

B A L L E T
B A L L E
B A L L
B A L
B A
B C

Ballet BC
601 Smithe Street
Vancouver, BC V6B 5G1
Canada

Tel 1 604 732 5003
Fax 1 604 732 4417

inquiries@balletbc.com
balletbc.com

BBC Safety Protocols for the Dance Centre – October 2020

Ballet B.C. recognizes the importance to help prevent the spread of COVID-19 in the workplace and community. Health and safety are of utmost priority. Any staff member who is unwell must stay home until they have been cleared to return by contacting 8-1-1.

These protocols will be updated in accordance with advice from the BC CDC (www.bccdc.ca), Worksafe BC (www.worksafebc.com), BC Government, Vancouver Coastal Health (<http://www.vch.ca/covid-19>) and all other provincial and federal guidelines as applicable. Guidance will also be taken from [Actsafte](#).

All Dance centre safety protocols will be adhered to in addition to BBC protocols. These can be found at: <https://thedancecentre.ca/covid-19-updates/>

Worksafe BC regulations can be found at: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/performing-arts>

For any questions or concerns about this protocol, please contact Kate McMillan, Company Manager, who will be monitoring and enforcing Ballet BC's Covid policies at the Dance Centre.

Training and information about Covid safety protocols will be provided to staff on their first day of employment.

If any staff member or guests have any Covid-19, cold or flu symptoms, including but not limited to; runny nose, sneezing, sore throat, mild cough, shortness of breath, increase in temperature, they must stay home and contact Kate McMillan, Company Manager (companymanager@balletbc.com).

Employees who have traveled from abroad must first be quarantined for 14 days before they can come to work.

All dancers must sign the BBC Waiver in advance of using a BBC studio or entering the building as a guest. This only needs to be filled out once and must be done through Rebecca Karpus, Artistic Administrator (artisticadmin@balletbc.com).

All guests must sign the Dance Centre Waiver at the front desk upon arrival. This must be done every time they enter the building.

All guests must sign the BBC Sign-in sheet at the front desk upon arrival and departure.

All signage must be followed as directed at all times.

Daily Assessment:

All BBC employees will be required to assess themselves daily for the presence of symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease prior to leaving for work. Employees must stay at home until they have been assessed by a health care worker to exclude COVID-19 or any other infectious diseases and their symptoms have been resolved.

If they are unwell and are having COVID-19 symptoms they must call the Company Manager as soon as possible by phone.

General Prevention:

- Always be aware of physical distancing of 6 feet or 2 metres from other people.
- Refrain from touching face and eyes. Also refrain from touching mask.
- Wash hands frequently with soap, minimum 30 seconds. Hand washing is available in the washrooms on levels 3, 4 and 7 for Ballet BC staff members.
- Use hand sanitizer when soap is unavailable
- Cough and sneeze into your elbow

Masks must be worn at all times at the Dance Centre including in the studios, unless dancing alone or with others from the dancer's immediate household/bubble. If someone outside their household/bubble joins them in the studio (including artistic director/rehearsal director), masks must be worn by everyone in the studio.

Dancers must provide their own masks for class & rehearsal and are requested to bring several replacement masks for daily use in case of perspiration or breakage.

BBC will provide each employee with one BBC branded mask.

Changerooms:

Dancers are encouraged to arrive in their dancewear, in order to limit access to the change rooms.

Only three dancers are allowed at one time inside the BBC-specific changerrooms.

Dancers must ensure physical distancing while waiting for the changerooms.

Protocols for Daily Company Class:

A touchless thermometer will take the temperature of all dancers and guests every day prior to taking class. If a temperature is above 38 degrees Celsius, the person will be asked to wait outside, and be tested again in 15 minutes. If they remain too high, they will be asked to leave and self-monitor, and remain in contact about their condition.

If someone displays symptoms during class they will be asked to wash hands, put on a mask, clean the area and surfaces they were in contact with and to go home and use the thrive.health tool or call 8-1-1 before returning to the building.

