

Scotiabank Dance Centre: COVID-19 Protocols and Policies

1. First Level of Protection: Elimination (limit numbers of people)

Dance Centre Office:

- Staff will work remotely as feasible.
- When in the office, staff will adhere to a schedule that staggers the timing of staff on-site to ensure physical distancing protocols.
- Staff will work in their individual offices and maintain 2 metres distance when interacting with a colleague.
- Staff that have workstations in an open area will be limited to one person per shift.
- No in-person meetings. If emergency in-person meeting is required, Boardroom to be used with physical distancing measures/barrier as necessary.

Lobby/Studios/Lounge/Boardroom/Theatre:

- Lobby – maximum 7 people.
- Studio - limit to 3 people max per studio, to be adjusted at a later date.
- Lounge area - closed and furniture made inaccessible for seating to discourage gathering
- Boardroom – limit capacity to 6 people.
- Theatre repurposed as a studio with limited capacity and no audiences.
- Maximum occupancy signs posted on entry doors to each area.

Washrooms:

- Limit 3 people per changeroom on level 3 & 4/maximum occupancy sign posted on doors.
- Limit 3 people per washroom on Level 1/maximum occupancy sign posted on doors.

Elevator/Stairs:

- Elevator to be used for ascending and stairs for descending. Exception made for those that are not able to use stairs.
- Reduces line-ups to the elevator, and reduces contact of people passing each other in the stairwell.
- Reduce capacity to 2 people in elevator/Maximum occupancy sign posted/physical distancing decals in elevator/Instruction sign posted on each level .

2. Second Level of Protection: Barriers and Cleaning

- Front desk – suspended plexiglass shield at front desk to protect patrons and front desk personnel.
- Additional barrier on front desk to separate front desk staff from tenants picking up mail.
- Boardroom – barrier available.
- Dance Centre Office – desk in open area has barrier separating employee from public area.
- Lobby/Lounge/Office – All pamphlets removed from display areas and front desk.
- Kitchen area – shared dishes removed. Fridge and microwave off limits.
- Hand sanitizers available throughout building and outside each studio.
- Front desk staff to disinfect all contact points in the lobby following a regular schedule and checklist.
- Touchpoints throughout the building and Dance Centre office disinfected following a regular schedule and checklist.

- Studio floors to be cleaned between renters
- Dance Centre staff responsible for cleaning/disinfecting their own workstations.
- Tenants responsible for each individual office with a plan and disinfecting protocols.

3. Third Level of Protection: Rules and Guidelines

- Patrons to be buzzed in at front door only when physical distancing protocols can be met in the lobby area. Maximum 7 people permitted.
- All visitors sign in with their name, phone number and destination in building.
- Physical distancing to be maintained utilising the decals placed on the floor.
- Contactless payment. No cash transactions.
- Studio renters to sign off on Health Declaration prior to using studios ensuring they do not have COVID-19 symptoms.
- Book buffer times before and after each studio booking
- Shoes to be removed and placed on mats prior to entering studios. Recommend that renters bring shoe bags to place shoes in prior to placing on mat.
- No bare feet in studios or anywhere in the building.
- Signage encouraging better hygiene (hand hygiene, use of keys/card to push buttons, etc.) and mindfulness of touchpoints (on switches, door and window handles).
- Dance Centre tenants have individual plans following protocols for physical distancing and disinfecting surfaces.

4. Fourth Level of Protection: Masks

- All visitors entering the building must wear a mask.
- Masks available for purchase if visitor does not have mask.
- Mask must be worn in building except in personal offices and if seated behind a barrier.
- Masks are recommended to be worn in studios to aid in the prevention of droplets.
- “How to Wear a Mask” poster in elevator.

5. Policies

Workplace policies ensure that the following are prohibited from the building:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has recently arrived from outside of Canada, or who has had contact with a confirmed COVID-19 case, who must self-isolate for 14 days and monitor for symptoms.
- Unannounced visitors are discouraged in The Dance Centre offices; all visits kept to minimum.
- Dance Centre staff are able to work from home as viable.
- Should staff become ill in the workplace, they will be directed to go home and not return until symptoms are gone.
- Signage is posted throughout building, including occupancy limits and effective hygiene practices.
- Safety form to be completed and signed by each renter prior to using studio space.

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