors with clear signage and other notices regarding when it is necessary to stay home from work or their dance classes at the studio.

The business will accurately track all absences as they occur. Records will be kept to assist in tracking in the event that an absence is due to symptoms or a diagnosis consistent with COVID-19. Record management will be kept diligently while respecting privacy policies.

The business will maintain accurate and up-to-date contact information for all staff, contractors, students, and visitors. This information will include, as appropriate:

- Name
- Phone Number
- Home Address
- Medical Conditions
- Parent/Guardian Name and Contact Information
- Agreement to Business's Policies and Guidelines

The business will provide records as required for the purpose of conducting contact-tracing during the COVID-19 pandemic to Provincial/Local Public Health officials.

Occupational Health and Safety

Employee/Contractor/Volunteer Diagnosed with COVID-19

Ontario MOH requires individuals to be in isolation for a minimum of 14 days if they have tested positive for COVID-19. Individuals may return to work when they have been medically cleared to do so.

If an employee, contractor, or volunteer is confirmed to have COVID-19 and it is determined that other people may have been exposed to that person, the Local Public Health Unit may be in contact with the business to provide the necessary Public Health guidance.

Employers have a duty to report suspected or confirmed cases of COVID-19 under the [Health Protection and Promotion Act](#). The business will contact, where required, their local public health unit to report a suspected case of COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Business owners/operators agree to work cooperatively with the Local Public Health Unit to ensure those potentially exposed to the individual receive the correct guidance.

