



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 September 09, 2021.

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



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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 document'.

Principles

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



Steps to Return to In-person Lessons in the fall of 2021

Stage 1 - Instrumental Private Lessons with Low Risk of Transmission

- Includes piano lessons.
- Prioritize students and Instructors that are not comfortable with online delivery.
- All waiting areas are closed. No public access to building for non-students.
- Students and Instructors with scheduled lessons are permitted in the building.
- Blend of online and in-person lessons with scheduled in-person lessons for each student 1 or 2 times per week.
- Masks must be worn, studio windows opened and fans turned on for air flow.
- A completed COVID – 19 consent form is required for **first visit only** prior to entering the school.
- A temperature record is required by everyone entering the school. Anyone who has a fever¹ 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 and Instructors that are not comfortable with online delivery.
- All waiting areas are closed. No public access to building for non-students.
- Students and Instructors with scheduled lessons are permitted in the building.
- Blend of online and in-person lessons for each student 1 or 2 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 temperature record is 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 as well as on the second floor and movement direction clearly indicated with directional arrows (applicable for all 4 stages).

¹ A fever is considered to be a body temperature of 38° C (100.4° F) or above.



Stage 3 - Instrumental Private Lessons

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

- Includes woodwinds, brass, and voice.
- Includes one-on-one in-person lessons with the following exception: for future dates for the purpose of recital recordings, the Kinsroom will be configured to accommodate up to 6 persons safely, all socially distanced, hand sanitized and masked where necessary. Barriers and exhaust fans will be utilized under strict controls. No other lessons will be permitted in the school during these sessions. (Usually on a Sunday)
- All waiting areas are closed. No public access to building for non-students.
- Completed consent forms required for **first visit only**, prior to entering the school.
- A temperature record is 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 to all 4 stages).
- Masks are optional starting in **Stage 3 while in studio only** and using plexiglass barriers.
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.

- Includes all private lessons.
- Includes group lessons but not including group voice lessons.
- All waiting areas are closed. No public access to building for non-students.
- Students and Instructors with scheduled lessons are permitted in the building.
- Blend of online and in-person lessons, with scheduled in-person lessons for each student 1 or 2 times per week.
- Masks must be worn at all times when moving around the facility and when possible for Stage 4 activities, except when impractical for woodwinds and brass instruments.
- Completed consent forms required for **first visit only** prior to entering the school.
- A temperature record is 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 as well as on the second floor, and movement direction clearly indicated with directional arrows (applicable for all 4 stages).
- Windows are to be opened and fans turned on for air circulation.



Delta Community Music School Safety Plan Requirements

Facility Access

- Drop off is available at the main entrance on Arthur Drive. The doors will remain unlocked and if there is no staff person available please wait while masked and socially distanced. Daily screening checklist forms are available for completion inside the entrance as well as on the second floor.
- Students will be ushered into the building by an instructor or the administrator when possible. Students will be ushered out of the building by an instructor 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. For lessons 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 very young students, a parent/guardian may need to attend the lesson with their child. Only one parent/guardian may attend a lesson with their child. Siblings are not allowed to attend the lesson.
- 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 are instructed to tell their children to follow the direction of all DCMS staff and Instructors when entering and exiting the facility.
- When classes are completed, all individuals must leave promptly. Parents are 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, Instructors 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, 2, and 3 is: 8 persons, for Stage 4, 17 persons.
- Maximum occupancy in the office is: 2 persons
 - Maximum occupancy in Studio A through E is: 2 persons
 - Maximum occupancy in Studio F is: 1 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 hallway. Entrance and exits are clearly marked.
- Fans are installed in studios, where practical, for air circulation.
- Windows are opened in studios 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, all doorknobs, handrails, guest seating, kitchen/break areas, etc.) 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.
- 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 can be addressed via email or telephone, also check for additional information to this plan in the form of updates posted on the website.
- DCMS will post various signage throughout the school to aid in movement while entering and exiting.
- Contact resources are 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 school activity, all participants, parents/guardians, Instructors, and staff must complete and submit the required forms.

