



Delta Community Music School

The Gift of Music for Life

Delta Community Music School COVID-19 Safety Plan

Please note that this document is subject to change following provincial and federal health safety requirements.

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The School's COVID-19 Safety plan has been approved by DCMS Board of Directors

Introduction

This document includes all relevant information from the BC government (Provincial Health Officer), WorkSafeBC, and BC Association of Community Music Schools.

COVID-19 Safety Plan requirements may change as government and provincial health requirements for businesses evolve. Therefore, this submission should be considered a 'working file'.

Principles

Personal Hygiene	Stay Home if Sick	Environmental Hygiene	Safe Social Distance	Physical Modifications
Frequent handwashing	Routine daily screening	More frequent cleaning	Meet with small numbers of people	Spacing within rooms or in transit
Cough into your sleeve	Anyone with any symptoms must stay away from others	Enhance surface sanitation in high-touch areas	Maintain distance between you and others	Room Design
Wear a non-medical mask	Returning travelers must self-isolate	Touch-less technology	Size of room: the bigger the better	Movement of people within spaces
No Handshaking			Outdoor over indoor	Barriers

Steps to return to In-Person lessons

Stage 1 - Instrumental private lessons with lower risk of transmission

- Includes piano, orchestral strings, percussion private lessons.
- Prioritize students, teachers that are not comfortable with online delivery.
- Most students are still in online delivery systems.
- All waiting areas are closed, no public access to building for non-students.
- Only students and faculty with scheduled lessons are permitted in the building.
- Blend of online and in-person, with scheduled in-person lessons for each student 1 or two times per month if possible.
- Masks must be worn at all times.
- Each student and teacher provide a COVID-19 Screening form upon arrival.
- Everyone entering the building has their temperature taken upon arrival. Anyone who has a fever is sent home immediately and denied access to the building.
- Sanitization station at entrance of building, questionnaire, and movement direction clearly indicated with directional arrows. (Applicable for all 4 stages.)

Stage 2 - Instrumental private lessons with lower risk of transmission

- Includes piano, orchestral strings, percussion.
- Prioritize students, teachers that are not comfortable with online delivery.
- Most students are still in online delivery systems.
- All waiting areas are closed, no public access to building for non-students.
- Each student and teacher will provide a COVID-19 Screening form upon arrival.
- Everyone entering the building has their temperature taken upon arrival. Anyone who has a fever is sent home immediately and denied access to the building.
- Only students and faculty with scheduled lessons are permitted in the building.

Stage 3 - Instrumental private lessons with lower risk of transmission

- Includes piano, strings, music theory, woodwinds, and brass.
- Includes small group classes (Jazz Ensemble) limited to 5 students per ensemble.
- Prioritize students, teachers that are not comfortable with online delivery.
- Blend of online and in person, with scheduled lessons for each student 1 or two times per month
- Masks are optional starting with stage 3 while in lessons.

Stage 4 - all private instruction including voice lessons – the “new normal”

- Includes all private lessons.
- Includes group lessons not including voice.
- Prioritize students, teachers that are not comfortable with online delivery
- Blend of online and in person, with scheduled in-person lessons for each student 1 or two times per month if possible

Delta Community Music School Safety Plan Requirements

Facility Access

- Drop off is available at the main entrance on Arthur Drive. The doors will remain locked and if there is no staff available please wait.
- Line up outside the front door of the facility, maintaining a physical distance of 2m between yourself and others by standing on the markings.
- Students will be ushered into the building by a faculty member as their lesson starts. Students will be ushered out of the building by a faculty member at the end of the lesson.
- All ground floor participants will exit the building from the side door with the ramp, located on the south side of the facility. Students with lessons on the second floor will exit by the fire door and outside stairs.
- Participants must not congregate in groups when they get picked up. To facilitate this, we have placed markings outside the exit doors.
- Parents/guardians must drop off and pick up their children **on time** without coming into the school.
- We recognize that for some of our younger students, a parent/guardian may need to attend the lesson with their child. Only one parent/guardian may attend a lesson with their child. We ask that siblings not be brought into the lessons.
- Prior to entering the facility, **all individuals** must fill out the Daily Screening Checklist. Daily checklists will be kept on file. DCMS staff will be collecting hard copies at the check in station.
- Parents/guardians will be instructed to tell their children to follow instructions of all DCMS staff and faculty when entering and exiting the facility.
- When classes are completed, all individuals must leave promptly. Parents will be reminded to pick up their children on time and will not be allowed into the facility.
- Prior to participating in any programming, **all participants, parents/guardians, and DCMS faculty and staff** must complete the required forms, including informed consent which will be available on the website

Facility Operations

- DCMS maximum occupancy during Stage 1 and 2 is 8.
- Maximum occupancy in the office is 2
 - Maximum occupancy in Studio A through E is 2 persons
 - Maximum occupancy in Studio F is one person
 - Maximum occupancy in the Kinroom is 6 persons
- We have indicated directional flow through the building by use of arrows and markings on the floors.
- Avoid bringing unnecessary items into the school
- Waiting areas in hallways, lobbies and kitchen area are closed.

