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# Dance Arts Institute

## Health and Safety Protocols related to COVID-19 and other respiratory illnesses

*Subject to change.*

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## A. Overview

This document has been developed based on information from Toronto and Ontario public health requirements and guidelines, as well as international health organizations and performing arts related guides. Sources are outlined in Section K at the end of this document. The measures described are intended to align with the guidance of health authorities as of the time of drafting. The overall public health situation Dance Arts Institute (Dance Arts) will be operating under will remain fluid and we will continue to review the guidance and may update this guideline document to account for new information.

We make no representations or warranties regarding the completeness of these materials. It is not possible for an organization to ensure that no one entering its premises or participating in its work will test positive for COVID-19, or any other respiratory illness. These guidelines are designed to outline the protocols that we will be following to consistently work toward keeping our students, staff, contractors, and visitors as safe as possible. As with the external environment, it will be up to everyone working within the institution to follow these public health recommendations.

Our approach is based on the principles of:

**Safety** – The safety of our students, staff, faculty, contractors, and visitors. The Managing Director and Production & Operations Manager are working with our partners at the venue on preparations, implementation, and ongoing monitoring of safety protocols.

**Compliance** – We will comply with all applicable local government orders and mandates.

**Collaboration** – Though this document has been developed by and for Dance Arts specifically, we are committed to working with all who are engaged at Dance Arts and with Artscape’s Daniels Spectrum on the development of building-wide health, safety and cleaning procedures.

**Responsiveness** – Dance Arts’ management will continue to stay up-to-date on public health guidelines and will continue to adapt and respond to this fluid public health situation.

**Priorities** - Every policy, protocol, and scheduling decision This Health and Safety plan is aimed at limiting the spread of COVID-19. In the creation of the plan we have prioritized the following elements in the order listed.

1. Government mandates and regulations
2. Health and Safety
3. Student Training
4. Curriculum
5. Staff and Contractor availability

### **Current Provincial and Local Public Health Requirements and School Protocols**

Current Provincial public health measures related to COVID-19 and other respiratory illnesses can be found here: <https://www.ontario.ca/page/protection-covid-19-and-other-respiratory-illnesses>

## B. Communications

Each student, staff member, faculty member, artistic personnel, board member and authorized visitor will receive a digital copy of this document and may receive a printed copy upon request. Health and safety protocols for visitors will be publicly shared prior to each public performance.

### Internal Communications

Should a student, staff member, faculty member, artistic personnel, or authorized visitor contract and test positive for COVID-19, they should contact the school immediately. If a staff member receives word that someone who has been in the building has tested positive, they should follow the flow of communication below:

1. **Please inform:**
  - a. Students should inform Bethany Lifeso ([bethany@schooloftdt.org](mailto:bethany@schooloftdt.org)).
  - b. Staff, faculty, artistic personnel, and authorized visitors, should inform Michelle Yeung ([michelle@schooloftdt.org](mailto:michelle@schooloftdt.org)).
2. School staff will inform the rest of the staff, faculty, students, artistic personnel, and authorized visitors as deemed appropriate based.
3. Should someone develop symptoms while inside the building, they should go home immediately and inform those listed above (See Illness Protocols in Section G).
4. Should someone develop symptoms while inside the building, and they are not well enough to go home, they should inform an on-site school staff member. The staff member will bring the ill person to an isolated room and call emergency services immediately. Then, the staff member should inform the appropriate people as listed above (See Illness Protocols in Section G).

### External Communications

The Managing Director will be the liaison who will act as the point person for the institution for communication with relevant authorities. In the case of a positive COVID-19 case at our school, the Managing Director will communicate this information with our wider community by email as deemed appropriate.

## C. Cleaning Protocols

(Developed with reference to Public Health Ontario's [Cleaning and Disinfection for Public Settings](#))

1. Daily cleaning of restrooms and touch surfaces in common areas (door handles, light switches, railings, etc).
2. Cleaning of studios and offices, including dance floors, touch surfaces, sound equipment, and instruments - prior to the start of each day.
3. Maintaining station with hand sanitizer at main entrance and station with sanitizer, spray cleaner, and wipes in each dance studio.
4. Maximizing clean and fresh airflow.
5. Monitoring and evaluating sanitation and cleaning protocols.
6. Providing personal protective equipment where applicable (extra face masks, face shields, etc.)

