

\*UPDATED, as of November 15, 2020, to fall in line with the expectations and guidelines of RSF\*

## **FRESH GROOVE PRODUCTIONS COVID-19 HEALTH AND SAFETY PLAN**

In order to comply with physical distancing requirements and safety guidelines as outlined by the Provincial Health Officer and WorkSafeBC, Fresh Groove Productions will follow the plan below. Further, we ask our staff, students and parents to review this in detail before returning to our studio.

### **NEW ENTRANCE**

At the RSF studio, we will no longer enter or exit using the same doors as RSF Gym members. In addition, RSF members are lining up in front of our windows during peak times. Even if there isn't anyone in line to enter the gym, parents and students can no longer watch from this area, and students can no longer wait here for pick up. We have our own separate gated entrance on the right side of our studio. When you arrive for your class, please wait in the car or outside the designated area along the SIDE windows/sidewalk. Please maintain a distance of 2 metres apart until it is time for you to enter the studio. Keep in mind this is a shared space between our neighbours.

At the EVA studio, you will maintain a safe distance of 2 metres in line while you wait to get your temperature checked, provide sanitizer, and ensure that they enter with a mask on. Please line up facing east (towards IKEA). We will now have 2 separate staircases for entry and exit to eliminate as much contact. Signs will be posted for direction and we will instruct students and staff to ensure that entrances are used accordingly. At the beginning and end, one staff member will be downstairs to ensure that everyone is entering and exiting safely and will wait for those who are getting picked up.

### **SAFE PHYSICAL DISTANCING**

We are limiting the number of people in the studios at any given time. At RSF Studio, there will be no more than 15 people inside the premises with a maximum of 12 students. At EVA Studio, the maximum number of people will be 20 with a limit of 18 students. Each class will end 10 minutes early to provide time for cleaning and sanitization in between as well as time for everyone to enter and exit the studios safely.

Before you enter either studio, please wash or sanitize your hands. At both studios, the dance floors are clearly marked into safe distance zones which are 3 metres apart. Only one person is permitted per section/cube so we will assign you to a cube as you enter the studio. Please stay in your marked area for the entire duration of the class except for washroom breaks. Place your water bottle on the upper right corner of your cube (leave personal belongings in the car or at home). Please ensure your children dress appropriately for an active class. Each student needs to bring a filled closed-water

bottle (ex. No McDonald cups) and no food is allowed in the studio. Masks may be removed for water breaks but everyone must be properly socially distant and be apart by at least 2 metres.

After your class has finished, collect your water bottle, sanitize your hands and exit the studio through the same doors you entered at RSF. At EVA Studio, please exit the studio by using the door to the left of the mirrors (unit #260). We ask students to leave promptly while keeping 2 metres apart from the person in front and behind them. PARENTS, please pick up your children on time as they cannot wait inside or hang out outside in our designated area for too long.

## **WASHROOMS**

At the RSF Studio, the washroom is currently not being used by RSF Gym members with the exception of a couple RSF employees that may use it to change clothing.

Students can use the RSF washroom or EVA washrooms one at a time during class. There should be no line ups to use the washrooms. Remember to always wash your hands afterwards. The coach or assistant coach will sanitize the washroom with disinfectant wipes and sprays in between classes.

## **THERMOMETER CHECKS & MASKS**

Before entering the studios, we will be doing thermometer checks for better clearance of those coming into the studios. Any person with a temperature reading above 37 [C] will not be permitted into the studios. The most recent recommendation from Canada's Public Health Officer, Dr. Teresa Tam, is that wearing a non-medical mask or face covering is recommended as an added layer of protection, especially when physical distancing is difficult to maintain. It is mandatory to wear a mask when coming into the studio, during class and when exiting class. Please do take it off if you experience dizziness or shortness of breath while wearing it but be sure to maintain at least 2 metres away from others. We will provide non-surgical masks for those who may have forgotten to bring one.

## **SHOES AND BELONGINGS**

When coming to the studios, please bring a clean pair of indoor shoes to change into. You will be required to change at the door before stepping into the studios. This will help keep the floors clean especially with winter weather conditions. If you do not bring an extra pair, you may be asked to stay in your socks and that may lead to an injury that we would like to avoid.

