

# Covid-19 Safety Protocols at Creative Edge Fall/Winter 2020

*Below you will find a summary of drop-off, pick up and safety protocol during the Covid-19 Pandemic. Further below is a table detailing all protocol. These have been updated as of Nov. 10<sup>th</sup>, 2020. Thank you.*



## Masks

All staff will wear well-fitting 3-layer masks in common areas (entrance/halls/washrooms) of the studio and at all times while students are in the classroom/studio with them, including private lessons. Parents must wear a mask when approaching the building, utilizing the outdoor play/waiting area when others are nearby and at all times when inside. Students ages 8 and up are asked to wear a mask in all common areas of the studio as well. We recommend students bring their own bag/case for their mask to be stored during class but we will provide a sanitized basket or Ziploc bag in their space if they do not have anything suitable. If your student has a medical reason not to wear a mask please contact us, doctor's notes may need to be provided. Students under age 7 are welcome and encouraged to also wear a mask at drop-off and pick-up time (in common areas) but please communicate with them about how to safely and effectively wear one before sending them in it. All students must wear 3-layer well-fitting masks when singing in Mainstage, Song and Dance or private vocal classes.

## Arrival

Please arrive as close to the scheduled class time as possible and line up outside the main studio along the **yellow cones/pylons**. If your child's class is in Studio D, across the lot beside Choices, follow the orange pylons for lining up. If all pylons are full please remain in your car or at a safe distance until some are available. Always maintain a 2 meter distance from other families. If possible, please only one child and one adult in drop-off line at a time. Keep the area outside of the main doors clear for people exiting the school. In most cases, we cannot accommodate early drop off or late pick up of students. Students ages 9+ can wait in the drop-off line-up themselves but we ask that if possible you watch to ensure that they safely enter the building before you leave. We are not responsible for your child until they have been checked in by the front desk staff.

Parents will not be able to stay inside the school during their child's class. We realize it is disappointing to not be able to watch your child's class in action, as is normally allowed and encouraged, and we hope you understand that this is the only way we can meet the occupancy and distancing standards at this time. Parents who wish to stay close while their child is in class are welcome to wait in the outdoor play area while their child is in class, maintaining their distance from others and wearing a mask if others are present.

We are not able to assist with registrations, purchases or questions during the drop-off or pick-up time as it would hold up the process and congest the entryway. Please leave the front of the building after drop-off and allow us to assist you with your inquiries in the main studio once there is no one in the drop-off/pick-up line or entrance; or, better yet, call us and we can either chat on the phone, schedule an appointment or pop outside to assist you.

## Sign In / Pickup

Class start and end times have been staggered as much as possible to allow extra cleaning time and assist with crowd control. Please refer to the class schedule for exact class start and end times, note that back-to-back classes will often dismiss a few minutes early to allow time for cleaning. Children under 10 will not be let out of our care until a parent or guardian is present to pick them up.

<http://www.creativeedgebc.com/class-schedule.html>

At drop-off each day, a Staff member will ask you (or your child if they are 9+ and signing themselves in) to verbally confirm that they have not had any symptoms from the posted check list, have not left the country in the past 14 days and . This verbal check list will be done daily for each student and adult that enters the building, including faculty and staff.

Students must then sanitize their hands and enter the classroom, bringing their belongings (including a name-labelled water bottle!) with them. Please limit the items they bring to the bare minimum as in most cases personal belongings brought into the studio will remain inside of their socially distanced space with them! If it's possible to change them into their dance shoes before entering the building, please do that. Teachers are unable to assist dancers with this. If they will have to change their own shoes inside the classroom please make sure they are very easy to get on and off. Slides or warm-up boots are ideal for dancers!

End of Class Pick up: Students be dismissed one at a time and will leave their classroom and wait in a socially distanced line-up (on a colorful circle) in the lobby/hall to be picked up by their parent. The lobby will be supervised by a staff member. Parents will wait in line along pylons outside and pick up students from the lobby one at a time.

