



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 and internal school/studio space utilization.
Updated: October 10, 2020.*

*Jim Matson – DCMS Board of Directors
Stephen Robb – DCMS Music Director
School office – 604-946-1280
office@dcms.ca
covid@dcms.ca*

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 updated plan should be considered a 'working document'.

Principles

Personal Hygiene	Stay Home if Sick	Environmental Hygiene	Safe Social Distance	Physical Modifications
Frequent handwashing Cough into your sleeve Wear a non-medical mask No Handshaking	Routine pre-lesson screening Anyone with any symptoms must stay away from others Returning travelers must self-isolate for 14 days	Frequent cleaning Enhance surface sanitation in high-touch areas Touch-less technology where possible	Meet with small numbers of people Maintain 2 meters distance between you and others Size of room-protocol dependent on studio size	Distancing within rooms and while moving inside the building Room Design Studio windows open for airflow Plexiglas Barriers Air circulation aided by fans

Steps to return to In-Person lessons

Stage 1 - Instrumental private lessons with low risk of transmission

- Includes piano lessons.
- Prioritize students, teachers that are not comfortable with online delivery.
- All waiting areas are closed, no public access to building for non-students.
- 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 week.
- Masks must be worn, studio windows opened and fans turned on for air flow.
- Completed consent forms required for **first visit only**, prior to entering the school.
- A COVID-19 Screening checklist completion and recorded temperature are required by everyone entering the school. Anyone who has a fever will be denied access to the building.
- Sequence to be followed at Sanitization station is posted at entrance of building, and movement direction clearly indicated with directional arrows. (Applicable for all 4 stages.)

Stage 2 - Instrumental private lessons with low risk of transmission

- Includes piano, strings, theory, guitar, bass and percussion.
- Prioritize students, teachers that are not comfortable with online delivery.
- All waiting areas are closed, no public access to building for non-students.
- 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 week.
- Masks must be worn, studio windows opened and fans turned on for air flow.
- Completed consent forms required for **first visit only**, prior to entering the school.
- A COVID-19 Screening checklist completion and recorded temperature are required by everyone entering the school. Anyone who has a fever will be denied access to the building.
- Sequence to be followed at Sanitization station is posted at entrance of building, and movement direction clearly indicated with directional arrows. (Applicable for all 4 stages.)

Stage 3 - Instrumental private lessons with low risk of transmission

***** (Stage 3 lessons are limited to the Kinroom studio until further notice) *****

- Includes woodwinds, and brass.
- Includes one on one in-person lessons until further notice.
- Prioritize students, teachers that are not comfortable with online delivery.
- All waiting areas are closed, no public access to building for non-students.
- 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 week.
- Completed consent forms required for **first visit only**, prior to entering the school.
- A COVID-19 Screening checklist completion and recorded temperature are required by everyone entering the school. Anyone who has a fever will be denied access to the building.
- Sequence to be followed at Sanitization station is posted at entrance of building, and movement direction clearly indicated with directional arrows. (Applicable for all 4 stages.)
- Masks are optional starting in **Stage 3 while in studio only**, and using Plexiglas barrier. **Refer to “Personal Hygiene” section below for Stage 3 comments.** Windows are to be opened and fans turned on for air circulation.

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

- Includes all private lessons.
- Includes group lessons but not including group voice lessons.
- Prioritize students, teachers that are not comfortable with online delivery.
- All waiting areas are closed, no public access to building for non-students.
- 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 week.
- Masks must be worn at all times for Stage 4 activity, with the exception of Stage 3 lessons in the Kinroom as noted in Stage 3 above. Windows opened and fans on.
- Completed consent forms required for **first visit only**, prior to entering the school.
- A COVID-19 Screening checklist completion and recorded temperature are required by everyone entering the school. Anyone who has a fever will be denied access to the building.
- Sequence to be followed at Sanitization station is posted at entrance of building, and movement direction clearly indicated with directional arrows. (Applicable for all 4 stages.)

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. Forms are available for completion on the front porch.
- Students will be ushered into the building by a faculty member or administrator. 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. When lessons commence on the second floor Students will exit by the fire door and outside stairs.
- Participants must not congregate in groups when they get picked up.
- 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 activity, **all participants, parents/guardians, and DCMS faculty and staff** must complete and submit the informed consent form which is available for download 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 2 persons for Stage 3, 6 persons for Stage 4.
- We have indicated directional flow through the building by use of arrows and markings on the floors. Waiting areas in hallways, lobbies and kitchen are closed. Entrance and exits are clearly marked.
- Fans are installed in studios where practical for air circulation. Windows are opened where possible.
- Avoid bringing unnecessary items into the school.