## D. Building and Safety Protocols

### 1. Mask Requirements

- a. Face masks will no longer be required, however, we strongly recommend masks still be worn, particularly in the public areas of the building.

### 2. Public events

- a. Guidelines will be provided to the public when live performances are scheduled and on a show by show basis.

### 3. First Aid

- a. Anyone administering first aid will be required to wash/sanitize their hands and to wear gloves and a face mask while providing first aid. Gloves, sanitizer and face masks can be found in each studio or in the Administrative Offices..

## E. Vaccination and Testing

1. The COVID-19 Vaccination Policy (v. Sept 3, 2022) has been lifted. However, we encourage that everyone is up to date on their immunization. Please visit [City of Toronto - Immunization](#) for more information.

## 2. Rapid Antigen Testing Policy

- a. Dance Arts may request that you take a COVID-19 Rapid Antigen Test at any time.
  - i. You will be required to self-administer your own COVID-19 Rapid Antigen Test on-site, supervised by a trained staff member.
- b. Results from the COVID-19 Rapid Antigen Test can take up to 15 minutes to appear. Anyone who is being tested must arrive at the building in time to receive their results before starting any activity.
  - i. **Negative Results:** If the test result is negative, the individual may proceed to their class/rehearsal.
  - ii. **Positive Results:** If the test result is positive, the individual must exit the building immediately. Individuals should then follow the Illness Protocols outlined in Section G.
- c. This policy is dependent on the school's ability to access the test kits from the Provincial government. Should the tests not be available at the school due to stock shortages or delays, individuals may need to source their own test kits and may not return to the building until their results are confirmed.

## F. Illness Protocols

Below are the policies for students, staff, faculty and contractors in case of illness:

### 1. Zero Tolerance Policy for illness symptoms

Dance Arts has a Zero Tolerance Policy for anyone experiencing symptoms of illness as listed on the [Ontario Health Self Assessment - School Screening](#). If you are experiencing any symptoms of any kind you are not permitted to participate in person.

2. If you have symptoms of any kind, we may now treat the situation as if you have COVID-19. These symptoms include: congestion, fever, cough, difficulty breathing, sore throat, loss of taste or smell, nausea, vomiting, diarrhea, and difficulty swallowing.
  - a. **If you are symptomatic or have tested positive:** you will be required to stay home and isolate yourself from the onset of symptom(s).
    - i. Please stay home and do not proceed to the building.
    - ii. Email Bethany ([bethany@schooloftdt.org](mailto:bethany@schooloftdt.org)) immediately.

- iii. The school will check-in with you the following day to assess your situation and determine your next steps.
- iv. You may be required to complete a COVID-19 Rapid Antigen Test before you resume in-person class/work.
- v. Your household should also monitor for symptoms and isolate if symptoms develop.
- vi. You may only return when you are no longer symptomatic and or testing negative. A mask may be required for a period of time and will be determined by the school.

**b. If you live with someone who is symptomatic or has tested positive:**

- i. You must self-monitor for symptoms for 10 days and take a rapid antigen test, if available.
- ii. Inform the school.
- iii. If you test negative and are asymptomatic, you may proceed to the school but a mask will be required.
- iv. If you test positive or develop symptoms, you must follow the procedure above (2. a.) with the count starting back at day one. The school may also ask you to take a daily rapid test.

**c. If you were in close contact with someone who is/becomes symptomatic:**

- i. You must self-monitor for symptoms for 10 days.
- ii. A mask will be required to be worn at all times on the premises.
- iii. If you develop symptoms, you must follow the procedure above (2. a.) with the count starting back at day one.

**3. If you are experiencing new or worsening COVID-19 symptoms, inform the school immediately.**

- a. The most common COVID-19 symptoms may include: fever, cough, difficulty breathing, sore throat, loss of taste or smell, nausea, vomiting, diarrhea, and difficulty swallowing.
4. If you become ill while at school, you should inform your teacher or a staff member and go home immediately.

- a. If you are too ill to go home alone, you will stay in an isolated room and emergency services will be called.