Staff must not congregate around the studio doors, especially when looking at the daily schedule. The schedule will be posted on both Kraul and Jandali studio doors, and is also available via google calendar.

Dancers must bring their own towels to the Dance Centre for use during classes and rehearsals.

Teachers must keep their distance from dancers and avoid from offering physical adjustments.

Hand sanitizing stations are available outside of both BBC studios.

Shoes are not permitted inside the studios. Shoe bags are recommended to be left outside studio doors on the mats provided. Shoes must be left tidy and organized.

Class will be divided into two studios to ensure smaller class sizes. The teacher will offer class in the Kraul Studio and it will be live streamed into the Jandali studio.

Dance Centre Studio Capacity:

Kraul Studio- Capacity: 15 (20 if stationary)

Jandali Studio- Capacity: 12 (18 if stationary)

Barre

Dancers must be spaced at least 6 feet apart on the barres. Tape markings on the barres will indicate this.

Only 2 dancers to each centre barre. It is advisable to face the same direction during the exercise.

Barres must be cleaned at the end of each class using the disinfectant wipes provided.

Centre work

Dancers must be spaced at least 6 feet apart in small groups.

When traveling across the floor, dancers must leave breaks between groups to allow for air (slipstream) to clear.

Teachers should encourage and remind dancers to social distance during class.

Physical Contact during Rehearsal:

Dancers may be closer than 6 feet apart as long as they are wearing a mask. Close contact and touching should be limited where possible to people from the same household. This will be monitored by the Rehearsal Director.

Ballet BC Artistic staff will ensure to minimize the duration of rehearsal spent in close contact.

Studio capacities must be acknowledged at all times.

Floor and surfaces must be disinfected 1-2 times a day, depending on the groupings of dancers in the studio space. A floor cleaning must take place prior to any new dancers entering the studio.

Studio Cleaning Instructions:

Cleaning coordination and management is overseen by Artistic Management. BBC employees will be required to share cleaning responsibilities throughout the day. These cleaning sessions will be worked into the daily rehearsal schedule.

General cleaning and disinfecting of studios will occur at least 1-2 times per day; at the end of class, and at the end of the lunch break, by the dancers who are in the room at the end of the session. This cleaning will include the floor, the barres, window and blind handles, as well as frequently touched surfaces such as light switches, electronic system and door handles. In addition, the floor will be cleaned prior to any new dancer entering the studio.

The Dance Centre will also clean the studios after BBC's daily bookings, and at the end of daily studio rental.

Every time a new dancer or group of dancers enter the studio (different from who was previously in the space), the floors must be cleaned by the dancers previously in the studio.

Floors must be cleaned between Contemporary class and rehearsals due to contact with the floor.

The floor needs to be cleaned, with isopropyl alcohol and dried. And any surface that is touched during your time in the studio needs to be wiped down with a disinfectant wipe.

There is a cleaning kit for the studios, stored in the closet in the Kraul studio (key is kept in the fire extinguisher nook).

The spray bottles have already been filled with 70% isopropyl alcohol. This needs to be sprayed on the floor using the misting setting.

Then, it needs to be wiped off the floor using the Rubbermaid Hygiene disposable floor towels. The disposable floor towels can be put into the garbage when you're finished with the floor.

Do not let the isopropyl alcohol dry onto the dance floor.

Any other touched spaces or objects in the studio need to be wiped down using the Lysol disinfectant wipes.

There are rubber gloves at your disposal for managing this cleaning if you so choose to use them.

How to replace supplies:

If the supplies are running low please inform Rebecca Karpus, Artistic Administrator, who can have them replaced. This takes about two days. Please do not wait until they are completely finished to let management know about replacing them.

Once you have cleaned the floors and surfaces, please fill out the cleaning log located on the Kraul door bulletin board. A pen should be in the yellow folder for your convenience.

6th Floor Wardrobe department

All staff or guests must wear a mask at all times when visiting the Wardrobe department.