At RSF, we will be putting the shelves outside so that the outdoor shoes remain there as well as a jacket rack. The only things being brought into the studios are minimal personal belongings aka your water bottles and small bags. At EVA, they have already installed a rack to hang jackets. Please bring a separate bag to put your outdoor shoes in to keep things organized within the studio.

We want to avoid any lost & found items piling up at the studio so we will send weekly notices of items left behind and if not claimed, they will be thrown out or donated.

## **CLEANING AND DISINFECTING PROTOCOLS**

We will dispose of used materials in a waste bin which will be emptied daily. On any day, the first person in the studio will wipe all music equipment, door handles, washroom fixtures, light switches, window handles, counters, desks and spray bottles with disinfectant wipes and sprays.

A cleaning log is being kept for each studio for use when there is a change in classes. Floors and all high-touch point areas will be cleaned, disinfected and ventilated between classes. At the end of the day, all surfaces will be sanitized again in addition to the disinfecting that happens throughout the day.

Professional cleaners will come in every night to do a more deep clean of the studio to ensure that it is ready to be used for the next session.

### **FEELING UNWELL? ATTENDANCE AND ILLNESS**

All staff, teachers, assistants and students must perform a health screening prior to arrival. If you are experiencing symptoms such as fever, chills, cough, sore throat, stuffy or runny nose, etc., or if you are in proximity with someone who is ill, please stay home and do not attend studio class.

Please attend our Zoom classes as an alternative. Even if the symptoms are mild, please do stay at home. Once you are at the studio, we will send you home if y

A teacher, staff or student cannot enter either studio if they or someone from their household has travelled outside of Canada in the past 14 days. Please stay home, self-isolate for at least 14 days before returning to attending in person.

A teacher, staff or student cannot enter either studio if they have been advised by health officials to quarantine or self-isolate. If a teacher, staff or student has undergone a COVID-19 test, they cannot return to either studio until they have received a negative test result and they are at least 24 hours symptom free from any illness.

During class, teachers and staff will visually monitor students and other staff to help assess any early warning signs of illness.

If an assistant teacher or a student starts to feel ill or has a sudden onset of any COVID-19 symptom during class, they are to immediately report it to a staff or teacher and are to be picked up immediately.

If a teacher starts to feel ill or has a sudden onset of any COVID-19 symptoms during class, they are to immediately remove themselves from any contact with others, notify a FG staff and go home when possible.

### **FG STAFF, TEACHERS AND ASSISTANTS**

We are requiring all FG staff, teachers and assistants to commit to the following health and safety practices:

- Daily health checks (see Appendix A for staff-specific check)
- Wash and sanitize hands before and after every class
- Clean and disinfect personal items such as laptops, iPads, cell phones, etc.
- Ensure all high-contact areas are cleaned before and after each class, i.e. door knobs
- Clean and disinfect their chair and station before and after every class
- Staff, teachers and assistants will stay home if they are sick and/or not feeling well.

We will continue to monitor the situation and follow provincial health guidelines and keep FG teachers, staff, students and parents updated with any changes to these policies.

## Appendix A

### Daily Health Check Questions for Fresh Groove Staff, Teachers & Assistants

1. Are you experiencing any of the following new or worsening symptoms?

- |                        |                                   |                                |
|------------------------|-----------------------------------|--------------------------------|
| - fever or chills      | - cough                           | - nausea and/or vomiting       |
| - sore throat          | - diarrhea                        | - extreme fatigue or tiredness |
| - difficulty breathing | - headache                        | - loss of appetite             |
| - body aches           | - loss of sense of smell or taste |                                |

2. Have you travelled outside of Canada, including the United States, within the last 14 days? Yes or no?

3. Have you been identified as a close contact by Public Health? Yes or no?

4. Have you been told to self-isolate by Public Health? Yes or no?

If you answer YES to any question (including having just one symptom in question 1) or refuse to answer, you have not passed the health check and you cannot enter either studio locations. You must return home and seek medical advice or use the COVID-19 BC Support App and Symptom Self-Assessment Tool. You need to discuss with Fresh Groove management about work from home or leave options and next steps.

If you have answered “YES” to questions 2 or 3, you should leave the workplace and use the COVID-19 Self-Assessment Tool to determine testing for COVID-19 or seek medical advice from your health practitioner.

If you answered “YES” to question 4 you must return home immediately and continue to self-isolate.