



Danse DNA Dance Inc.

Covid-19

Operational plan

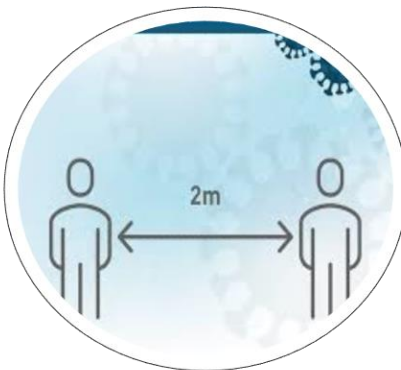




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1. Operational Plan implementation date and review

Company Name: _____ Danse DNA Dance Inc. _____

Plan Owner: _____ Karine Aubé _____

Plan Implementation Date: _____ May 26th 2020 _____

Plan Revision Date: _____ July 1st 2020 _____

Plan has been reviewed to assess any new risks or changes to regulatory guidelines (suggest monthly review)

Name: _____ Karine Aubé _____ Date: _____ July 1st 2020

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

2. Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between employees	Employees must keep a distance of 2 metres with each other
	Maximum of 2 employees in the office. Must respect social distance.
Between clients	Reduced class sizes to ensure physical distancing
	Dancers must stay 2 metres apart when inside the studio
	No physical contact between dancers in dance routine
	Waiting areas temporarily closed
	Dressing rooms temporarily closed
Between employees and clients	Physical distance of 2 metres between teacher/assistants and dancers
	No physical contact between teacher/assistants and dancer at all times
	Clients will not be permitted in the office
General	Dancers must arrive and leave a maximum of 5 minutes before and after scheduled class time
	After drop-off. Parents are not permitted to wait inside the studio,
	Payments must be made via Paypal or etransfers.

3. Illness/Exclusion Policy

Prior to beginning work each day, every teacher/assistant must sign and date the "Teacher/Assistant Declaration form" (Annex 1) with the following statement:

"I declare by signing this sheet/form that I have not been outside of the province of New-Brunswick within the last 14 days and am not required to self-isolate."

3.1 Staff Illness/Exclusion

Management will clearly communicate to all staff the exclusion policy in place for any employee displaying symptoms of COVID-19.

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.

- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain home.

3.2 Client Illness/Exclusion

- Any clients developing symptoms of COVID-19 while attending the studio must report to a teacher, perform hand hygiene, self-isolate in designated area (dressing room) to await arrival or parent/guardian. Teacher must contact parent to inform them of the situation. Upon departure, self-isolation room must be completely cleaned and sanitized. Teacher must then record incident in the “Student Isolation Log”. (Annex 5)

Symptoms of COVID-19 include:

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches
- runny nose

4. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses. Daily logs (washroom & office) must be filled in to keep track of cleaning. (Annex 3 &4)

Cleaning product	Great Value All Purpose Cleaner (Spray)
Mixing instructions	
Disinfecting product	Lysol Wipes, Lysol Spray, Avmor (EP 50 Ecopure), Mr. Clean (Disinfectant Multi-surfaces)
Mixing instructions	Avmor (EP 50 Ecopure) – 74ml/946ml, 313ml/4L, 2,5oz/32oz, 10oz/USgal. Mr. Clean (Disinfectant Multi-surfaces) – ½ cup/8L (bucket).

Cleaning – Location	Frequency	Disinfecting - Location	Frequency
Dance Floor	Every 5 hours	Toilet	Between each class
Lobby Floor	Every 5 hours	Bathroom Counter	Between each class
Bathroom Floor	Every 5 hours	Ballet Bar	Between each class
Mirrors	Every 5 hours	Doorknobs (front door & bathroom)	Between each class
		Acro Mats	After Use

5. Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.
- Everyone must sanitize hands upon entry.