If there is a short gap between their classes, students will be directed to wait on a dot in the hall. If there is a longer gap students are asked to find a space in the designated physically distanced student waiting area. Students ages 8 and under will be picked up between classes if their gap is more than 5-10 minutes.

#### Classroom Set-up

We have set up the rooms to accommodate for appropriate distancing between students. Class sizes have been limited. Dance students will have their own dance space taped out on the floor. Art students will sit spaced 2 meters apart. Drama students will have physically distanced, assigned spots to sit within the room. Music teachers will wear masks and maintain distance as much effective music instruction allows. Music students are encouraged to wear masks in their lesson. Vocal students will need to wear masks for the active singing portion of their class time. All classroom doors and studio front doors will remain open at all times for good ventilation. Dance teachers will turn music volume down rather than shout over it. Studios are sanitized between classes.

There will only be one student permitted in each washroom at a time and washrooms are sanitized multiple times a day.

The lobby area is for students who are waiting to be picked up. We ask staff, students and parents to keep the lobby area clear. Please be mindful of others and maintain your distance while walking through halls and while exiting the building.

*We thank you very much for your patience and cooperation. If we work together, following the guidelines, our students can still have a productive, exiting year of fine and performing arts learning and fun!*



## Fall/Winter 2020 Covid-19 Preventative Safety Measures – Updated Nov 10<sup>th</sup>

<b>Signage</b>	Signs posting room occupancy, reminding patrons to perform a health check before entering, wear a mask in common areas and to maintain social distancing will be posted at the entrance and throughout the studio.
<b>Lobby/Halls</b>	When going down the halls students should always walk close to the wall on their right. Only one student will be permitted in each washroom at a time. Teachers will help to reduce numbers of students in halls by only letting one out from class at a time. Classes have been staggered to reduce hallway congestion.
<b>Parent Waiting/ Viewing Areas</b>	To reduce the number of people in the building there will be no indoor family waiting area. Lobby and hallway seating had been removed to increase floor space and allow for easier social distancing. While students are in class, parents can wait in the outdoor play area (observe max capacity, social distance and wear a mask when others are nearby), visit the shops in the plaza, go for a walk on the nearby Discovery trail, take siblings to the nearby playground, wait in their vehicle or leave the plaza and return a few minutes prior to pick-up time. Parents can rest assured knowing that all classrooms have windows, doors are kept open and that all teachers and staff have undergone criminal record checks. Front desk staff and studio management will be regularly moving through the school for routine checks and cleaning. Parents who need to purchase something, make a payment, ask a question, or require any assistance from our front desk are asked to only enter when lobby is empty and must wear a mask.
<b>Student Lounge</b>	The normal student lounge is closed but each night one room in the school will be left open as a larger socially distanced student waiting area. There is limited space in this waiting area, as seating will be spaced 2m apart. Please help us to reduce the number of students waiting by doing your best to have your child in the building for only the times they have classes. Students 9+, with parent consent, can use the outdoor play area as a waiting area between or before/after classes as well.
<b>Class Time</b>	In some cases, classes may be shortened slightly to allow for sanitizing the space between student turn over and/or to further help reduce hallway congestion. Teachers will communicate and stagger dismissal.
<b>Class Sizes</b>	Class sizes will be restricted to allow for 2m distance between everyone. Class maximums are based on the space available in each classroom to keep 2 meter distance between students, though classes will often be capped below the maximum: Studio A – 15, Studio B – 14, Studio C – 10, Studio D – 14, Art Room – 8, Drama Room – 12, Preschool classes – 14 split into two separate cohorts of 7. In the case of pre-k dance classes, these maximums will be further reduced.
<b>Distancing in the studio and in class</b>	All students must main social distancing while in and out of class. This will be accomplished by educating the students on this rule upon their first arrival, using markings on the floor to clearly indicate where children should stand and what distance must be maintained and strict enforcement by our teachers and staff. If families have decided to be 'in each other's bubble/safe six' we are still going to require those students to maintain their distance at Creative Edge at this time. Only students from the same household are exempt.
<b>Sanitation</b>	Students and staff are required to sanitize their hands upon arrival. Hand sanitizers will also be placed inside studios and at key points throughout the studio. Floors, surfaces and high-touch points will be cleaned and sanitized between classes as well as at the mid and end of the day. Use of shared equipment will be minimized and any equipment used will also be thoroughly cleaned and sanitized between uses.
<b>Changing/Attire</b>	Students are asked to arrive ready for class and to avoid changing at the studio. Hair must be worn in a style that prevents it from falling in their face so that the need to touch their face to brush hair out of it is reduced. All ballet classes require buns in long hair and competitive dance classes should consider buns (acro, tap, MT and hip hop braids/ponytails ok). Long sleeves or at least one elbow covering is required to better catch droplets from sneezes/throat clearing/etc. (DIY "cough catcher:" cut the ends off old leggings or the toes off a pair of socks and slide the fabric 'tube' up to cover one elbow).