Personal Hygiene

- DCMS will provide handwashing and/or sanitizing stations at multiple areas throughout the facility. This includes at all doors as well as in studios.
- Handwashing or sanitizing will be required upon entering the facility, before and after every class, and after using the washroom.
- Sharing of personal items including (but not limited to) food and beverages (e.g. water bottles) **is not permitted**.
- Personal items of any kind may not be left at the school.
- Use of masks are required when moving throughout the building and are required for in-person lessons when appropriate. However, for Stage 3, masks can be worn at the discretion of everyone providing a plexiglass barrier is used (where social distancing of 4 meters is not possible).



Physical Distancing

- Everyone who enters the school must maintain, at minimum, a physical distance of 2 meters at all times when moving to/from lesson studios .
- A minimum of 2 meters of distance must be maintained while in lessons (4 meters for wind, brass, and voice lessons) between each student and the instructor whenever possible.

Scheduling of Activities / Lessons

- In order to meet provincial health officer requirements, group sizes and scheduling are being adjusted and limited. **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, Instructor, student or parent/guardian.

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>.
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 at 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 to an infected individual will also be removed from any activity at 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 of any areas used by an infected individual.
5. **Waiting for results of 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 activities at 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 they may have been exposed to COVID-19.
 - b. Once the contact is confirmed, the 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 at the school that were utilized by the infected individual(s).



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 defined as two or more cases; a “case” is defined as a single case of COVID-19.

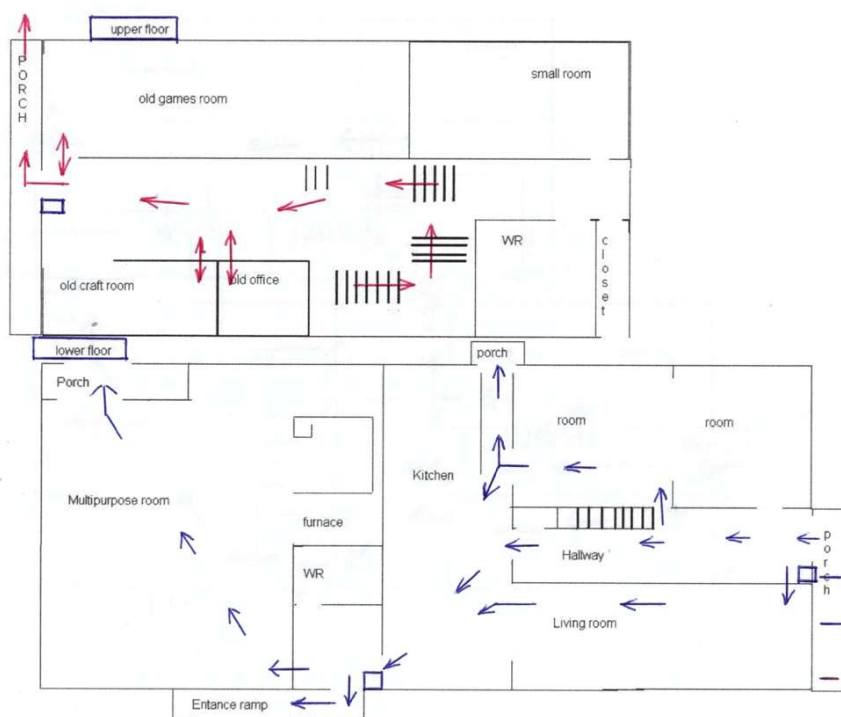
1. If a case or outbreak is reported to the instructor or administrator, both, in conjunction with the Music Director, will have the authority to modify, restrict, postpone, or cancel any or all school activities.
 - a. Email covid@dcms.ca
 - b. Phone: 604-946-1280 (during office hours Mon - Thr 1 – 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 the 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 the school 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, the 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 affected individual must immediately report and discuss the suspected case or outbreak with the Medical Health Officer (or delegate) at the person’s local health authority. Depending on the instructions of the Medical Health Officer, 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.



DCMS Floor Plan

DELTA COMMUNITY MUSIC SCHOOL-FLOOR PLAN

COVID-19 SAFETY PLAN



JULY 11,2020.



Date	Description of Change	Version