



VCM Westhills COVID-19 Safety Plan

Fall Term: September 08, 2020 to January 31, 2021

VCM WESTHILLS HOURS

Mo, Tu, We, Th	12:00 – 20:00
Fr	12:00 – 19:00
Sa	09:00 – 15:00
Su, Stat Holidays	CLOSED
Winter Break	CLOSED December 24, 2020 to January 03, 2021

DETAILED OPERATIONAL & HEALTH & SAFETY PLAN

This document is subject to change and will be updated and edited as necessary. Please check regularly.

General Facility & Front Desk Protocols

- Main door entrance to be kept propped open for duration of business hours, so that no touching of door is necessary
- Hand sanitizer station at entranceway
- Hygiene, 'Keep your Distance', & 'Stay Home if Sick' notices to be posted on door, bulletin board, and all classroom doors
- No tables, toys, or brochures in common area spaces
- Front Desk staff person to wipe down countertops with PerCept every hour
- Plexiglas shield installed at Front Desk between computer work station area and public
- Instructors/Therapists and students/clients to proceed directly to booked rooms after dealing with Front Desk; all interactions occur in rooms/studios; no hanging out in common area; leave facility when done
- A maximum of two parties (of two people each) can wait in the common area, a party of two on one bench, and a party of two on the other bench. No standing around, no playing on floor or running around common area. Sign posted on front door asking people to "Please consider waiting elsewhere while student is having their lesson."
- ALL STUDENTS MUST be registered and paid, either beforehand, or at the start of the lesson (exception for first time sample lesson)
- Registrations or interactions at Front Desk to be via side countertop facing waiting area in order to keep entrance & exit area clear
 - Sign posted saying "Debit Card preferred, cash discouraged, NO cheques accepted" "Ask us about paying by Email Money Transfer"
 - Moneris machine payments:
 - Enabled for contactless tap payment – Max \$100 for Debit Card, \$100-\$250 for Credit Cards (limits may vary based on Customer's bank)
 - Clear plastic cover on machine for easy cleaning



- Front Desk staff member to enter all information on Moneris machine up to and including pushing the Green “OK” button, then place machine on countertop for customer to pay (with tap whenever possible)
- If customer does not have tap and/or touches the machine, then machine to be wiped after receiving back from customer using PerCept
- Front Desk will not accept any materials for storage or to pass on to Faculty
- Staff & Faculty who do not work in the Administrative Office area are not permitted to enter the Front Desk space or the Kitchenette
- End of Day Cleaning, after closing to students/faculty:
 - All door handles, counters, and other touch point surfaces to be cleaned with PerCept
 - Mop Room 1/2 floor with soap/disinfectant
 - Vacuum carpets in common area & Rooms 3, 4, 5, 6, & 7
 - Garbage and recycling to be taken out EVERY day

Mask Protocol

The VCM is taking guidance from the BC public school system, as such:

- **Masks are mandatory in all common areas** – hallway & common (waiting) area. Masks must be on, covering mouth and nose, before entering the premises and worn at all times in the common areas. ALL STAFF, FACULTY, STUDENTS, PARENTS, and OTHERS MUST WEAR MASKS WHILE IN COMMON AREAS. Exceptions made only for those unable to wear a mask for medical reasons.
- The occupancy limit of each room is posted outside each room (see Tables at end of this document) and also specifies whether that includes masks, i.e. a few more people will be permitted in room if the teacher and students all wear masks. If non-masked occupancy is exceeded, ALL individuals in the room must wear a mask at all times.
- Please bring your own masks, as it must be worn BEFORE entering the premises.

Room Usage

- ALL INSTRUCTORS MUST book their rooms with Facilities beforehand, NO DROP-INS or same-day room changes upon arrival at VCM
- No extra chairs or music stands in any spaces; chairs and stands in each space must match the posted occupancy of each space
- For all music instruction, consecutive lessons or classes must allow for 5 minutes (with 2-4 occupants), or 10 minutes (with more than 4 occupants) between subsequent lessons/classes for cleaning time in order to air out the room. During air out time:
 - Front Desk staff person to spray & wipe Room door handles, music stands, and chairs/benches after each lesson/class, with PerCept disinfectant
 - Instructor to wipe down pianos (if used) with CaviWipes



- Practice Rooms will be available ONLY to students registered for ongoing lessons or classes in the Fall 2020/21 term
 - One person per room, 45 minute maximum per day. Please do not show up early.
 - Must be booked by phone in advance, on the day prior (CANNOT book more than one day ahead)
 - Available timeslots: 12:00-12:45, 13:00-13:45, 14:00-14:45, 15:00-15:45, 16:00-16:45; 17:00-17:45, 18:00-18:45
 - NO rooms given to drop-ins, so as to avoid extra or unnecessary drop-in traffic
 - For active practicing only; NO food/drink, sleeping, reading, electronic device usage, or other activities unrelated to practicing. Violation will result in being asked to leave and suspension of future practice room usage.
 - Front Desk staff person to spray & wipe room door handles, music stands, and chairs/benches after each use, with PerCept disinfectant
- All Room doors to be kept locked after cleaning if not in use
- All room keys to be handled only by Front Desk staff person who will unlock doors & turn on lights personally; no keys to be handed out to Faculty or Students

Occupancy Limits – Classrooms & Studios

Space	Occupancy Limit	Details
Common Area	5 Masks Mandatory	1 Front Desk staff member + 4 waiting or interacting with Front Desk
Room 1/2	1 to 3 Masks by choice of Instructor / Students	Maximum 6 students + 1 Instructor <ul style="list-style-type: none"> • Priority given to use for Classes, Ensembles, and for Studio Instruction (private lessons) involving higher risk instruments that need larger spaces, specifically Winds, Voice, & Drum lessons (due to higher chance of moisture spread)
	4 to 7 Masks Mandatory	
Room 3	2 Masks Mandatory	Maximum 1 student + 1 Instructor <ul style="list-style-type: none"> • Physical distancing of minimum 2 m must be observed at all times • For piano, room has two pianos, one for each of Instructor and student • No Winds, Brass, Voice
Room 4	2 Masks Mandatory	Maximum 1 student + 1 Instructor or Max. 1 student for Practice <ul style="list-style-type: none"> • Physical distancing of minimum 2 m must be observed at all times • Strings instruction only; Room has No piano • No Winds, Brass, Voice
Room 5	2 Masks Mandatory	Maximum 1 student + 1 Instructor or Max. 1 student for Practice <ul style="list-style-type: none"> • Physical distancing of minimum 2 m must be observed at all times • Strings & drum/percussion instruction only; Room has No piano • No Winds, Brass, Voice



Room 6	1 to 2 Masks by choice of Instructor / Students	Maximum 3 students + 1 Instructor <ul style="list-style-type: none"> Physical distancing of minimum 2 m must be observed at all times For piano, room has two pianos, one for each of Instructor and student
	3 to 4 Masks Mandatory	
Room 7	1 to 2 Masks by choice of Instructor / Students	Maximum 3 students + 1 Instructor <ul style="list-style-type: none"> Physical distancing of minimum 2 m must be observed at all times For piano, room has two pianos, one for each of Instructor and student
	3 to 4 Masks Mandatory	
TOTAL	26	

- If Occupancy Limit is reached, others will be asked to wait outside of the VCM space