<b>Health Checks</b>	All students, staff and instructors are to perform a health check before coming into the studio and verbally confirm upon entry that they are free of symptoms, have not left the country in the last 14 days and have not been in contact with any one who has Covid-19. Common symptoms for COVID-19 include: fever, chills, cough (or worsening of chronic cough), shortness of breath, loss of sense of smell, nausea and vomiting and diarrhea. Students and staff who have or have been in contact with someone displaying these symptoms should contact public health for advice before going anywhere or seeing anyone else. Students and staff who have been in contact with someone diagnosed with Covid-19 or who have been outside of the country should self-isolate at home for 14 days. When in doubt, stay home. Creative Edge is not able to credit or refund for missed classes due to student illness or self-isolation requirements. If your student must stay home but feels well and would like to participate in class please contact us as soon as possible to request a zoom link to attend class virtually.
<b>Water bottles</b>	Students must bring their own water bottle labelled with their name. The water fountain is unavailable for the time being. Students will place water bottles in their own designated spot in the studio. Competitive dance students with back to back classes are encouraged to bring an extra water bottle. Water bottles will also be available for purchase at the front desk.
<b>Limiting Personal Items</b>	Please bring only the bare minimum items to class. There will be minimal storage available. Cell phones can carry germs if they are not sanitized regularly. Students are asking to minimize touching of phones while in the studio or leave them at home if possible.
<b>Food</b>	Students should plan to eat before coming to the studio. If they require food while at the studio they should wash their hands thoroughly and then exit the studio to eat, washing their hands again upon return. The fridge is not available for student use. Please send snacks/meals that do not require use of the microwave.
<b>Masks</b>	All staff will wear well-fitting 3-layer masks in common areas (entrance/halls/washrooms) of the studio and at all times while students are in the classroom/studio with them, including private lessons. Parents must wear a mask when approaching the building, utilizing the outdoor play/waiting area when others are nearby and at all times when inside. Students ages 8 and up are asked to wear a mask in all common areas of the studio as well. We recommend students bring their own bag/case for their mask to be stored during class but we will provide a sanitized basket or Ziploc bag in their space if they do not have anything suitable. If your student has a medical reason not to wear a mask please contact us, doctor's notes may need to be provided. Students under age 8 are welcome and encouraged to also wear a mask at drop-off and pick-up time (in common areas) but please communicate with them about how to safely and effectively wear one before sending them in it. All students must wear 3-layer well-fitting masks when singing in Mainstage, Song and Dance or private vocal classes.
<b>No Touch Thermometer</b>	Faculty and staff will be checked for fever with no-touch thermometer upon entry.
<b>Exterior</b>	Out front of our studio, including the line-up, play area and front door, we ask that, during Phase 2 restrictions, all students and families maintain social distance from people outside their household at all times. During Phase 3 restrictions, maintain social distance with anyone outside of your household or safe six.

*Thank you for reading and abiding by these guidelines*