Dancers and guests should not enter the Wardrobe department without prior notification.

Wardrobe fittings must remain masked by all parties at all times, and hand washing must be undertaken prior to all appointments, as well as following.

Hand sanitiser will also be provided in the Wardrobe department for regular use.

Wardrobe staff will be provided with face shields for close interactions with dancers.

Dancers will be asked to change in their change rooms on level 3 or 4 and return to the Wardrobe department in their costumes for the fittings to take place, in order to reduce the amount of time spent in the room.

Laundry will happen offsite for the time being.

7th Floor BBC Office

All Employees must socially distance.

Each employee has been assigned to their own personal office space of at least 40 square feet. Masks will be worn when employees are unable to social distance, and are in the communal space.

If dancers need to speak with Admin/Artistic staff, they must make an appointment in advance via phone, email or text. Dancers and guests should not enter the BBC office without notification.

Common areas:

Staff will ensure to conform to the Dance Centre guidelines in all common areas, including limiting the elevator to a maximum of two people at one time; using the elevator to go up, and the stairs to come down; maintaining social distance in the lobby, stairwells and on the shoe mats.

Staff will not congregate in common areas, and will instead go straight from their change rooms to the studio.

Lounge Access

The Dance Centre lounge is currently closed.

Dancers and staff are not permitted to sit, eat or linger in the lounge. They may only use the tap to get water for personal drink bottles.

The lounge can only be used for getting water and/or for clients awaiting physio and massage appointments. Two people are allowed to be in the lounge space at one time for these purposes only.

Ice will be available in the freezer on the 7th floor. At this time there will be no microwave access in the Dance Centre.

Lunch and breaks

Dancers and company staff are permitted to eat lunch in the Kraul and Jandali studios if they eat upon a yoga mat or blanket. Employees must supply their own yoga mats/blankets for this.

All dancers will be expected to participate in cleaning the Kraul and Jandali studios prior to rehearsal starting again.

Ice is available for BBC staff only in a freezer with a combination lock on the 7th floor. This is also where dancers are able to store their food.

To enable social distancing, the dancers will take the lift up from level 5 with a maximum of two at a time, and to take the stairs down after retrieving their lunch. They will have to line up against the wall in order to get access to the fridge, with only one in the actual kitchen area at any one time. This will allow others to pass on the other side of the corridor to go back down.

There will be a maximum of two in the hallway at one time, those that have just come out of the lift. The next group of two cannot go up until the previous ones have come back to level 5 on the stairs.

Management of Staff with Possible COVID-19 Symptoms

To prevent transmission, if an employee who is self-monitoring begins to experience symptoms of COVID-19 while at the Dance Centre, it is required that:

- The employee will be asked to leave the workspace promptly and go to seek testing immediately.
- The Dance Centre will be notified, and environmental cleaning of the Studio spaces and all other areas of contact will be undertaken.
- If an employee has been tested and proven to have exposure, we will follow WorkSafe BC current Regulations for exposure management.
- B.C. Public Health Association will be contacted for further recommendations.

If anyone in a staff member's bubble or household is unwell with COVID-19 symptoms, they must isolate and self monitor until they are tested and cleared.

If someone in a staff member's bubble has had contact with someone with COVID-19, then they need to self monitor for symptoms, but are allowed to attend work if they are comfortable doing so.

If a staff member is self monitoring, they may still attend work, however their mask may not be taken off under any circumstance.

First Aid

The First Aid officer for Ballet BC is Kate McMillan, who is based in the 7th floor office. For any first aid requirements, please contact Kate via her cell phone, and she will come to the incident directly. Kate is up to date on Covid First Aid protocols.

Mutual responsibility

Ballet BC can ensure a hygienic environment and measures to minimize risks. All staff and guests are expected to follow protocols as per the Health Officers guidelines and must also observe the applicable government measures outside the building. Please limit social contacts, wear masks, keep distant and wash your hands regularly.

If you have any questions about the protocol or object to returning to work, contact Company Management.