



COVID-19 POLICY

SKAM School of Performing Arts

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BE KIND, BE CALM, BE SAFE

In acknowledgement of the COVID-19 pandemic and the documents from the province of BC, these policies are used to guide employees, students and parents. We created this set of policies because we care about the people we serve and we want to create the safest space possible. Please note: this document is susceptible to immediate changes with the introduction of additional governmental guidelines.

Here are some highlights of the major changes at our school:

- smaller class sizes limited to 8 participants
- All students must wear a mask indoors (as of March 1. Subject to change)
- extra cleaning in-between classes
- all classes now take place at SKAM Satellite Studio and summer camps at Langham Court Theatre where there are large studio spaces that allow for distancing
- all final class performances are being recorded and sent out for viewing

If you have any questions, comments or concerns please contact our School Administrator Kate Wallace at schooladmin@skam.ca.

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“Although COVID-19 has a low infection rate in children (ages 0 to 19), it is still important that schools follow public health principles like staying home when sick, socializing within learning groups and minimizing physical contact, practicing hand hygiene and respiratory etiquette, and cleaning and disinfecting frequently.” - BCCDC

GENERAL POLICIES

- All Theatre SKAM staff and students who have symptoms of COVID-19, 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 cold, flu, or COVID-19 symptoms, 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.
- For staff and students at higher risk, including those with compromised immune systems or underlying chronic medical conditions, we highly recommend participating in our online class options rather than in-person ones.
- If required for class, we have individual props and craft supplies for each student. These supplies will be sanitized after each use. Shared supplies will not be available.
- As of March 1, all students must wear a mask when indoors.

IF A STUDENT DEVELOPS SYMPTOMS

Our staff will be performing daily screenings for symptoms at the beginning of each class. If a student develops symptoms while at school, staff on duty will:

1. Separate the symptomatic student from others in a supervised area.
2. Contact the student's parent or caregiver to pick them up immediately.
3. Where possible, maintain a distance of 2 metres from the ill student.
If not possible, staff will wear a mask around the ill student.
4. 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.
5. 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).
6. We ask that parents or caregivers pick up their child as soon as possible if they are notified their child is ill.

PHYSICAL DISTANCING

The BC Provincial Health Officer's order prohibiting mass gatherings of more than 50 is not intended for schools, businesses, or living spaces.

This means that there can be more than 50 students and staff in a facility at any given time if they are not all in one area at the same time and are actively engaged in physical distancing to the best extent possible. SKAM School of Performing Arts is still taking extra precautions. We have moved all our classes to the SKAM Satellite Studio, which has a large studio space where physical distancing is easily accomplished. All of our classes are scheduled to be at different times, allowing ample time for extra cleaning in between. We have also limited our class sizes to 8. Smaller class sizes are easier for instructors to manage, particularly with younger children.

Other physical distancing policies:

- Parents and caregivers should remain outside of the school to drop off their children.
- Staff and students are asked to avoid close greetings like hugs or handshakes and students will be reminded to keep their hands to themselves.
- Classes will be taught in large studio spaces with physically distanced areas measured out on the ground using coloured tape.
- 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.
- All parent-provided food items are to be placed in a designated, delineated and freshly sanitized tabletop/countertop area labelled "Incoming Food" upon arrival. Food is not to be shared by students.

REFUND POLICY

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

CLEANING AND SANITIZING

Studios will be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings and 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).
- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit distribution of these materials.

HYGIENE PRACTICES

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).



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. Hand washing supplies are to be available at all times.

We have established hand washing policies and procedures. WorkSafeBC handwashing signage is provided to communicate good handwashing practices.

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.

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 we've made to work policies, practices, and procedures due to the COVID-19 pandemic and how to keep records of that training.
- Documenting COVID-19 related meetings.

SKAM will supply the following additional items to employees:

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

Sick leave arrangements:

The safety of our staff and students is top priority. We strongly empower our staff to request sick leave if they have any cold symptoms or feel poorly.

- 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.

Mental Health

- Students may feel worried and overwhelmed. How they respond to stressful events will depend on their age, personality, level of development, and how they've been impacted. Additional information on children's mental well-being is available on the BCCDC website.
- Adults may also be feeling worried and overwhelmed. It's important for everyone to look after their mental health and well-being during COVID-19. Additional information, tips and resources for adults are also available on the BCCDC website. We want all our staff to feel comfortable to ask for additional support if they need it.