

Scotiabank Dance Centre
COVID-19 Protocols and Policies
As of January 28, 2021

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

Dance Centre Office:

- Staff will continue to work remotely as per schedule provided and as feasible will increase
- When in the office, staff will continue to adhere to a schedule that staggers the timing of staff on-site (arrival/ departure) to ensure physical distancing protocols
- Staff will work in their individual offices and maintain minimum 2 metres distance when interacting with a colleague and will wear a mask when doing so
- Staff that have workstations in an open area will be limited to one person per shift;

All staff are encouraged to wear a mask at all times;

- No in-person meetings are to be scheduled with clients, members. If emergency in- person meeting is required, Boardroom to be used with physical distancing measures/physical barrier available; masks and wipe down of chair, table mandatory pre meeting start;

Lobby/Studios/Lounge/Boardroom/Theatre:

- Lobby – Maximum 7 people (**signage on floors assist to ensure physical distancing is adhered to**)
- Studio – **Large: max 15** (down from 30 pre-Covid) **Medium: max 12** (down from max 25 pre-COVID)/**Marcuse: max 6** (down from 20 pre-COVID) /**Zagar: max 6** (down from 15 pre-COVID); (Numbers are for total people in studio, including teacher, accompanist, dancers, etc .)
- Lounge area – closed; furniture made inaccessible for seating to discourage gathering except for patient waiting area for Physio Clinic (max 2 people; social distancing in place – minimum 2m)
- Boardroom – limit capacity to 6 people; physical barriers in place across length of tables; sanitizing wipes available to wipe down surfaces pre/post meeting/ use
- Theatre repurposed with limited capacity adhering to physical distancing requirements can accommodate up to 35 with retracted seating (down from 200 pre-COVID) and downsized accordingly given seating and masking requirements
- 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 by staggering start time of activities scheduled in the building;
- Reduce capacity to 2 people in elevator/maximum occupancy sign posted/physical distancing decals in elevator/instruction sign posted on each level
- Signage in elevator includes signs direction go cough/sneeze etiquette and obligatory mask wearing in all spaces including studios

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 – barriers in place across length of table
- Dance Centre Office – desk in open area has plastic 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 (sealed)
- Hand sanitizers available throughout building and outside of 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 continue to be disinfected between renters; sufficient time is allocated between each booking
- Facility Support Team and Dance Centre staff responsible for disinfecting all touchpoints through out the building; Dance Centre staff is responsible to disinfect/sanitize their own work areas / 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; Records re contact information of all entering the facility/ using the facility is maintained for 30 days
- Physical distancing in lobby area and throughout the building to be maintained utilising the decals placed on the floor, as well as using the 3m distanced marks on the floors in the studios as a reference.
- 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; must provide list and attest to their clients being symptom free
- Buffer times continue to be booked 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
- Portable barres to be used for one participant each and not shared, and to be placed distanced from one another.
- No bare feet in studios or anywhere in the building
 - Changerooms are off limit; participants must arrive in their practice attire.
- Signage throughout the facility posted encouraging better hygiene (hand hygiene, use of keys/card to push buttons, etc.) and mindfulness of touchpoints (on switches, door and window handles)
- Renters must register all class participants in advance – no drop-ins allowed- suspended fully; front desk to check against pre-approved lists.
- Participants to arrive no earlier than 10 minutes prior to class/rehearsal and to leave promptly afterwards using exit routes and protocols
- Renters provided Protocol guidelines for classes and rehearsals
- 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 everywhere in building including in studios; wearing masks in personal offices and if seated behind a barriers is encouraged;
- In addition to masks, participants in the studios must observe physical distancing at all times, unless they are in a 'bubble' (dance classes with partners – same household only)
- “Wear a Mask” posters are displayed throughout the building

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 from another province; and anyone 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 and receive medical clearance; sick leave policy in place to facilitate stay at home;
- 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

Revised January 28/2021