## G. Screening Protocols

### 1. Daily COVID19 Screening

- a. Daily screening is required prior to leaving your home for school each day. This ensures the health and safety of our community and to mitigate disruption to our activities.
- b. Click here for the [Ontario Health Self Assessment - School Screening](#).
- c. If you **pass** the screening, your result will be a green check mark. Please proceed to the building
- d. If you **fail** the screening, your result will be a red X.
  - i. In this case, you should email the school immediately to discuss the next steps. Do not proceed to the building. The Ministry also provides additional information on next steps below your screening result. You should review this information.

## H. Pandemic Code of Conduct

1. You are expected to follow all legislation and health and safety guidelines, both in and outside the school premises. Dance Arts will keep you informed of changing guidelines in our regular news updates.
2. To protect the health and safety of all, Dance Arts reserves the right to remove anyone from the building who is not following current guidelines.

## I. Facial Mask Best Practices

Wearing a mask helps to prevent one's mouth and nose droplets from reaching other people or shared surfaces. It is important to wear your mask properly. Follow these steps to make sure you wear it right (via [Face Coverings and Face Masks](#)):

1. **Clean your hands** - Be sure to clean your hands with soap and water or alcohol-based hand rub before you touch your mask to put it on, and again after you have put it on.



2. **Cover your mouth and nose** - Use the ear loops or ties to put on the mask. Make sure the mask covers both your mouth and nose.
3. **Leave it be** - Once you have your mask on, do not touch it. Leave it be.
4. **Remove it carefully** - When it is time to remove the mask, clean your hands again before you touch it. Remove it from the ear loops or ties. Do not touch the front of the mask.
5. **Store it safely** - If you remove your mask to eat or drink, or because you are at least 2 metres (6 feet) away from others, you should place it carefully on a clean surface or in a clean container (e.g., Tupperware) with the part that was on your mouth and nose facing up. If you use a container, be sure to clean it regularly. Remember to always clean your hands before and after touching your mask.
6. **Put it in the garbage or washing machine** - Once you are finished with your mask, put it in the garbage. If you are using a cloth mask, put the mask in the washing machine. It should be washed after each day it is worn.
7. **Bring an extra mask with you** - Masks are no longer effective when they get wet. Please bring an additional mask with you so you can replace yours if necessary.

**Choose a high quality mask that fits well**

At least 3 layers of tightly woven fabric, or 2 layers with a filter

Snug fit, breathable & comfortable

Consider a medical mask or respirator for even better protection

Change it when it gets wet or dirty

**Always wear a mask indoors, and outdoors if you can't keep a physical distance.**

TORONTO.CA/COVID19

TORONTO Public Health

(via Toronto Public Health, January 2022)

## J. Hand Washing Best Practices

(via [Hand Hygiene for COVID-19 Prevention](#))

1. Follow these steps when washing your hands with soap and water:
  - a. **Wet** your hands with clean, running water. Water temperature should ideally be warm as you are more likely to spend long enough scrubbing if the water isn't too cold or too hot.
  - b. **Lather** your hands by rubbing them together with the soap. This means friction on the backs of your hands, between your fingers, on your thumbs and under your nails.
  - c. **Scrub** for at least 20 seconds.
  - d. **Rinse** your hands well under clean, running water.
  - e. **Dry** your hands using a clean paper towel or towel. Avoid using hand dryers as the action of blowing from the hand dryers stirs up bacteria from the floor and other parts of the room.
  - f. **Use** the paper towel to turn off the taps.
2. What if you do not have access to running water and soap?
  - a. **Use** an alcohol-based hand sanitizer to kill germs.
  - b. **Apply** enough hand sanitizer to the hands to create 15 seconds of friction to kill germs.
  - c. **Do not touch your face.** Germs enter your body through your eyes, nose, and mouth.

## K. Resources

1. COVID-19 and Respiratory Illnesses, Toronto Public Health:  
<https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/respiratory-viruses/covid-19/>
2. COVID-19 (coronavirus) in Ontario: <https://www.ontario.ca/page/covid-19-coronavirus>
3. Coronavirus disease (COVID-19), Government of Canada:  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>