



## **Gateway Theatre**

### **Public Health Safety Procedures for COVID-19**

#### **Policies and Procedures for Academy classes**

Last updated: July 2, 2021

## **Introduction and Scope**

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.

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

Before attending classes at Gateway Academy, parents/guardians will have reviewed this document, signed and submitted a Consent and Authorisation form, and answered self-assessment questions of their child/youth at home. Screening questions will be asked of students/parents/guardians upon arrival to each class. (See "Assessment Procedure" heading.)

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 of every Academy class; students will have an orientation at the start of their class with their instructor. Updates to this document will be provided as needed.



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## Arrival and Departure Procedures

**Each day before students attend their class,** Students ages 7-13 must assess with their parents/guardians to determine whether it is a health risk to attend class that day; students 14+ may self-assess before they attend.

### Arrival:

When students arrive for class, there will be markers (small orange cones) on the ground outside the building, appropriately physically distanced, should more than one student arrive at the same time.

Before students ages 7-13 enter the building for their Academy class, the Instructor will ask their parents/guardians pre-screening questions (found under section "Pre-screening at Academy class door").

Students ages 14+ will be asked pre-screening questions directly by their Instructor.

Upon entering, the students are required to immediately wash their hands in the bathroom before settling in to the class.

### Departure:

Before leaving for the day, all students are required to again practice proper hand hygiene.

Parents/guardians picking up the students must wait physically distanced away from the door to give room for students leaving. The students will be released one at a time to their authorised adult waiting outside, with usual Academy sign out procedures conducted by the instructor. The next student will not be released until physical distance between families exiting can be assured.

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## Assessment Procedure

### Self-assessment at Home

Each day before students attend Academy classes, parents/guardians must assess students ages 7-13 to determine whether it is a health risk to attend class that day. Students 14+ may self-assess before arrival.

Self-assessment questions as provided by the [BC Ministry of Health](#).

Daily Health Check			
Symptoms to Assess	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If "YES" is answered to any of the questions, and the symptoms are not related to a pre-existing condition (e.g. allergies), the child should NOT attend their Academy class. The parent/guardian should call the **Instructors' Line: 778.838.3745** to inform the instructor of the child's absence.

### Pre-screening at Academy class door

Each day before students ages 7-13 enter the building for their Academy class, the Instructor will ask the parents/guardians the following pre-screening questions:

- Does your child have a fever, chills?



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- Does your child have cough, sore throat and painful swallowing?
- Does your child have shortness of breath or difficulty breathing?

Students ages 14+ will be asked these pre-screening questions by the instructor directly. If "YES" is answered to any of the questions, and the symptoms are not related to a pre-existing condition (e.g. allergies), the child should NOT attend their Academy class.

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## **Singing and Dance/Movement as In-class Activities**

The following precautions are to be taken in our Academy musical theatre classes in regards to singing and dancing:

- Doors to outside and inside hallway/lobby will be open at the time of singing, physical warm up, and dancing to allow for increased ventilation
- Students will be safe distanced (2 meters) from each other and the instructor throughout the class
- Wearing a mask is mandatory for students ages 12+ and instructor

### Singing

The following precautions are to be taken in our Academy musical theatre classes in regards to singing:

- There is less time in class singing than in our usual musical theatre curriculum
- Max ½ hr in a class
- Not every class
- Students will sing in one line, as opposed to a semi-circle or group (facing forward for students' safety)
- During singing portion of class, the instructor will be further distanced (4 metres) from line of students.

### Physical Warm Ups/Dance

The following precautions are to be taken in our Academy musical theatre classes in regards to physical warm ups and dance:

- Rigorous physical warm ups/dance that increase respiratory rate is to be avoided
- Students will warm up/dance either in one line, or in staggered lines.

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## **Action Steps in Case of Symptoms of Illness**

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



- The student showing symptoms will be removed from the room and taken to the First Aid room.
- All students will sanitise their hands. All students will maintain physical distance from each other and the instructor, as per protocol for Academy classes.
- Education staff will be notified.
- Parents/guardians for each student will be phoned immediately so that they can be picked up as soon as possible.
- In the unlikely event that a student is severely ill (e.g., difficulty breathing, chest pain), 911 will be called.
- The classroom will be sanitised by Gateway staff before another class is scheduled.

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## **Equipment Use & Cleaning**

All spaces used by Gateway Academy will be cleaned between classes, including wiping down of high-touch areas (such as doorknobs, light switches etc), thorough sanitation of bathrooms, along with usual cleaning procedures, and any time an object or area becomes visibly dirty.

