

# SKAM's Safe School Coronavirus (COVID-19) Policy



**SKAM School of Performing Arts**

05.11.2020  
Summer 2020

## INTRODUCTION

SKAM School of Performing Arts has a desire to continue providing theatre camps and classes for children and adults. In acknowledgement of the COVID-19 pandemic and the documents from the province of BC, we've created this set of policies to guide employees, students and parents. We made this policy because we care about the people we serve.

This coronavirus (COVID-19) policy is susceptible to changes with the introduction of additional governmental guidelines.

## POLICY ELEMENTS

### RESTRICTED ACCESS TO THE SCHOOL

1. All Theatre SKAM staff and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 **must stay home** and self-isolate in accordance with guidance from the [BC Centre for Disease Control](#). This also applies if any family or close contact of the individual fit this criteria. Symptoms include any symptoms of a cold, flu, or COVID-19 including a cough, sneezing, runny nose, sore throat, or fatigue. Parents and caregivers have the responsibility to assess their children daily before sending them to classes/camps.
2. Staff and students at higher risk, including those with compromised immune systems or underlying chronic medical conditions, are strongly advised to not take part in classes/camps.
3. There will be a daily screening of staff and participants for symptoms.
4. If a student develops symptoms while at school, staff on duty will:
  - Separate the symptomatic student from others in a supervised area.
  - Contact the student's parent or caregiver to pick them up immediately.
  - Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask or use a tissue to cover their nose and mouth.
  - Provide the student with tissues to cover their coughs or sneezes. Used tissues must be thrown away as soon as possible and staff must wash hands thoroughly.

- Avoid touching the student's body fluids (e.g., mucous, saliva) and practice diligent hand hygiene.
- Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

## HYGIENE

1. Students will be told when to wash their hands and gently reminded throughout the day. This will include, at minimum:
  - When they arrive at school and before they go home
  - Before eating and drinking
  - After using the toilet
  - After sneezing or coughing into hands or tissue
  - Whenever hands are visibly dirty
  - When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
2. Workers should assist younger students with hand hygiene as needed.
3. If a sink is not available, alcohol based hand sanitizer is used. Antiseptic agents are to be used as a last line of defense only.
4. Food is not to be shared by students.
5. All parent provided food items are to be placed in a designated, delineated and freshly sanitized tabletop/countertop area labelled "Incoming Food" upon arrival.
6. Hand washing supplies are to be available at all times
7. We have established hand washing policies and procedures for all staff and others at the school. WorkSafeBC [handwashing signage](#) is provided to communicate good handwashing practices.
8. There will be a daily screening of summer staff and participants for symptoms.
9. For summer or outdoor camps. sunscreen is to be kept on hand, a bottle supplied by each child at the beginning of the week. If a counsellor needs to apply sunscreen, they should use disposable gloves, using a clean pair each time.

10. **Use of personal protective equipment (PPE):** BC Centre for Disease Control (BCCDC) guidance for K-12 school settings is that personal protective equipment, such as masks and gloves are not needed.

## PHYSICAL DISTANCING

1. Reduced class sizes: Participant maximum in camps is 12 and for classes, 10. Maximum instructors on any one camp is 3. All participants are to practice physical distancing.
2. Parents and caregivers should remain outside of the school to drop off their children.
3. Avoid close greetings like hugs or handshakes and remind students to keep their hands to themselves when possible.
4. Classes will be taught outside and in large studio spaces with physically distanced areas measured out on the ground using coloured tape.
5. Classes will incorporate more individual activities or activities that encourage more space between students and staff. For younger students, we are adapting group activities to minimize physical contact and reduce shared items. For adolescent students, we are minimizing group activities and avoid activities that require physical contact.

## CLEANING AND SANITIZING

Studios will be cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfectants for Public Settings. Cleaning practices should be in line with the provincial health officer's COVID-19 Public Health Guidance for Childcare Settings.

- High-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices are to be cleaned and disinfected at least twice per day.
- Shared items where cross-contamination is possible (e.g., shared school supplies, coffee and water stations, and snack bins) are removed.
- Incorporate end-of-shift wipe downs for all shared spaces.

- Garbage containers emptied often (at least daily).

## REFUND POLICY

Please refer to the cancellation policies for camps and classes at <https://skam.ca/school/school-policies/>

## FOR TEACHERS

All of our teachers will be trained on:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of COVID-19.
- Changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- Document COVID-19 related meetings and post minutes at a central location.

SKAM will supply the following additional items to employees:

1. Disposable gloves at each work site
2. Two personal masks (cloth)
3. Hand sanitizer
4. Cleaning products
5. Cleaning protocols
6. Facial tissues
7. Engineering controls (E.g. plexiglass barriers)
8. Indoor workspace with 2 metres between nearest co-worker
9. Indoor teaching spaces adhering to provincial recommendations

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.