



## 2020 J'Adore Dance 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 and faculty in mind. These decisions are based on guidelines from AHS, the City of Edmonton, and in consultation with International Association for Dance Medicine & Science (IADMS), Dance/USA, Performing Arts Medicine Association (PAMA), The Alberta Ballet, Doctors for Dancers, and local healthcare professionals.

Alberta Health officials have listed dance studios in Phase 2 and provided guidance for Sports, Physical Activity and Recreation 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 delivering the same quality programming we always have.

We are implemented enhanced measures to ensure that classes are a safe and fun environment for everyone. We are following all government guidelines and restrictions and will update our standards as these change. Staff, Faculty and clients 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 there will be no sharing/lending of props. Families will be invited to bring their own prop bags from home. Prop bags will be available for purchase and will have all the materials needed for our programming. Our facility will also be cleaned thoroughly during the day, paying extra attention to high touch surfaces. Face Coverings will be worn by all faculty and participants upon entry and exit, and throughout the duration of class.

As a team we have been working diligently over the past few months to adapt our programming and operational plans to meet and **exceed** the health and safety guidelines. We will continue to be diligent and ensure that we are making decisions with the most up-to-date research and evidence available.

We thank you for your support and understanding.

J'Adore Dance Team

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## Government Guidelines

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

To see Government Guidelines for COVID-19 guidance, please visit:

<https://www.alberta.ca/biz-connect.aspx>

To see Government Guidelines for COVID-19 Guidance for Sports, Physical Activity and Recreation please visit: <https://www.alberta.ca/assets/documents/covid-19-relaunch-sports-physical-activity-and-recreation.pdf>

To see City of Edmonton bylaw 19408 in regards to face coverings, visit:

[https://www.edmonton.ca/programs\\_services/emergency\\_preparedness/masks.aspx](https://www.edmonton.ca/programs_services/emergency_preparedness/masks.aspx)

As per section 5e of City of Edmonton bylaw 19408, we acknowledge that it is **not mandatory** to wear a face covering during physical activity. However, after countless hours of consultation with Dance Medicine Associations and healthcare professionals, we have made the decision that, in order to keep all faculty and clients safe, we will require face coverings to be worn at all times (*\*Note: Children under the age of 2 are not required to wear a face covering*). Mask protocol will be reviewed in class to address taking water breaks and self-monitoring. Mandatory face covering was implemented during summer session classes and camps and was a great success. If you are not comfortable with wearing a face covering during class, we encourage you to utilize the online options for all our hybrid programming.

## Location

Programming will take place at our studio 5708-111 St. Participant Drop off/sign-in will take place using the main front entrance. Pick up from programs in the purple studio will be at the back of the building using the rear door. Pick up from programs in the blue studio will be through the north door next to Subway.

## Program Times

Registered Programs take place once per week and follow a sessional for full year schedule. Please refer to your program receipt for the day and time of your program.

## Group Sizes

In order to comply with the current programming guidelines, program attendance will be limited by the age and social distancing allowances. For the purposes of documentation each registered program will be considered a cohort for the duration of their program length (9 -13 or 30 week session).

## Distancing

- Should there be 2 programs on site, there will be no contact between programs and neither cohort will enter the other's designated space.
- In accordance to the current distancing guidelines, cohorts will operate under the following protocols: Each participant will have a designated bench/cubby/hook area to put their belongings (water bottle(s), jackets, etc.).
- Floor space in the program area is marked into quadrants allowing participants to be socially distanced.
- Each participant will have a designated spot as identified above to place their own props as required during a class.
- Within each cohort, instructors will be educating and encouraging participants to maintain a distance of 2m between themselves and others whenever possible (3m for high intensity activities).
- Participants from the same household will be placed in adjacent quadrants and do not need to maintain a 2m distance.
- The mandatory use of face coverings allows for more movement throughout the dance space giving more options for skill development and choreography. There will be no physical contact.

# Cleaning/Disinfecting/PPE

## Engineering Controls:

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

## Administrative Controls:

Staff has been reduced to 1 on-site facility supervisor in each entrance area (in reception/lobby area and not in the classroom area) and 1 instructor per program to ensure that there is no overcrowding.

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 classroom.

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

Staff, Faculty and Participants 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.

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 studio space will be done by J'Adore faculty and staff before, during and after each program.

- 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.
- CaviWipes DIN 02379759 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 each program until restrictions are lifted.

