



VCM COVID-19 & Communicable Infection Policies

Effective: September 2021

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

Face Masks

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

- **Masks are mandatory throughout the building** – studios, classrooms, halls, hallways, lobbies, washrooms, & library. 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 children aged 5 & under
 - for any persons 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 regularly updated list of exempt individuals will be made available to building staff.
 - 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 their desks or in their offices, but anytime you leave your private workspace, meet with someone, or serve a customer, all parties must wear a mask
 - For winds or brass instrument players, mask may be removed whilst playing only; student and teacher to keep mask on at all other times when not playing
- Bring your own mask, as it must be worn BEFORE entering the building

Vaccinations for COVID-19 (effective September 13, 2021)

The BC Vaccine Card is available at: <https://www2.gov.bc.ca/vaccinecard.html#card>

Group Classes & Group Activities – Community School: Vaccination Proof REQUIRED

The BC Public Health Office has mandated that participants in indoor organized group recreational classes be vaccinated. Anyone aged 12 years and older attending VCM group activities/classes at any location, or at their Instructor's home, are required:

- a) to show their BC Vaccine Card in order to be registered into the group class, or:
 - for those students already registered prior to this requirement, a VCM staff member will attend the first or second class and scan the student's BC Vaccine Card; and
- b) to show their BC Vaccine Card EACH time they attend a Masterclass.



Group Classes & Group Activities – Postsecondary School (Camosun Courses): [Vaccination Proof in specific circumstances](#)

The BC Public Health Office has NOT required that post-secondary students be vaccinated. However, some group activities are higher risk, such as singing and winds instruments. The VCM therefore has taken a risk-based approach to our policy for registered Camosun students:

- a) NOT required to show proof of vaccination to attend most designated Camosun classes at the VCM.
- b) REQUIRED to show proof of vaccination to attend Camosun classes that involve singing or winds & brass instruments.
- c) REQUIRED to show proof of vaccination to attend any other group activity at the VCM that is NOT a Camosun class or that is a concert with public attendance.

Private Lessons (EXCEPT Voice, Winds, & Brass) & Music Therapy Sessions: [Vaccination Proof NOT required](#)

The BC Public Health Office has only mandated that participants in indoor organized group recreational classes be vaccinated. The VCM is therefore NOT requiring vaccination proof to participate in Music Therapy Sessions or Private Lessons, EXCEPT for higher risk activities that involve singing or playing a wind or brass instrument.

Please note that the Instructor has the discretion to request that any parent/guardian either a) show their BC Vaccine Card to enter the room or sit in the lesson, or b) wait outside the room for the duration of the lesson.

Private Lessons in Voice, Winds, & Brass: [Vaccination Proof REQUIRED](#)

Due to the higher risk of transmission surrounding singing and playing winds and brass instruments, the VCM is requiring that anyone aged 12 years and older attending VCM activities that involve singing or playing a wind or brass instrument at any location, or at their instructor's home, be vaccinated. The student must:

- a) show, or arrange to show, their BC Vaccine Card and piece of valid photo ID (if 19 or older) in order to be registered into the private lesson, or
- b) for those students already registered prior to this requirement, the VCM will contact the student to arrange a scan of the student's BC Vaccine Card and, if 19 or older, viewing of a piece of valid photo ID

Please note that the Instructor has the discretion to request that any parent/guardian either a) show their BC Vaccine Card to enter the room or sit in the lesson, or b) wait outside the room for the duration of the lesson.

Concerts: [Vaccination Proof REQUIRED](#)

As required by BC Public Health Order, all persons aged 12 years and older wishing to participate in or attend live concert performances at a VCM performance venue (Alix Goolden Performance Hall, Robin and Winifred Wood Recital Hall, or the Metro Theatre) must show their BC Vaccine Card and, if 19 or older, a piece of valid photo ID, to gain entry to the concert.



Staff & Faculty: Vaccination Proof REQUIRED

The VCM is a community of many different people of all ages, abilities, and health situations. With the current sharp rise in COVID-19 cases in BC and within Island Health, the VCM's students, parents, and clients deserve assurance that staff and faculty are vaccinated. Therefore, all Staff & Faculty are required to submit proof of vaccination in order to work/teach at VCM locations, including (for Faculty) to teach VCM students in person at their home studio, the student's home, or anywhere else.

We will follow the BC Vaccine Card program, and as such:

- All Staff & Faculty must submit a copy of their official and valid BC Vaccine Card via email to healthsafety@vcm.bc.ca:
 - for at least one completed vaccination, by September 13, 2021
 - fully vaccinated by October 24, 2021
- We can only accept the cards from the BC Vaccine Card program, not the paper card you were issued at your vaccination appointment. Go to: <https://www2.gov.bc.ca/vaccinecard.html#card>.

If you suspect or confirm a COVID-19 case

- If someone reports or suspects COVID-19 symptoms or they or a contact has received an exposure notice related to someone they have been around:
 - If they are not at the VCM, they must not come to the VCM
 - If they are on campus at the time, they should leave the building immediately
 - An incident report must be completed and emailed to healthsafety@vcm.bc.ca or by completing the online COVID-19 Incident Reporting Form at <https://www.vcm.bc.ca/contact>
 - If feeling ill, complete the BC Government online assessment tool at: <https://bc.thrive.health/covid19/en>.
 - Anyone who has reported feeling ill and wishes to return to the VCM, must submit the result of their online self-assessment obtained via a screen shot, PDF, or other ways to 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 before the individual can return to the building. Request emailed or texted results (not a phone call) from the Health Authority so the test results can be forwarded by email.
 - If advised of a potential exposure, the health authorities are recommending a reduction of social interactions, thus the VCM is requiring that you must either forward the results of a negative test result of the person you are connected to, or get tested yourself and forward the results before attending the VCM
 - If an individual does not or cannot take a COVID-19 test, then they cannot return to VCM premises for 14-days after symptoms subside



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, one booking/timeslot 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: office closed Sundays, so book by phone on Saturday for Monday.)
 - Available timeslots at Downtown location:

Mon-Fri	09:00-09:45, 10:00-10:45, 11:00-11:45, 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; 19:00-19:45
Sat	10:00-10:45, 11:00-11:45, 12:00-12:45, 13:00-13:45, 14:00-14:45, 15:00-15:45, 16:00-16:45

- Postsecondary students will be permitted to book 2 timeslots i.e. (one 1hr 45min time slot or two separate 45 min slots) per day

- Available timeslots at Westhills location:

Mon-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; 19:00-19:45
Sat	10:00-10:45, 11:00-11:45, 12:00-12:45, 13:00-13:45, 14:00-14:45, 15:00-15:45

- 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.
- A limited number of free-standing clear “sneeze” protection panels will be available as needed (approximate size of each panel is 3 ft wide x 6.5 ft tall)
- A number of medical-grade air purifiers are stationed in high volume spaces and as supply allows, in spaces used for voice or winds/brass instruction, and are to be serviced and/or relocated as necessary by Facilities staff only
- All room keys to be cleaned by Front Desk staff person between use