



Safe Theatre , School & Camps Coronavirus (COVID-19) Policy



New Vintage Theatre Company

UPDATED-April 10, 2021

Introduction

New Vintage Theatre Company has a desire to continue to provide theatre camps and classes for children, teens and adults. In acknowledgement of the COVID-19 pandemic and the documents from the province of BC, we have 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 government guidelines.

Policy Elements

Restricted Access To Our Studio

1. All theatre staff and students who have symptoms of COVID 19 or have travelled outside of Canada in the last 14 days or were identified as a close contact of a person with 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 member or close contact of the individual fitting this criteria. Symptoms include any of the following: cough, runny nose, sneezing, a sore throat or fatigue. Parents and caregivers have the responsibility to assess their children daily before sending them to camp.
2. Staff and students at a higher risk including those with a compromised immune system or underlying chronic medical conditions are strongly advised not to take part in summer camps.
3. There will be a daily screening of staff and participants for symptoms.
4. If a student develops symptoms while at camp or during class, staff on duty will-

- immediately add more PPE (mask, gloves) and separate the symptomatic student from others in a supervised area.
- contact the student's parent or caregiver to pick them up as soon as possible.
- Where possible maintain a social distance of 2 meters from ill student.
- Provide tissues and a mask to cover coughs and sneezes. Throw the used tissues away as soon as possible and practice good hand hygiene as per instructions provided by BC Health.
- Workers responsible for cleaning will clean and disinfect the space where the student was separated.
- Parents must pick up their child as soon as possible if they are notified their child is ill.

MASKS

Will be worn by students, staff, parents and others involved in our theatre company. When performing on film, ACTSafe stringent Filming protocols will be followed.

HYGIENE

Students will be asked to use hand sanitizer upon entry and told when to wash their hands and will be reminded to do so throughout the day. This will include, at minimum:

- when they arrive at school and when they go home.
- before eating and drinking
- after using the toilet
- after sneezing or coughing into hand or tissue
- whenever hands are visibly dirty

-when moving between different learning environment (for example from indoor to outdoor environments).

Additionally

-Workers should assist smaller children with hand hygiene as needed

-WorkSafe handwashing poster is posted in bathrooms at the RCA.

-If sink is not available, alcohol-based hand sanitizer can be used. This is the last line of defense only.

-Food is not to be shared by students

-All parent provided food items are stored in backpacks until lunch and snack time. At these times, students will pull out own food items.

-While students are eating their lunch outside with supervisors, the studio will be cleaned. At the end of the day after students have left, the room will be thoroughly cleaned again.

-There will be a daily screening of staff and participants for symptoms prior to entering our studio space.

-Parents will apply their own children's sunscreen prior to coming to class or camp.

PHYSICAL DISTANCING

1. Reduced class sizes. Participation max in classes is 15. All participants should practice physical distancing where possible.
2. Parents and caregivers should remain outside of the studio to pick up and drop off their children.
3. No hugs, handshakes or physical contact greetings.
4. Classes will be taught outside and in studio utilizing physical distancing.

5. Classes will incorporate more individualized activities and our exercises and activities will be adapted to allow for social distancing; avoiding activities that require physical contact.
6. Final showings for parents will be done through video or conducted with physical distancing measures in place as per PHO.

CLEANING AND SANITIZING

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

1. High traffic areas and high contact surfaces such as doors, light switches and communication devices are to be cleaned and disinfected at least twice per day.
2. Shared items where cross contamination might be possible are removed and students are provided with their own set of supplies and asked to bring their own filled water bottles.
3. Garbage containers emptied at least twice per day.

REFUND POLICY

Refunds are available up to one week in advance of class or camp. After that a credit will be given for future class.

If we cancel the class, a new class will be offered in lieu. If we cancel a course due to a NVT COVID-related event, a pro-rated refund will be offered or a credit for a new course.

If Interior Health cancels our ability to offer our classes or the RCA building forces us to shut down (forces beyond our control) we will do our best to offer a credit for the remaining classes in the course.

FOR TEACHERS, DIRECTORS, STAFF AND ASSISTANTS

All of our teachers are be trained on-

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

The following will also be supplied to students, employees and volunteers:

1. Disposable gloves if necessary
2. Masks
3. Hand Sanitizer
4. Cleaning products
5. Cleaning protocols

6. Facial tissues

7. Indoor and outdoor workspaces adhering to provincial recommendations.

8. Indoor workspace with 2 meters between nearest co-worker.

Sick Leave Arrangements:

-If you have cold symptoms such as cough, sneezing, fever or feel poorly, request a paid sick leave or work from home.

-If you have a positive COVID-19 diagnosis you can return to the studio only after you have fully recovered with a doctor's note confirming your recovery.