Hand Washing Stations	Location
Staff	Office (With Signage) Washroom (With Signage)
Public	Washroom (With Signage)
Hand Sanitizer Stations	Location
Staff	Entrance of studio (With signage/Must sanitize upon entry) Office Teacher Stand (front of studio)
Public	Entrance of studio (With signage/Must sanitize upon entry) Washroom (With signage)

6. Functioning of Operations

6.1 English

- **Clients feeling symptoms of Covid-19** such as: cough (new or exacerbated chronic), headache, fever/chills, sore throat, marked fatigue, sneezing, congestion, body aches, runny nose) **must refrain from entering the studio and attending class.**
- **Clients** (parents/legal guardians & children) who have **been or are planning to go outside of the maritime provinces will not be allowed in the studio** unless they **self-isolate for 14 days prior to entering** the dance studio. Clients (parent/legal guardian or dancer over the age of 18) must sign the **“Client Declaration Form”** (Annex 6) prior to their 1st class. **Dancers will not be permitted in the class if this form is not signed.**
- **Clients** (parent or dancer over the age of 18) **must sign the “Client Declaration Form”** (Annex 6) prior to their 1st class stating that they have read and understand the Functioning of operations of Danse DNA Dance Inc. **Dancers will not be permitted in the class if this form is not signed.**
- Dancers must arrive and leave a **maximum of 5 minutes** before and after scheduled class time to minimize traffic. Please enter and leave studio one at a time while maintaining social distance.
- We ask parents to **drop-off dancer** at door and wait in their car or come back for pick-up once the class is done. One parent per child may come into the studio to drop-off their child but must leave once child is ready. Parent may come back at end of class to pick up their child.
- Please line-up outside while **maintain social distance (2 metres apart)** and wait your turn to enter the studio.
- **Wait for staff instructions** to enter the studio. Upon entry, please **stand** on designated **social distance stickers** to get to sanitizing station.



- Everyone entering the studio must **sanitize hands** at sanitizing station located at the **entrance of the studio** upon **entry** and we highly encourage to sanitize upon **exit** of the studio.
- Once hands sanitize, dancer can put their **outdoor shoes in shoe racks**. We ask dancers to **refrain from bringing large dance bags** into the studio. Only bring equipment needed for that specific class and a water bottle if needed.
- Dancer must then **make their way to the dance floor** and follow staff's direction to designated space.
- Clients and staff must **always maintain a social distance of 2 metres within each other**.
- Clients and staff **can wear a community mask** if they wish.
- Dancers must **ask permission to use washroom**. Teacher will instruct dancers to make room for that individual to pass while keeping social distance if needed. If there is already someone in the washroom, dancer must stand on social distance sticker to wait their turn.
- At the end of class, staff will instruct dancers to **exit dance floor one at a time**, grab their personal belongings and exit the studio.
- If a parent needs to **talk or meet with a staff member**, we ask that you contact us by email or by phone. We will then connect you with the right person to schedule a call or a virtual or in person meeting outside of class hours.
- **Waiting areas** and **dressing room** will be temporarily **closed** to help maintain social distancing.
- The studio **must keep a log** of attendance for each class. (Annex 2)
- While attending class, **students starting to feel symptoms of Covid-19** must immediately inform staff, must perform hand hygiene and must self-isolate in designated area (dressing room) until parent has arrived for pick-up. The parent will be immediately contacted and informed of the situation.
- All registration forms, waivers, **paperwork**, etc. will now be **electronic** through or website dancednadance.ca or communicated by email.
- **Payments** must be made via **check, Paypal** (paypal.me/danseDNAdance) **or e-transfer** (dancednadance@gmail.com) to help minimize contact. A copy of the receipt will then be sent via email or text message.

6.2 Français

- **Clients ayant des symptômes du Covid-19** tels que: Toux (nouvelle ou chronique), maux de tête, fièvre, maux de gorge, fatigue, congestion, douleurs musculaires et écoulement nasal) doivent s'abstenir de fréquenter le studio.
- Les **Clients** (parent/gardien et enfants) qui ont ou planifient de **sortir à l'extérieur des provinces maritimes** ne pourront **pas rentrer au studio** avant d'avoir complété leur **quarantaine de 14 jours**. Le client (parent/gardien ou danseur âgé de 18 ans et plus) doit signer le **"formulaire de déclaration"** (Annexe 6) avant leur 1er cours. **Le danseur n'aura pas la permission de participer au cours sans cette signature.**
- **Le Client** (parent ou danseur âgé de 18 ans et plus) **doit signer** le **"formulaire de déclaration"** (Annexe 6) en indiquant **d'avoir lue et compris le guide des opérations**. **Le danseur n'aura pas la permission de participer au cours sans cette signature.**
- Les danseurs doivent **arriver et partir** en respectant la durée maximale de **5 minutes** avant et après l'heure planifié du cours. S.V.P rentrer et partir en suivant les consignes de distance sociale.
- Nous demandons aux parents de **déposer les danseurs à la porte** et attendre dans leurs autos ou revenir à la fin du cours. Un parent par enfant peut rentrer déposer et préparer son enfant et doit ensuite quitter le local. Le parent pourra revenir à la fin du cours.
- S.V.P attendre en ligne **à l'extérieur du studio** tout en **respectant la distance sociale** (2 mètres de distance).
- Attendre les consignes d'un employé pour rentrer. Une fois dans le studio, S.V.P **suivre les collants de distance social** pour se rendre à la station pour se désinfecter les mains.
- **À l'entrée** du studio nous demandons à chaque individu de se **désinfecter les mains** à la station d'hygiène. Nous encourageons fortement que chaque individu se désinfecte les mains à la **sortie** du studio aussi.