Cleaning

DCMS Cleaning and Sanitation Protocols

- Our cleaning products have been approved by Health Canada to disinfect for Sars-Cov-2, the virus that causes COVID-19.
- We have implemented a cleaning log that is kept in the office.
- We will clean the entrance, exit, and other high touch-point areas (e.g. washroom counters, doorknobs, handrails, guest seating, kitchen/break areas, etc.) multiple times a day.
- Washrooms will be disinfected twice a day.
- Musical equipment (i.e. Piano keyboards, fall boards, benches, chairs used by students in studio) will be disinfected between each rotation and between classes until further notice.
- Equipment that cannot be cleaned (cloth-like surfaces, etc.) will not be used until an appropriate cleaning process has been identified.
- Once lessons are over for the day and all students have left, all surfaces that were contacted will be sanitized (pianos, benches, washrooms, light switches, etc.). This will be completed in addition to cleaning processes during daily operations.

Communications

DCMS will inform members of the new protocols before their first visit to the school, to foster confidence in our commitment to keep everyone safe. This will include information on school:

- DCMS Covid-19 Safety Plan.
- Screening protocols.
- Illness Policy and Outbreak Policy.
- Personal hygiene requirements.
- Physical distancing requirements outside and inside the facility:
 - Cleaning protocols.
 - Programming changes (e.g. limitations on number of people permitted inside of the facility at once, etc.)
- Any parent concerns, questions, and communication can be addressed via email or telephone.
- DCMS will post various resources and posters provided by the BC Centre for Disease Control (CDC), WorkSafeBC on our website, facility entrance, and in prominent places throughout the school.
- We will appoint a designated contact person daily as a single point of contact that day to address all COVID-19-related communications, compliance, and coordination in the school.
 - email: covid@dcms.ca, office@dcms.ca
 - Phone: 604-946-1280

PLEASE NOTE: Insurance claims related to the transmission of COVID-19 will not be covered by insurance policies. Prior to participating in any programming, all participants, parents/guardians, faculty and staff must complete required forms.

Faculty / Staff Training

- Formal and ongoing staff and faculty training at DCMS will be provided to address the COVID-19 Safety Plan and programming modifications.
- We will create a video demonstration to show participants what to expect at the school and have available on our website.
- Faculty should contact the Music Director if they have questions or concerns as they return to their teaching roles at DCMS.

Screening

- DCMS requires that prior to entering the facility, all individuals must complete the Daily Screening Checklist. DCMS staff or faculty will be collecting hard copies to be kept on file.
- Individuals must stay home if they are unwell or if someone in their household is sick, even if the symptoms are mild. They must also stay home if they have knowingly been exposed to someone who is sick (Refer to Illness Policy).
- Individuals must not enter the facility or participate in any activity if they have, or someone from their household has, travelled outside of Canada in the previous 14 days prior to a scheduled lesson.

Personal Hygiene

- DCMS will provide handwashing and/or sanitizing stations at multiple areas throughout the facility: This includes the front door and back door.
- Handwashing or sanitizing will be required before and after every class, upon entering the facility, after using the washroom.
- Sharing of personal items including (but not limited to) food and beverages (e.g. water bottles) is forbidden.
- All personal items must be taken home each day. Personal items may not be left at the school
- Use of masks is required when moving throughout the building and is highly recommended for in-person lessons, however, for in studio lessons masks can be at the discretion of each individual unless physical distancing is unable to be maintained.

Physical Distancing

- Everyone who enters the school must maintain, at minimum, physical distancing of 2 meters, at all times.
- A minimum of 2 meters of distance must be maintained during lessons, 4 meters for wind, brass, and voice lessons between student and instructor whenever possible.

Scheduling of Activities / Lessons

- In order to meet provincial health officer requirements, group sizes and scheduling are being adjusted and limited, and no exceptions will be made.
- Drop-in classes are cancelled until further notice.
- Detailed attendance and membership tracking will be taken and kept on file.

Illness Policy

This policy is intended for any employee, volunteer, faculty, student or parent.

- 1. Inform the daily designated contact person immediately if, you feel any symptoms of Covid-19** such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle ache, fatigue, loss of appetite, or any other unusual symptom.
- 2. Assessment:**
 - a. The daily designated contact person will review self-assessment signage prior to any activity to attest that he/she is not feeling any of the Covid-19 symptoms.
 - b. During in-person lessons, the instructor will visually monitor students to assess any early warning signs as to the status of their health.
 - c. For clarification of what is required for self-assessment please see the following link: <https://bc.thrive.health/covid19/en> or use the **COVID-19** or use the BC Support App self-assessment tool.
- 3. If feeling sick with Covid-19 symptoms:**
 - a. Remain at home and contact Health Link BC at 8-1-1
 - b. If showing symptoms while at the school, leave immediately for home and contact 8-1-1 or a doctor for further guidance.
 - c. No one may participate in any activity in the school if symptomatic

4. If tested positive for Covid-19:

- a. Return to the school for any activity will not be permitted until free of Covid-19 virus.
- b. Anyone in the school with close contact with that infected individual will also be removed from any activity in the school for at least 14 days to ensure no further spread of the infection.
- c. Normal cleaning protocols will continue in the school with additional attention and cleaning done in any pertinent areas used by the infected individual.

