

# COVID-19 Safety Plan

## Vancouver Academy of Music



### 1. Assessing the Risks

The virus that causes COVID-19 spreads in several ways:

- In droplets when a person coughs or sneezes;
- Touching a contaminated surface, and then touching your face;

Risk factors include:

- The closer you come to other people;
- The more time you spend near them;
- The more people you come near

In order to assess risks, Vancouver Academy of Music has assembled a joint Health and Safety Committee. This team has:

- Identified places of gathering
- Identified high-touch surface areas
- Identified situations in which people are close to one another
- Implemented the protocols below to reduce risk

The Health and Safety Committee meets on a regular basis in order to monitor guidance and orders issued by BC's Provincial Health Officer and continually review and update protocols.

### 2. Implementing Protocols to Reduce Risk

VAM continues to review industry-specific protocols as advised by WorkSafeBC in addition to orders, guidance, and notices issued by the Provincial Health Officer.

#### a) Limiting number of people on site

VAM's phased restart plan manages occupancy by limiting number of in-person programs happening at any given time. Faculty are permitted to teach online at home at all stages of VAM's restart and members of staff are permitted to work from home.

Furniture has been removed from common areas to prevent gathering. Families have been asked that only one parent/guardian accompanies each student and to arrive no more than 15 minutes early for their scheduled activity. Practice rooms have been closed.

Occupancy limits have been established and posted in designated areas:

- Bathrooms
- Elevator
- Staff/faculty lounge
- Library

Further to the above limits, registration has been limited to reduced capacity to limit occupancy of classrooms and practice rooms have been closed.

**b) Barriers and partitions**

Plexiglas barriers have been installed at the front reception area and portable barrier devices have been constructed for use in studios and classrooms, to be used in combination with physical distancing.

**c) Rules and Guidelines**

Traffic is controlled through one-way directional signage in narrower hallways (wide hallways remain two-way). Sanitization kits are prepared, stored in classrooms and studios that have in-person activity, and regularly restocked.

All visitors sign in with contact information, with workers completing screening questions each day they arrive on site. Parents, students, and faculty are informed of the following guidelines, reinforced by signage throughout the school:

- a. Maximum of one parent/guardian to accompany each student
- b. Arrive no more than 15 minutes early for scheduled activity
- c. Stay at home when feeling unwell
- d. Masks or face coverings are required
- e. Wash or sanitize hands frequently
- f. Keep distance by staying at least 2 meters apart

**d) Face Masks or Coverings**

As of October 19, 2020, masks are mandatory while on site. VAM's mask policy is available as a separate document, posted on [vam.ca](http://vam.ca).

**e) Cleaning & Disinfection**

High-touch surfaces are cleaned regularly, including, but not limited to: doorknobs, doors, handles/push bars, sinks, toilets, countertops, floors, desks, tables, pianos, benches, chairs, music stands, light switches, elevator buttons, stairway railings, and stairway floors. Areas of high traffic and utilization are identified as areas of prioritization. Hand sanitizer is stationed throughout the facilities available for public use.

Class schedules have been modified to allow adequate time for cleaning in between groups.

Sanitization kits are kept in each classroom and studio in which in-person instruction occurs, complete with instruction on proper usage. These include:

- a. A sanitizing solution for surfaces
- b. 3% hydrogen peroxide solution for use on piano keyboards
- c. Disposable gloves
- d. Paper towel
- e. Hand sanitizer