- Une fois les mains lavées au désinfectant instantané, le danseur peut **placer ses souliers dans le rangement à chaussures**. Nous demandons aux danseurs de ne **pas utiliser de gros sacs** de danse. Seulement emporter le matériel pour la classe et une bouteille d'eau au besoin.
- Le danseur peut ensuite se **rendre sur la surface de danse** et **suivre les consignes de l'employé** qui va le diriger vers son placement pour le cours.
- Les clients et les employées doivent toujours respecter les directives de distance sociale (2 mètres).
- Les clients et les employées **peuvent porter un masque communautaire** s'ils désirent.
- Les danseurs doivent **demandeur la permission pour utiliser la toilette**. L'enseignant va ensuite donner des directives aux danseurs de créer un chemin afin que le danseur puisse s'y rendre tout en gardant la distance sociale. S'il y a déjà quelqu'un à la toilette, le danseur devra attendre son tour en utilisant les collants de distance social sur le plancher.
- À la **fin de la classe**, l'enseignant donnera des consignes aux danseurs afin de **partir un à la fois** pour ramasser leurs choses et quitter le studio.
- Si un parent **doit parler ou rencontrer un employé**, nous demandons à ce parent de nous contacter par téléphone ou par courriel. Nous pourrons ensuite vous connecter avec la bonne personne et planifier un appel, une rencontre en personne ou virtuelle en dehors des heures de cours.
- Les **endroits d'attentes** ainsi que les **vestiaires** seront temporairement **fermés** afin de respecter la distance sociale.
- Le studio doit maintenir une **liste des participants** pour chaque classe. (Annex 2)
- Si un danseur **commence à ressentir des symptômes du Covid-19 durant le cours**, celui doit informer un employé immédiatement. Le danseur doit ensuite se laver les mains et s'isoler dans l'endroit désigné (vestiaire) en attendant l'arrivée du parent. L'enseignant doit immédiatement contacter le parent pour l'aviser de la situation.
- Tous les **documents** tels que les formulaires d'inscriptions, consentements, etc. seront **électronique** et disponible sur notre page web, dancednadance.ca ou envoyé par courriel.
- **Les paiements** devront être fait par **chèque**, **Paypal** (paypal.me/danseDNAdance) ou **virement Interac directe** (dancednadance@gmail.com). Une copie du reçu sera ensuite envoyée par courriel ou par texto.



Annex 2

Class information & Attendance Log

Name of class: _____ Time of Class: _____

Name of teacher: _____ Name of assistant(s): _____

Student Name			1	2	3	4	5	6	7
	First Name	Last Name							
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									



Emergency Contact Information		
Name of class:	Time:	Teacher:
Name of dancer	Name of one parent/guardian	Phone number



Client Declaration / Déclaration du client

I _____ (parent/guardian), parent of _____, declare by signing this form that I and my child have not been outside of the maritime provinces within the last 14 days and am not required to self-isolate.

I _____ (parent/guardian), parent of _____, declare by signing this form that I have read the "Functioning of Operations" of DNA Dance studio.

Je _____ (parent/gardien), parent de _____, confirme que moi-même ainsi que mon enfant ne sommes pas allé à l'extérieur des provinces maritimes depuis les derniers 14 jours et que nous n'avons pas besoin de s'auto isoler.

Je _____ (parent/gardien), parent de _____, confirme avoir lu "Guide des opérations" du studio de danse DNA.