5. Waiting for results of a Covid-19 Test:

- a. Removal from activity in the school will continue
- b. Other individuals who may have been exposed will be informed and removed from activity in the school for at least 14 days or until the diagnosis of Covid-19 is ruled out by Health authorities.

6. If having contact with someone who is confirmed to have Covid-19:

- a. The daily designated individual must be advised if someone believes he/she may have been exposed to Covid-19.
- b. Once the contact is confirmed, that individual(s) exposed must cease activity at the school for at least 14 days, or as otherwise directed by public health authorities.
- c. If that exposure occurred at the school, extra cleaning will be done in addition to the normal cleaning protocol for any areas in the school that were utilized by the infected individual.

Outbreak Response

The DCMS is committed to the following process in the event of a COVID-19 Outbreak:

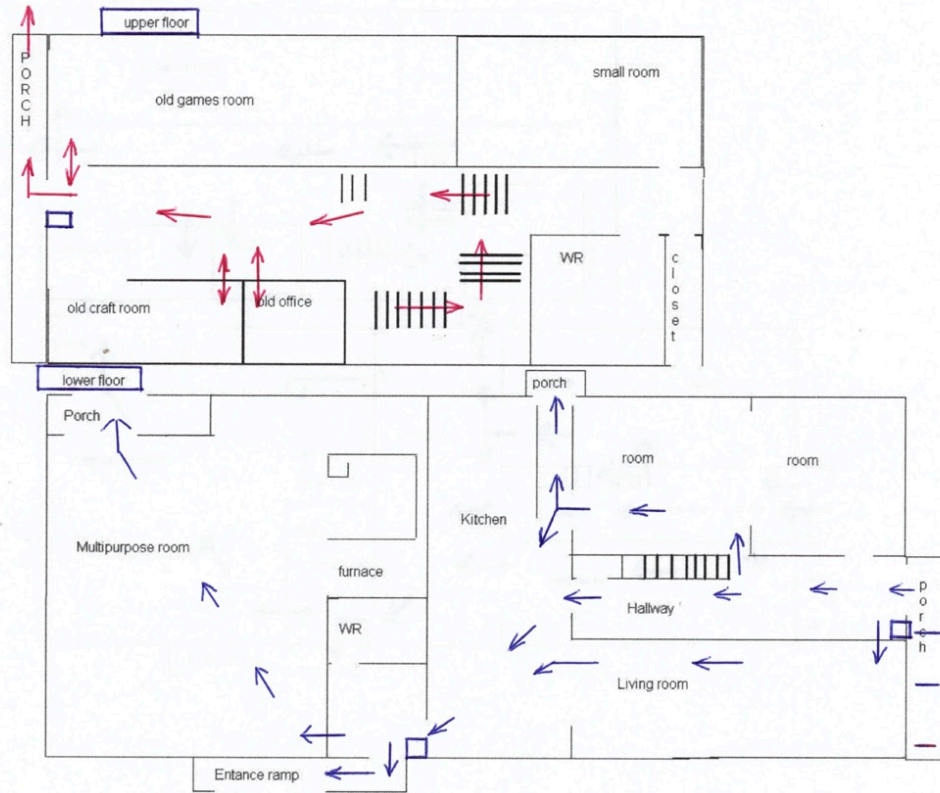
Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two of the most important factors in limiting the size and length of an outbreak. An “outbreak” is two or more cases; a “case” is a single case of COVID-19.

1. If a case or outbreak is reported to the daily designated individual, in conjunction with the Office Administrator and the Music Director, will have the authority to modify, restrict, postpone, or cancel any or all school activities.
 - a. Email covid@dcms.ca
 - b. phone: 604-946-1280 (during office hours M-T 1 – 6 pm)
2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the school, a designated person will implement enhanced cleaning measures to reduce risk of transmission.

3. The designated person will implement the illness policy and advise individuals to:
 - a. self-isolate
 - b. monitor their symptoms daily, report respiratory illness and not to return to activity for at least 14 days following the onset of fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite, or any other suspected symptom.
 - c. use the COVID-19 self-assessment tool at BC COVID-19 Self-Assessment Tool to help determine if further assessment or testing for COVID-19 is needed.
 - d. Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.
 4. In the event of a suspected case or outbreak of influenza-like-illness, the daily designated person will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at our local health authority. The DCMS Illness Policy will then be implemented.
 5. If the DCMS is contacted by a medical health officer in the course of contact tracing, all individuals associated with the school must cooperate with local health authorities.
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DELTA COMMUNITY MUSIC SCHOOL-FLOOR PLAN

COVID-19 SAFETY PLAN



JULY 11, 2020.