- 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 class. Participants are encouraged to use the bathroom before coming to the studio.
- Staff/Faculty will have their own bathroom which will follow the same procedure as the participant 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, face shields, and gloves have been purchased and are available on site.

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

J'Adore Dance faculty and staff will wear appropriate PPE when in close proximity to participants and during all classes and instruction.

Participants are required to wear a face covering upon entry/exit and throughout the duration of class. Disposable one time use masks are available for \$1 each at the front desk if parents wish to purchase a one-time use mask. Face Shields are available for purchase for \$5.

There will be no sharing of props. All participants will be required to bring their own prop bag to class. Prop bags will be available for all children's programs and can be purchased through the front desk

## Check-in and Screening Protocols

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

- Parents/Guardians should plan to drop off their child **no earlier** than 5 minutes before the program starts, and pick up their child at the dismissal time from the designated exit. Adults clients are asked to arrive no earlier than 5 minutes before class and not to gather in the common area after class.
- Only one parent/guardian can accompany the participant for drop off and pickups
  - No non-essential visitors are permitted on-site (eg. additional parents, siblings not attending the program, etc).
- Check-ins/outs will be conducted at designated entrances (Please refer to your BAND for your designated entrance/exit).
- Contactless temperature scans will be conducted upon check-in by a J'Adore Dance staff member.
  - If a participant has a temperature consistent with that of a fever (100.4°F/ 38 °C or higher), the participant will not be permitted to attend class that day.
- Screening questions are posted on the entrance doors to the studio. Upon entry, all clients will be asked once again if they answer yes to any of the questions in the screening (see below). By sending your child to class, you are acknowledging that you are answering NO to all of the screening questions.
- Participants will be asked to sanitize their hands upon arrival using the sanitizer at each entrance.
- Names and phone numbers of all parents/guardians responsible for drop off/pick up each participant will be required on your account in order to create a contact tracing list should one need to be provided to Alberta Health Services.

## Washroom Protocols

There is 1 bathroom for participants to use in each designated program space. Cleaning and sanitization supplies are available in both bathrooms and bathrooms will be sanitized by a staff member after each class. Youth/adult participants will have access to CaviWipes to sanitize before/after their own use if they prefer. Staff and Faculty have their own designated bathroom.

- Health Services Guidelines for handwashing are posted in a child friendly manner and will be reviewed with participants.
- 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 program time slot.

## Meals/Snacks

We kindly ask that no food be brought into the studio by participants.

Participants are encouraged to bring a full water bottle for their program. To minimize risk, participants will not be permitted to fill water bottles using the bathroom sinks. We will have bottles of water available for purchase if participants forget to bring a water bottle.

## Illness Protocols

Staff and Faculty members, parents, guardians and participants 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 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 area with a separate entrance/exit door. Should a participant show signs of illness after being dropped off, they will be given a disposable mask to wear, and be asked to wait in this 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. 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 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 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.

**Clients unable to continue participation due to isolation protocols:**

Our programming is designed to be offered in a hybrid format - in person or online. 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.

## Covid-19 Symptoms Checklist for Staff / Faculty / Participants:

Do you/your child have any new onset (or worsening) of any of the following symptoms:	CIRCLE ONE	
	YES	NO
• Fever	YES	NO
• Cough	YES	NO
• Shortness of Breath / Difficulty Breathing	YES	NO
• Sore throat	YES	NO
• Chills	YES	NO
• Painful swallowing	YES	NO
• Runny Nose / Nasal Congestion	YES	NO
• Feeling unwell / Fatigued	YES	NO
• Nausea / Vomiting / Diarrhea	YES	NO
• Unexplained loss of appetite	YES	NO
• Loss of sense of taste or smell	YES	NO
• Muscle/ Joint aches	YES	NO
• Headache	YES	NO
• Conjunctivitis (commonly known as pink eye)	YES	NO
Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
Have you/your child had close <u>unprotected*</u> contact (face-to-face contact (within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?)	YES	NO
Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?)	YES	NO
Have you/your child or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

\* "unprotected" means close contact without appropriate personal protective equipment (PPE)

\*\* "ill" means someone with COVID-19 symptoms on the list above

*If an individual answer 'YES' to any of the questions above, they are not to be permitted to participate in training for a minimum of 14 days UNLESS a negative Covid-19 test result is received after answering 'Yes' to the above.*

*\*Essential workers who travelled outside of Canada for work-related purposes are exempt to travel restrictions and may be permitted to participate.*