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 will clean the entrance, exit, and other high touch-point areas (e.g. washroom counters, doorknobs, handrails, guest seating, kitchen/break areas, etc.) twice a day.
- Washrooms will be disinfected as used.
- Musical equipment (i.e. Piano keyboards, fall boards, benches, chairs used by students in studio) will be disinfected between each rotation and between classes.
- 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. A general deep cleaning is scheduled once per week.

Communications

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

- The DCMS Covid-19 Safety Plan and updates.
- 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 the school at once, etc.)
- Any parent concerns, questions, and communication can be addressed via email or telephone.
- DCMS will post various signage throughout the school to aid in movement while entering and exiting.
- Contact resources as follows:
 - 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.

Personal Hygiene

- DCMS will provide handwashing and/or sanitizing stations at multiple areas throughout the facility: This includes the front door and exit doors, as well as in studios.
- Handwashing or sanitizing will be required before and after every class, upon entering the facility, and after using the washroom.
- Sharing of personal items including (but not limited to) food and beverages (e.g. water bottles) is not permitted.
- Any personal items may not be left at the school.
- Use of masks is required when moving throughout the building and is required for in-person lessons, however for Stage 3 masks can be at the discretion of each individual but ensuring the use of a Plexiglas barrier where social distancing of 4 meters is not possible.

Physical Distancing

- Everyone who enters the school must maintain, at minimum, physical distancing of 2 meters, at all times when moving to lesson studios.
- A minimum of 2 meters of distance must be maintained while in 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 instructor or administrator 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. During in-person lessons, the instructor will visually monitor students to assess any early warning signs as to the status of their health.
 - b. 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 any 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. Return to the school will not be permitted while waiting for the results of a Covid-19 test.
 - 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 instructor or administrator 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

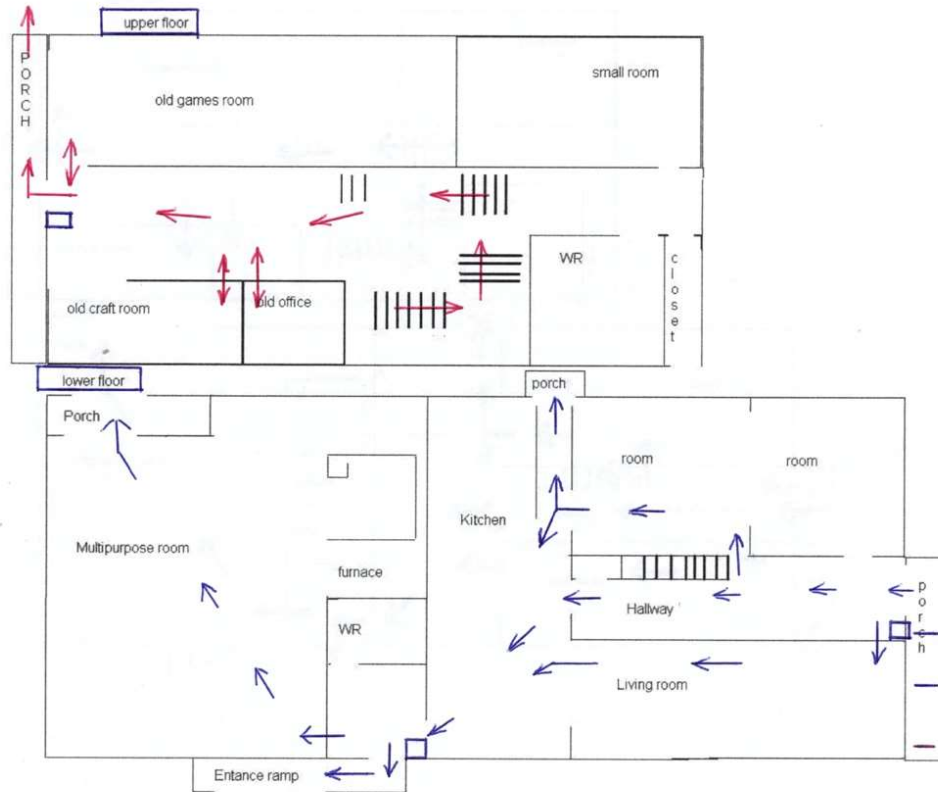
The DCMS is committed to the following process in the event of a COVID-19 Outbreak:

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 instructor or Administrator, both in conjunction with 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, the administrator will implement enhanced cleaning measures to reduce risk of transmission.
3. The instructor or administrator 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 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.

DELTA COMMUNITY MUSIC SCHOOL-FLOOR PLAN

COVID-19 SAFETY PLAN



JULY 11,2020.