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BBC Safety Protocols for the Dance Centre – November 2020

Phase 3 update

Ballet B.C. (BBC) 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 safety protocols have been created in consultation with Dr Jim Bovard, who can be contacted at (604) 786-5463, or drbovard@gmail.com with any medical queries. Dr Jim Bovard is the medical resource to aid Ballet BC in COVID policies and procedures, and guide management of COVID related events. He will be in close communication with infectious disease experts and public health as needed to guide Ballet BC.

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

While in common spaces at the Dance Centre, all staff must adhere to Dance Centre safety protocols 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-19 policies at the Dance Centre. The Company Manager reports to the Artistic Director and Executive Director, and Dr Bovard as needed.

Training and information about COVID-19 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 quarantine for 14 days before starting work at the Dance Centre.

All dancers must sign the BBC Waiver in advance of using a BBC studio or entering the building as a guest. This 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 signage must be followed as directed at all times.

Daily Assessment:

All Ballet BC staff, dancers, contractors and guests will be allocated into one of three tiers

Tier 1

All Dancers, Emerging Artists and Artists in Residence.

Tier 1 is made up of all dance artists and will be forming one working bubble. The behaviour and exposure risk of one person effectively exposes all those in the bubble to the same risks. If a Tier 1 person becomes infected with COVID-19 and attends phase 3 activities within their infectious period (48 hours prior to the onset of symptoms until they start isolating) they are considered infectious and Public Health contact tracing will determine who is considered a high risk close contact. The Rehearsal Director will limit the time and number of dancers in close contact with each other as much as possible while achieving the artistic needs of the dance piece in order to reduce the risk of transmission.

Tier 1 will wear masks and maintain a 2 metre distance at all times except while they are in the rehearsal space while rehearsals are in session.

Tier 2 members may need to have physical contact with Tier 1 for training/artistic purposes. During contact, Tier 2 members will wear a medical mask (preferred that Tier 1 also wears a medical mask if practical). Hand sanitizer and gloves will be available in the rehearsal studio. Tier 2 members will sanitize hands before and after contact with any Tier 1 member and may choose to wear gloves during the contact. Gloves would have to be changed between contact with another Tier 1 member.

Tier 2

All staff who work closely with Tier 1 (Dancers) – Artistic Director, Rehearsal Director, Company Manager, Artistic Administrator, Head of Wardrobe, Teachers, Stagers, Choreographers, Photographers.

Tier 2 members must maintain two metres of distance from each other and the Tier 1 members at all times, wearing masks indoors at all times unless working alone in a separate office or a minimum of two metres away from other staff. Exceptions are only made when Tier 2 member needs to be in physical contact with a Tier 1 member for training or artistic purposes.

Tier 3

Administrative staff, Board Members, Dance Centre Staff, any others that need to enter Ballet BC premises.

Tier 3 members will maintain physical distancing and masking indoors at all times unless working alone in a separate office or a minimum of two metres away from other staff.

Daily procedures

Prior to arrival:

All Tier 1,2 and 3 staff - Complete COVID-19 questionnaire on mobile device

Arrival at workplace:

Tier 1 – temperature check, documented by Company Manager

If temperature is abnormal (above 37.5), immediately leave the facility, and Dr. Bovard is contacted for further instruction.

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. This will be done via Ballet BC's online form, accessible on employees' personal devices.

If they choose "yes" to any of the options on the webform, 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 any Tier 1, 2 or 3 staff are unwell or are having COVID-19 symptoms, they must call the Company Manager as soon as possible by phone and await instructions

The webform can be found at <https://forms.gle/ZiT1GkX6fBM3NNoi8>

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 masks.
- 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 in common areas

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.

Change rooms

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 changerooms.

Dancers must ensure physical distancing while waiting for the changerooms.

Protocols for Daily Company Class:

As part of phase 3 protocols, Tier 1 members (dancers), are permitted to train and rehearse in the studios without wearing masks and without physically distancing. Tier 2 members (Artistic staff) must still wear masks at all times, and Tier 1 members must wear masks when interacting within 2 metres of Tier 2 members. It is preferred that a mask is worn by a Tier 1 member during direct contact with a Tier 2 member for training or artistic purposes.

A touchless thermometer will take the temperature of all dancers and guests every day prior to taking class. If a temperature is abnormal (above 37.5 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. Dr Bovard will be contacted for advice on further steps.

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 fall under Tier 2, and must keep 2 metres from dancers and avoid from offering physical adjustments. If physical adjustments are required, teachers must follow hand hygiene, including either washing or sanitising hands before and after, or wearing gloves.

Hand sanitizing stations are available outside as well as inside of both BBC studios.

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

Dance Centre Studio Capacity:

Kraul Studio- Maximum Capacity: 22

Jandali Studio- Maximum Capacity: 22

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 physically distance during class.

Physical Contact during Rehearsal:

Dancers may touch and be closer than 6 feet apart while dancing but not at other times during rehearsal. Close contact and touching should still be limited where possible. This will be monitored by the Rehearsal Director.

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

If physical adjustments are required, teachers must follow hand hygiene, including washing or sanitising hands before and after contact and may choose to wear gloves during the contact.

Studio capacities must be acknowledged and adhered to 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 limit bringing any belongings to fittings, and their belongings will be placed in a sanitised container upon arrival in the wardrobe department.

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. Tier 1, 2 and 3 members must wear a mask at all times when Tier 1 dancers are visiting the 7th floor office.

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.

Lunch and breaks

Eating areas have become a very high risk area. Therefore all staff must remain with 2 metres of separation while eating. Tier 1 staff are permitted to eat lunch in the Kraul and Jandali studios if they eat upon a yoga mat or blanket. Dancers must supply their own yoga mats/blankets for this. Tier 2 and 3 staff are not permitted to eat at the same time and in the same space as Tier 1 staff.

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 the freezer on the 7th floor. This is also where dancers are able to store their food.

Fridge and microwave access is available in the 7th floor kitchenette. To enable social distancing, the dancers must 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 must 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 allows 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 via 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.
- Dr Jim Bovard and Vancouver Coastal Health 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-19 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.

All Tier 1 and 2 members are prohibited from taking part in high risk behaviours

High Risk Behaviours

Engaging in activities in which people are in close proximity to one another (e.g., restaurants, bars, clubs, house parties), particularly in enclosed or confined areas which are considered to be high-risk and include, without limitation:

- Not wearing a face mask at all times (except during training).
- Eating meals indoors near others (less than 6 feet (2 meters)).
- Attending a night club.
- Attending a bar.
- Attending or hosting an indoor house party.
- Attending or hosting an outdoor party or social gathering where physical distancing cannot be or is not observed and/or where face masks are not worn by all attendees.
- Attending a music concert or other entertainment event, whether indoors or outdoors.
- Attending an event or activity that is prohibited by state, provincial, or local regulation, executive order or law implemented due to COVID-19.
- Attending any event where physical distancing is not observed between different groups and/or face masks are not worn by all patrons.

Do not let down your guard, as it takes only a single mistake to affect an entire Company. It is our shared interest to act responsibly.

These High Risk behaviours are all currently prohibited by Public Health Order for all of British Columbia.

Transportation

The preferred form of transportation to and from work is by personal transport via walking, biking, driving a personal vehicle alone. Those staff who live in the same household may car pool together. Less preferred is the use of public transportation (bussing) but if needed then following all the current Public Health safety guidelines such as physical distancing and masking in mandatory. Car pooling between

separate households is a higher risk activity but if it is the only choice then all occupants should hand hygiene before entering the car and masks are mandatory at all times. Windows should be opened as much as possible. Front driver and rear right passenger seating is preferred.