



# VCM Westhills COVID-19 Safety Plan

Effective: November 20, 2020 and until further notice

## VCM WESTHILLS HOURS

Mo, Tu, We, Th	13:00 – 20:00 except...Flex Day – Dec.21: 13:00 – 19:00		
Fr	13:00 – 19:00	Winter Break	CLOSED Dec.22/2020 to Jan.03/2021
Sa	09:00 – 15:00	Su, Stat Holidays	CLOSED

## DETAILED OPERATIONAL & HEALTH & SAFETY PLAN

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

### Facility Entry & Exit

- 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; all persons to sanitize hands upon entering
- The following procedures limit building usage to those with business to conduct, but also ensure a complete record for contact tracing purposes in case requested by public health authorities:
  - All persons entering the building will have their names recorded on the ‘Building Entry Log’
  - Greeter will ask all Staff & Faculty whether they pass the Health & Safety Check list posted at the Station, if affirmative, a note “HC” (Health Check done) will be written beside their name on the log, if negative, the Staff/Faculty member may not be permitted access.
  - **Faculty to be checked against DAILY ROOM BOOKINGS, those who have not pre-booked space will not be permitted entrance except to interact with Front Desk**
  - **Students to be checked against LISTS OF DAILY REGISTERED CLASSES / LESSONS / MASTERCLASSES and LIST OF BOOKED PRACTICE ROOMS:**
    - If student has a paid-up lesson or has booked a practice room, they may proceed
    - If student has not paid, they and/or their parent/guardian/caretaker must proceed to Front Desk to register and pay (or to sort out the situation)
    - If this is a make-up or sample lesson, record entry on ‘Building Entry Log’ with a note
    - For students who are minors, a parent/guardian/caretaker and other related minors may accompany them and wait in common areas, though if possible, please wait outside and/or minimize the number of people coming.
- 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; leave facility when done



## Mask Protocol

The VCM is taking guidance from the BC Public Health Office, as such:

- **Masks are mandatory throughout the VCM** – studios, classrooms, kitchenette, & lobby. Masks must be on, covering mouth and nose, before entering the building and worn at all times. ALL STAFF, FACULTY, STUDENTS, PARENTS, and OTHERS MUST WEAR MASKS.
  - Exceptions only in the following circumstances:
    - for any students unable to wear a mask for medical reasons, if you need to claim a medical exemption, it must be registered with the Registrar’s office beforehand by sending a Doctor’s note at least 5 business days before coming to the building; a list of exempt individuals will then be used to control entrance
    - For Music Therapy clients unable to wear a mask for medical reasons, entrance will be permitted by agreement with the Music Therapy Department Head
    - Administrative Staff sitting alone at the desks if no one else is there. Anytime someone else is at VCM Westhills, you leave your private work space, meet with someone, or serve a customer, all parties must wear a mask.
- Bring your own mask, as it must be worn BEFORE entering the building.

## General Facility & Front Desk Protocols

- 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
- 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.”
- 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. Photocopying to be done by Admin, do not enter area to make own copies at this time.
- Maximum of 1 staff or faculty member at a time permitted in 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
- If someone reports COVID-19 symptoms:
  - They should leave the building immediately, if they are on campus at the time
  - An incident report must be completed and emailed to [healthsafety@vcm.bc.ca](mailto:healthsafety@vcm.bc.ca)
  - Prior to the individual returning to work or class, etc. they must complete the BC Government online assessment tool at: <https://bc.thrive.health/covid19/en>. The result of the assessment should be sent via a screen shot, PDF, or other ways to [healthsafety@vcm.bc.ca](mailto:healthsafety@vcm.bc.ca) to be logged.
  - If the online assessment recommends a COVID-19 test, then the negative result of the test must be received and the actual document forwarded to [healthsafety@vcm.bc.ca](mailto:healthsafety@vcm.bc.ca) before the individual can return to the building.

