

Gateway Theatre

Public Health Safety Procedures for COVID-19

Policies and Procedures for Academy classes

Last updated: Sept 9, 2020

Introduction

The physical health and safety of our Academy students is of the utmost importance to us at the same time as their emotional, mental and social health through training in theatre arts.

The following are the safety procedures relating to COVID-19 for Academy students and their families while the students are attending Academy classes at Gateway Theatre and at Quilchena Golf and Country Club.

The situation is and will continue to be fluid and, as a result, procedures may evolve over the next several months.

Academy parents/guardians must take responsibility towards best supporting their child's good health, and be mindful of the health of others. An orientation for Academy parents/guardians will take place at the start of the first session of each Academy class; students will have an orientation at the start of their class with their instructor.

Arrival and Departure Procedures

Arrival:

- All students must be accompanied by a parent/guardian until they are officially “handed off” to the Academy program.
- There will be markers on the ground outside the building, appropriately physically distanced, should more than one child arrive at the same time.
- The student’s parent/guardian will be asked a list of screening questions by the Academy instructor (See “Self-assessment and Screening Procedures”).
- If “no” is the answer to all the screening questions, the parent/guardian is free to leave, and the student will wait with the instructor until all the students have arrived.
- Once all students have arrived, the class and instructor will then proceed into the building. Upon entering they are required to immediately wash their hands.

Departure:

- Before leaving for the day all students are required to wash their hands.
- Parents/guardians picking up students must use the markers on the ground outside of the building to line up and receive the student.
- The students will be released one at a time to their authorised adult waiting outside. The next student will not be released until physical distance between families exiting can be assured.

Self-Assessment and Screening Procedures

Self-assessment at Home

Each day before any students attend Academy classes, parents/guardians must complete the following self-assessment with them in order to uphold protocols put forth by Vancouver Coastal Health and the BC CDC.

Does your child have any of the following symptoms?

- **Fever**
- **Chills**
- **New or worsening cough**
- **Shortness of breath**
- **Sore throat**
- **Runny or stuffy nose**
- **Loss of sense of smell or taste**
- **Headache**

- **Fatigue**
- **Diarrhea**
- **Loss of appetite**
- **Nausea or vomiting**
- **Muscle aches**
- **Conjunctivitis (Pink Eye)**
- **Dizziness or confusion**
- **Abdominal pain**
- **Skin rashes**
- **Discolouration of fingers or toes**

If “YES” is answered to any of the questions the child should not attend their Academy class.

Screening questions – daily upon arrival

Upon arrival to class, students will be screened for symptoms of COVID-19 via the following questions:

- **Does your child you have a fever or chills?**
- **Does your child have cough, sore throat or painful swallowing?**
- **Does your child have shortness of breath or difficulty breathing?**

If “YES” is answered to any of the questions the child may not attend their Academy class.

Action Steps in Case of Symptoms of Illness

At the first sign of student illness while at an Academy program, the following protocols will be followed:

- All students will sanitise their hands and non-medical masks will be provided for them to wear.
- All students will maintain physical distance from each other and the instructor.
- The instructor will notify Gateway Theatre’s Education Manager.
- Parents/guardians for all students will be phoned immediately and asked to pick up their student as soon as possible.
- In the event that a student is severely ill (e.g., difficulty breathing, chest pain), 911 will be called.
- The ill student will be provided with tissues to cover coughs and sneezes and hand sanitizer to use immediately afterwards.
- The classroom will be cleaned and sanitised by Quilchena and/or Gateway staff before another class is scheduled.

Equipment Use & Cleaning

All spaces used by Gateway Academy will be cleaned between classes, including wiping down of high-touch areas, thorough sanitation of bathrooms and cleaning of any object or area that becomes visibly dirty.

Whenever possible, equipment used by the students will be assigned to them for the duration of class and will be thoroughly cleaned once class has finished for the day.

In the unforeseen event that a piece of equipment is used by more than one student in a day it will be cleaned thoroughly between users.

Items Brought from Home

Each student will be provided with an individual space to place their belongings each day while in class. This space will not be shared by anyone else, and will be appropriately physically distanced.

Students are allowed to bring the following items to class, as requested by the Academy;

- Personal binder and notepaper
- Pencil, eraser
- Water bottle
- Warmer layer of clothing

Students are not permitted to share any personal items with one another.

Students may not bring anything into the classroom that is not listed above, unless with prior permission by the instructor or Gateway staff.

Physical Distancing

- Class numbers have been reduced to ensure appropriate physical distance can be maintained.
- All activities planned by the instructor will maintain appropriate physical distancing measures.
- Students will be reminded daily, both verbally and via visuals throughout the classroom, that physical distancing should be maintained at all times.

Masks

- Due to the nature of the programming and the physical distancing, students are not required to wear masks during class time.
- Should a student prefer to wear a mask, they are welcome to do so and their decision will be respected.

Personal Hygiene

- Students will be asked to clean their hands upon arrival and before departure.
- A sanitising station will be available in the room for student use, in addition to the washrooms.
- Touching one's face is discouraged.
- Students must arrive with long hair held back off the face (e.g. with hair elastic, hair clip).

Academy Staff Procedures

Academy staff who fall into the following categories must stay home:

- Are currently experiencing potential symptoms of COVID-19.
- Have experienced potential symptoms of COVID-19 within the last 10 days.
- Have travelled outside of Canada within the last 14 days.
- Are a close contact of a person who has:
 - Experienced potential symptoms of COVID-19 within the last 10 days
 - Tested positive for COVID-19 within the last 14 days

Academy staff will wash their hands with soap and water at following times;

- Upon arriving and when leaving class.
- After coughing or sneezing.
- After bathroom use.
- When hands are visibly dirty.
- Before and after using shared equipment.
- Before and after preparing food.
- Before eating.

Academy staff will maintain adequate physical distance between themselves, students, parents/guardians and other Gateway Theatre personnel at all times.

Action Steps in Case of Staff Symptoms of Illness

At the first sign of Academy staff illness, the following protocols will be followed:

- The worker will sanitise their hands, and put on PPE (gloves and a non-medical mask).
- The worker will maintain distance of at least two metres between themselves and the students.
- The worker will call Gateway Theatre's Education Manager
- Parents/guardians for all students will be phoned immediately and asked to pick up their student as soon as possible.
- Should the situation warrant or allow, Gateway Theatre's Education Manager, Executive Director or the Director of Artistic Programs will arrive on site as soon as possible.
- In the unlikely event that the worker is severely ill (e.g., difficulty breathing, chest pain), the worker will call 911.
- The worker will be encouraged to use the BC COVID-19 Self-Assessment tool (bc.thrive.health) or call 811 for assistance.
- The area will be thoroughly sanitised before another class is scheduled.