

# 2020 J'Adore Dance Day Camp Guidelines

Dear Parents and/or Guardians,

With the current COVID-19 pandemic, all J'Adore Dance decisions are being made with the safety of all of our customers, members, and staff in mind. These decisions are based on guidelines from Alberta Health Services and the Government of Alberta.

Alberta Health officials have provided guidance on protocols for operating day camps in the current environment. These guidelines unfortunately present many challenges however they are necessary to reflect the current state of the COVID-19 pandemic. Despite the challenges, J'Adore Dance is committed to deliver the ultimate camp experience to you and your families for this summer and beyond.

We are taking steps to ensure that camp is a safe and fun environment for everyone. We are following all government guidelines and restrictions and will update our standards as these change. Staff and campers will be screened daily, sick attendees will be asked to stay home, sanitizing will be completed at entry and exit, as well as frequently during the day. People will be distanced as much as possible and activities/games will be kept non-contact. Our facility will also be cleaned thoroughly during the day, paying extra attention to high touch surfaces.

J'Adore Dance is running weeklong, 3-hour, day camps this summer and we are taking steps to create a safe environment for all campers.

As a team we have been working diligently over the past few weeks to adapt our camp programming and operational plans to meet and exceed the health and safety guidelines that have been developed by the Government of Alberta. We will continue to be diligent and ensure that we are always up-to-date with those guidelines, to make certain of the wellbeing of all our customers.

We thank you for your support and understanding. We look forward to seeing this summer.

J'Adore Dance Team

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## Government Guidelines

Alberta Government Guidelines classify day camps as short-term programs that provide care and education to children of all ages. Safety is paramount to J'Adore Dance. We understand the importance of ensuring our camp attendees are in a safe environment and the importance of mitigating the risk of exposure to COVID-19.

We will meet and exceed the protocols put in place by the Government of Alberta and the Workplace Guidance for Business Owners.

To see Government Guidelines for COVID-19 guidance, please visit: <https://www.alberta.ca/biz-connect.aspx>

## Location

Camps will take place at our studio 5708-111 St. Drop off will take place using the front door. Pick up will be at the back of the building using the rear door of the purple studio.

## Camp Times

Day Camps are 3-hours each day for a full week (Monday-Friday). There are 3 possible time slots available weekly (please refer to your registered camp start and end times as listed on your registration:

- 9:00am – 12:00pm
- 1:00pm – 4:00pm
- 1:30pm – 4:30pm

## Groups (Cohorts)

In order to comply with the current day camp guidelines, camp attendance will be limited to 9 campers, along with 1 faculty member, for a total of 10 people per cohort. Each cohort will have their own props, craft supplies and space to use during the camp, and will maintain a distance of 10m from the other cohort.

## Distancing

In accordance to the current distancing guidelines, camps will operating under the following protocols:

- Groups (cohorts) will consist of 9 campers 1 Faculty member for a total of 10 people.
- Should there be 2 cohorts on site, there will be no contact between cohorts and neither cohort will enter the other's designated space.
- Each camper will have a designated bench and cubby area to put their belongings (water bottle(s), jackets, etc.).

- Floor space in the camp area is taped into quadrants allowing campers to be socially distanced.
- Each camper will have a designated quadrant as identified above to use as their craft area with their own craft and prop bin.
- Within each cohort, instructors will be educating and encouraging campers to maintain a distance of 2m between themselves and others whenever possible.
- Campers from the same household will be placed in adjacent quadrants and do not need to maintain a 2m distance.

## Cleaning/Disinfecting/PPE

### Engineering Controls:

A hanging Plexiglass barrier has been installed across the reception area for clients who need to communicate with desk staff.

### Administrative Controls:

Staff has been reduced to 1 on-site facility supervisor (in reception/lobby area and not in the camp/classroom area) and 1 camp leader to ensure that there is no overcrowding. Staff teaching virtual classes will enter/exit into a separate studio space through a separate entrance/exit.

Studio Owners Chantel Sampson and Jenna Brenan along with Studio Manager Farah Merhi will work as a team to ensure that all information and procedures are clearly communicated to Staff, Contracting Faculty, and Clients. Desk staff will follow screening and admittance procedures outlined above, Contracting Faculty will ensure policies are followed in the camp/classroom.

J'Adore Dance promotes and facilitates frequent and proper hand hygiene for employees, faculty members and campers. Daily faculty briefings will occur at the beginning of the camp to remind campers of the proper protocols. The better we educate, the safer everyone is.

Staff, Faculty and Campers are required to use regular hand washing as well as an alcohol-based hand sanitizer that will be provided at all entrances.