Whenever possible, equipment used by the students will be assigned to them for the duration of class and thoroughly cleaned once class has finished for the day. In the unforeseen occasion that a piece of equipment is used by more than one student in a day it will be cleaned thoroughly between users.

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## **Visitors & Occupancy Limits**

With the exception of Academy Faculty and Gateway staff, Academy classes remain closed to visitors, including students' parents/guardians and authorised pick-up people. Signage indicates the maximum number of people who can be in a room or area at any given time.

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## **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 permitted to bring the following items to class, as requested by the Academy:

- Personal binder and notepaper



- Pencil, eraser (in a pencil case if preferred)
- Water bottle
- Warmer layer of clothing (e.g. sweater)
- Lunch / snacks for summer camp students

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

Students are asked not to bring anything into the classroom that is not listed above, unless with special permission by the instructor or Gateway staff.

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## **Physical Distancing**

Class numbers have been reduced to ensure appropriate physical distance can be maintained constantly; all activities planned by the instructor will maintain appropriate physical distancing measures. The course curriculum will be altered accordingly.

Students will be reminded daily, both verbally and through visuals throughout the room, that physical distancing should be maintained at all times.

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## **Masks**

While physical distancing and hygiene remain the top modes of prevention, mask-wearing is mandated for all students aged 12 and up by the Provincial Health Officer and assists greatly in keeping each other safe. Masks are mandatory for all adults, as well as academy students ages 12-18 in Gateway Theatre and in the studio, with the exception of those who have health issues that prevent them from wearing a mask. Students are encouraged to wear non-hospital grade masks. Students ages 6-11 are not required to wear a mask, but are encouraged.

Masks are mandatory for all involved in the moments when required safe physical distance cannot be maintained.

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## **Personal Hygiene**

Students must clean their hands upon arrival and before departure, and as needed during the class. A sanitising station will be available in the room for student use, in addition to the



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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).

Summer camp students must clean their hands before and after eating lunch and snacks.

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## **Camp-End Presentations**

Camp-end presentations will happen outdoors in the South Lawn of Gateway Theatre, weather and grounds permitting. Limitations will be placed on the number of guests in attendance. This number will exclude Gateway staff, instructors, and program participants.

### **Camp Participants:**

Camp participants must stay with their instructor and classmates until the instructor has released them after the presentation.

### **Guests:**

#### **Health Declaration**

All attendees at a public event will be required to complete a health declaration prior to participating at an event. They will also be required to wear masks inside at all times and recommended to wear masks outside when not seated.

#### **RSVP**

An email will be sent out the day before the presentation with RSVP information. A limited number of guests per student will be allowed to RSVP on Presentation morning at the latest.

#### **Before Visiting Gateway**

On the day of the presentation, guests will receive an email with instructions for completing our online health check form. This form must be completed on the day of the visit by every individual guest prior to arriving.

#### **Arriving at Gateway**

Guests will arrive no earlier than 10 minutes.

Once guests arrive, they will be seated next to an unoccupied cone; our Education team will check in with guests confirm reservations, as well as ensure that the online health check and contact information for every individual has been collected.



## **During the Visit**

### **1. Physical Distancing**

Throughout a guest's visit, they will be required to maintain a distance of at least three meters between themselves and other guests who are not members of the same household.

To facilitate sufficient physical distancing we will be marking out a series of social distance orange cones throughout the space. There will be a distance of 15 feet between each orange cone.

All members of each party must stay close to the cone at all times during the presentation.

All seating is general admission and cones may not be "booked" in advance.

### **2. Masks and Hand Hygiene**

All guests will be required to wear a mask for the duration of your visit, unless:

- seated at their cone
- they have physical or medical condition that prevents them from wearing a mask
- they are a child under the age of 12

If possible, guests are asked to bring their own reusable or disposable mask. If a guest does not have their own mask available, Education staff will provide a disposable mask to wear for the duration of a guest's visit.

Hand sanitizer will be made available for anyone entering the building to use the washroom.

## **Illness and Screening**

Anyone who has arrived from outside of Canada or had contact with a confirmed COVID-19 case within the previous 14 days may not attend a presentation.

Anyone who has experienced potential symptoms of COVID-19 in the last 10 days may not attend a presentation.

Potential symptoms include:

- Fever
- Chills
- Nausea and vomiting
- New or worsening cough
- Loss of sense of smell or taste
- Shortness of breath
- Sore throat and painful swallowing



- Stuffy or runny nose
- Headache
- New muscle aches
- Fatigue
- Loss of appetite
- Diarrhea

Guests exhibiting one or more of the above symptoms while onsite at Gateway will be asked to vacate the facility.

If a guest begins to feel ill during their visit, they will immediately notify the nearest Education staff who will ensure that the guest can safely vacate the area.