## Room Usage

- ALL INSTRUCTORS/THERAPISTS MUST book their rooms with Facilities beforehand, NO DROP-INS or same-day room changes upon arrival at VCM
- Practice Rooms will be available as follows:
  - ONLY to current students registered for ongoing sessions (lessons or classes)
    - “ongoing” defined as, at least 5 sessions, no fewer than one session per month
    - if first session date has not happened, you are not yet a current student
    - if last session date has passed, you are no longer a current student
  - 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 business day ahead. (Note: closed Sundays, so book by phone on Saturday for Monday.)

Mon-Thu	13:00-13:45, 14:00-14:45, 15:00-15:45, 16:00-16:45, 17:00-17:45, 18:00-18:45; 19:00-19:45
Fri	13:00-13:45, 14:00-14:45, 15:00-15:45, 16:00-16:45, 17:00-17:45, 18:00-18:45
Sat	10:00-10:45, 11:00-11:45, 12:00-12:45, 13:00-13:45, 14:00-14:45

- 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
- No extra chairs or music stands in any spaces; chairs and stands in each space must match the posted occupancy of each space
- A limited number of air purifiers are on order and will be stationed in Room 1 / 2 when received, and are to be serviced and/or relocated as necessary by Facilities staff only. It is to be turned on one hour before, throughout, and 1 hour after any bookings in that room.
- FLUTE, VOICE: free-standing clear “sneeze” protection panels must be placed between the each individual in the room if flutes are being played or if any vocal instruction is taking place.
- 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
- 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

### **Events, Visiting Artists and/or Instructors**

As per Public Health Order, NO events are permitted. Academic classes, exams, group activities will continue; however, no outside persons are permitted to watch or attend. That means no parents, no public, and no persons other than registered students (of that specific class), staff, faculty, instructors, or adjudicators may attend. NO EXCEPTIONS. This will continue even if the Public Health Order is lifted, until this plan is officially otherwise amended.

Until further notice, no instructors, adjudicators, or guest faculty from outside Vancouver Island may physically come to the VCM to perform, teach, or work in any manner.

### **Occupancy Limits – Classrooms & Studios**

Space	Occupancy Limit	Details (NOTE: Mask Mandatory at all times except if playing wind instrument)
Common Area	5	1 Front Desk staff member + 4 waiting or interacting with Front Desk



<b>Room 1/2</b>	7	Maximum 6 students + 1 Instructor <ul style="list-style-type: none"> <li>• Priority given to use for Classes, Ensembles, and for Studio Instruction (private lessons) involving higher risk instruments that need larger spaces, specifically Winds, Voice, &amp; Drum lessons (due to higher chance of moisture spread)</li> </ul>
<b>Room 3</b>	2	Maximum 1 student + 1 Instructor <ul style="list-style-type: none"> <li>• Physical distancing of minimum 2 m must be observed at all times</li> <li>• For piano, room has two pianos, one for each of Instructor and student</li> <li>• No Winds, Brass, Voice</li> </ul>
<b>Room 4</b>	2	Maximum 1 student + 1 Instructor or Max. 1 student <ul style="list-style-type: none"> <li>• Physical distancing of minimum 2 m must be observed at all times</li> <li>• Strings instruction only; Room has No piano</li> <li>• No Winds, Brass, Voice</li> </ul>
<b>Room 5</b>	2	Maximum 1 student + 1 Instructor or Max. 1 student <ul style="list-style-type: none"> <li>• Physical distancing of minimum 2 m must be observed at all times</li> <li>• Strings &amp; drum/percussion instruction only; Room has No piano</li> <li>• No Winds, Brass, Voice</li> </ul>
<b>Room 6</b>	4	Maximum 3 students + 1 Instructor <ul style="list-style-type: none"> <li>• Physical distancing of minimum 2 m must be observed at all times</li> <li>• For piano, room has two pianos, one for each of Instructor and student</li> </ul>
<b>Room 7</b>	4	Maximum 3 students + 1 Instructor <ul style="list-style-type: none"> <li>• Physical distancing of minimum 2 m must be observed at all times</li> <li>• For piano, room has two pianos, one for each of Instructor and student</li> </ul>
<b>TOTAL</b>	26	

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