Hand washing with soap and water is required after using the washroom, and before snack time.

Proper respiratory etiquette is required (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash).

Cleaning and disinfecting of the camp space as well as all props will be done by J'Adore faculty and staff before, during and after each camps.

- An hourly cleaning schedule has been created to ensure regular cleaning of high touch areas using the "wipe-twice" method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
- Cavi-wipes will be used on all handles, doorknobs, counter surfaces, credit/debit machine, bench and cubby areas, boot racks, chairs and light switches.
- Floors will be bleached immediately following the end of any camp day.
- The break area (sink, counter, coffee machine and mini fridge) will be sanitized after use (by staff and faculty only) and also included in the daily cleaning checklist.
- Bathrooms will be sanitized after each use as well as a full clean following the conclusion of camp each day.
- Staff/Faculty will have their own bathroom which will follow the same procedure as the camper bathrooms.
- Credit/Debit machine has a protective easy wipe cover that will be cleaned after each use.
- Staff and Faculty will attend an orientation meeting prior to their first day of work where the cleaning protocols will be reviewed. Daily cleaning/ sanitization checklists must be completed by Staff and Faculty each day.

## PPE:

PPE is available for all Staff and Faculty. Masks and gloves have been purchased and are available on site.

Staff will wear PPE when greeting clients/campers at the door to confirm screening checklists, signing campers in/out at the beginning and end of camp and for all cleaning/sanitization of the studio.

J'Adore Dance faculty and staff will wear appropriate PPE masks when in close proximity to campers.

Campers may wear a mask if they choose to do so, however this will not be mandatory. The reason for masks not being mandatory for campers is that the nature of the physical exercises and activities at the camp may make it easy for masks to slip off and cause campers to be touching their faces too frequently. It is up to each parent/guardian to discuss with their child whether they will wear a mask during the camp.

Disposable one time use masks are available for \$1 each at the front desk if parents wish to purchase a one-time use mask.

All campers will have their own prop/craft bin with supplies that are only for their individual use throughout the duration of camp. Items that can be re-used at a later time such as scissors, glue sticks, instruments will be bleached at the end of the camp. Consumable items such as craft

supplies will be sent home with the camper at the conclusion of camp.

## Checking-in and Screening Protocols

Sign-in and pick-up protocols are designed to support distancing for participants and minimize any unnecessary exposure. Camps will implement the following procedures:

- Parents/Guardians should plan to drop off their camper **no earlier** than 15 minutes before the camp starts, and pick up their camper **no later** than 5 minutes after the camp ends. Please see camp intake form for late pick-up fees.
- Only one parent/guardian can accompany the camper for drop off and pick ups
  - No non-essential visitors are permitted on-site (eg. additional parents, siblings not attending the camp, etc).
- Check-ins/outs will be conducted at designated entrances (please see your camp intake form for your camper's designated entrance door).
- Contactless temperature scans will be conducted upon check-in at the designated cohort table by a J'Adore Dance staff member.
  - If your child has a temperature consistent with that of a fever (100.4°F/ 38 °C or higher), the camper will not be permitted to attend the camp for that day.
- Signs are posted on the entrance doors to the studio. Upon entry into the studio lobby, all campers/clients will be asked once again if they answer yes to any of the questions in the screening (see attached). A laminated copy of the screening is posted on the studio entrance door and individual daily copies have been provided in your Camp Intake package. Please bring your completed daily screening form to camp each day.
- Campers will be asked to sanitize their hands upon arrival using the sanitizer at each entrance.
- Name and phone number of the parent/guardian dropping off/picking up each camper will be required in order to create a contact tracing list should one need to be provided to Alberta Health Services.

## The Outdoor Space

Daily outdoor time will be part of camp weather permitting. We will use the area surrounding the studio for outdoor activities including look and find scavenger hunts throughout the Lendrum neighborhood, as well as the open fields in the Lendrum park located at 5440-113 A St.

J'Adore Dance will not be using the playground or outdoor spray parks as part of camp this year.

## Washroom Protocols

There are 2 bathrooms for campers to use and each camper will be assigned a designated bathroom for the duration of camp to limit use. Cleaning and sanitation supplies are available in both bathrooms and bathrooms will be sanitized by a staff member after each use.

