

Scotiabank Dance Centre

COVID-19 Protocols and Policies

1. First level of Protection: Elimination (limit numbers of people)

Dance Centre Office:

- Staff will work remotely as feasible
- When in the office, staff will adhere to a schedule that staggers the timing of staff on-site to ensure physical distancing protocols
- Staff will work in their individual offices and maintain 2 metres distance when interacting with a colleague
- Staff that have workstations in an open area will be limited to one person per shift
- No in-person meetings. If emergency in-person meeting is required, Boardroom to be used with Physical Distancing measures/barrier as necessary

Lobby/Studios/Lounge/Boardroom/Theatre:

- Lobby – Maximum 7 people
- Studio – Large: 12 /Medium: 9 /Marcuse: 6 /Zagar: 4
- Lounge area - closed and furniture made inaccessible for seating to discourage gathering
- Boardroom – limit capacity to 6 people
- Theatre repurposed as a studio with limited capacity and no audiences
- Maximum occupancy signs posted on entry doors to each area

Washrooms:

- Limit 3 people per changeroom on level 3 & 4/Maximum occupancy sign posted on doors
- Limit 3 people per washroom on Level 1/Maximum occupancy sign posted on doors

Elevator/Stairs:

- Elevator to be used for ascending and stairs for descending. Exception made for those that are not able to use stairs
- Reduces line-ups to the elevator, and reduces contact of people passing each other in the stairwell
- Reduce capacity to 2 people in elevator/Maximum occupancy sign posted/Physical Distancing decals in elevator/Instruction sign posted on each level

2. Second Level of Protection: Barriers and Cleaning

- Front desk – suspended plexiglass shield at front desk to protect patrons and front desk personnel
- Additional barrier on front desk to separate front desk staff from tenants picking up mail
- Boardroom – barrier available
- Dance Centre Office – Desk in open area has barrier separating employee from public area

- Lobby/Lounge/Office – All pamphlets removed from display areas and front desk
- Kitchen area – Shared dishes removed. Fridge and microwave off limits
- Hand sanitizers available through-out building and outside each studio
- Front desk staff to disinfect all contact points in the lobby following a regular schedule and checklist
- Touchpoints throughout the building and Dance Centre office disinfected following a regular schedule and checklist
- Studio floors to be cleaned/disinfected between renters
- Dance Centre staff responsible for cleaning/disinfecting their own workstations
- Tenants responsible for each individual office with a plan and disinfecting protocols

3. Third level protection (administrative): Rules and guidelines

- Patrons to be buzzed in at front door only when physical distancing protocols can be met in the lobby area. Maximum 7 people permitted
- All visitors sign in with their name, phone number and destination in building
- Physical distancing to be maintained utilising the decals placed on the floor
- Contactless payment. No cash transactions
- Studio renters to sign off on Health Declaration prior to using studios ensuring they do not have COVID-19 symptoms
- Book buffer times before and after each studio booking
- Shoes to be removed and placed on mats prior to entering studios. Recommend that renters bring shoe bags to place shoes in prior to placing on mat
- No bare feet in studios or anywhere in the building
- Signage encouraging better hygiene (hand hygiene, use of keys/card to push buttons, etc.) and mindfulness of touchpoints (on switches, door and window handles)
- Dance Centre tenants have individual plans following protocols for physical distancing and disinfecting surfaces

4. Fourth level protection: Using masks

- All visitors entering building must wear a mask
- Masks available for purchase if visitor does not have mask
- Mask must be worn in building except in personal offices and if seated behind a barrier
- Masks are recommended to be worn in studios to aid in the prevention of droplets
- “How to Wear a Mask” poster in elevator

5. Policies

Workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.

- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms
- Unannounced visitors are discouraged in The Dance Centre offices; all visits kept to minimum
- Dance Centre staff are able to work from home as viable
- Should staff become ill in the workplace, they will be directed to go home and not return until symptoms are gone
- Signage is posted throughout building, including occupancy limits and effective hygiene practices.
- Safety form to be completed and signed by each renter prior to using studio space

May 21, 2020

Revised July 17/2020