- Health Services Guidelines for handwashing are posted in a child friendly manner and will be reviewed with campers.
- J'Adore Dance will provide ample soap and single-use paper towels in washrooms.
- J'Adore Dance will follow a “wipe-twice” method to clean and disinfect high-touch surfaces such as faucets, door handles, soap dispensers, and towel bars. Our protocol calls for a first wipe with cleaning agents to clean off soil and a second wipe again with a disinfectant to remove bacteria.
- Signage will be posted in bathrooms to inform users of steps to mitigate risks of COVID-19 transmission (E.g., hand hygiene, respiratory etiquette).
- Washrooms will receive a thorough surface cleaning between each camp time slot.

## Meals/Snacks

We kindly ask that campers eat before attending the camp as there will only be 1 short snack period during camp and we wish to maximize our camp time through planned activities.

Snacks must be provided by the child’s family and stored along with the child’s belongings.

No food sharing will be permitted.

Snacks must be nut free.

Campers will practice physical distancing while eating.

Please ensure your camper has a full water bottle for the camp (at least one but please bring multiple if your child is likely to need more). To minimize risk, campers will not be permitted to fill water bottles using the bathroom sinks. We will have bottles of water available for purchase if your child forgets to bring a water bottle.

## Illness Protocols

Staff members, parents, guardians and campers must not attend the program if they are sick, even if symptoms resemble a mild cold. Current Alberta public health orders also mandate that individuals remain in isolation for 10 days after symptoms resolve following a positive diagnosis of COVID-19. Symptoms include, but are not limited to the following:

- fever
- cough
- shortness of breath
- sore throat
- runny nose
- nasal congestion
- headache

- a general feeling of being unwell.

All staff and Faculty have been briefed and asked to watch for signs of illness such as cough, runny nose or difficulty breathing. In the event a camper/client presents with any of the above symptoms they will be asked to immediately put on a mask (if not already wearing one), go to the isolation area and await pick-up/transportation home.

There is an isolated office area with a separate entrance/exit door. Should a camper show signs of illness after being dropped off, they will be given a disposable mask to wear, and be asked to wait in the office area with the door closed until they can be picked up. Their parent/guardian will be contacted immediately and asked to come pick up their child. All other campers will be moved to the empty (non-camp designated) studio until the camp studio space can be sanitized. One faculty member will stay with the ill child in the isolation space using PPE, and proper social distancing until they can be picked up. J'Adore Dance owners will be notified immediately, and a record will be added to the log in the studio's COVID-19 policy and procedures manual.

Staff or Faculty that may show up ill will be sent home immediately and their shift/class/camp will be covered by another faculty member, manager or owner.

Alberta CMHO Order [05-2020](#) legally obligates individuals who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) to be in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

## Contract Tracing

Staff and Faculty schedules are saved and added to the Covid-19 binder for each week, month or semester as applicable.

Daily attendance is taken on our website for each program/camp so there are accurate records of who is in the studio on any given date/time.

The business maintains accurate and up-to-date contact information for all staff, contractors, students and volunteers (if applicable) including:

- Full Name
- Date of Birth
- Home Address
- Medical Conditions
- Parent/Guardian Name and Contact Information
- Alternate Emergency Contact
- Agreement to Business's Policies and Guidelines

For the purposes of tracing close contacts, the studio will maintain daily records in order to identify:

- who was working onsite at any given time,
- who an employee may have worked with on any given shift,



- lists of patrons by time and date of attendance at the operating premises.

Should a camper/client, staff or faculty member test positive for COVID-19, J'Adore Dance will provide records for the purpose of conducting contact-tracing during the COVID-19 pandemic to manage the public health emergency under the Public Health Act. Due to the nature of registered and scheduled clientele and staff, records can be easily provided.

Order [05-2020](#) legally requires individuals to be in isolation for a minimum of 14 days if they have tested positive for COVID-19.

- For clarity, the isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- If an employee or volunteer is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, Alberta Health Services (AHS) may be in contact with the business to provide the necessary public health guidance. Records may be sought up to two-weeks prior to the individual becoming ill.

### Campers unable to continue participation due to isolation protocols:

Our programming is designed to be offered in a hybrid format - in person or online. Campers/Clients that need to self-isolate may continue to participate at home using ZOOM. All staff and faculty have designated back-ups that they can call upon in the event that they are unable to come in for work. Clients sign a terms and conditions document at the time of registrations acknowledging that they are prepared to continue instruction from home in the event they are ill or self-isolating.

### Non-Compliance Protocols:

A member of the management team will always be onsite to deal with clients/faculty not adhering to the outlined policies and procedures. Clients who show signs of symptoms will be asked to leave immediately. Credits/Online programming will be offered for clients who have to miss programming in order to stay home and self-isolate. If a client was not willing to comply and refused to leave the premises the management would contact authorities immediately and ask for assistance in removing the client from the premise.