

Our WorkSafe BC COVID-19 Safety Plan

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Step 1: Assess the risks at your workplace

We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).

We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.

We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).

We have identified the tools, machinery, and equipment that workers share while working.

We have identified surfaces that people touch often, such as doorknobs and light switches.

Step 2: Implement protocols to reduce the risks

We have reviewed industry-specific protocols on worksafebc.com to determine whether any are relevant to our industry.

We have liaised with frontline workers, supervisors, and the joint health and safety committee (or worker representative).

We have reviewed orders, guidance, and notices issued by the provincial health officer and relevant to our industry.

We have reviewed our health and safety association or other professional and industry associations.

Reduce the risk of person-to-person transmission

1st level protection: Limit the number of people at the workplace and ensure physical distance whenever possible

Measures in place:

Occupancy Limit:

1. Occupancy in the dance room limited to no more than 9 people at a time (8 students and 1 instructor marked at 9 feet apart).
2. Occupancy in the pole room limited to no more than 9 people at a time (8 students and 1 instructor marked at 8 feet apart).

3. Occupancy in the entrance is limited to no more than 3 people at a time, marked at 6 feet apart.
4. 2-meter physical distancing reminders posted on facility walls.

Work Schedules:

1. To accommodate the reduced occupancy instructors were given an option to stream classes from home or from the studio when it is closed.
2. All scheduled classes will include a 15 minute break in between to limit traffic.
4. Classes will be scheduled in both rooms to start at the same time so that students do not have to walk through the pole room while class is in session.

Changes to Tasks:

1. Studio Coordinators will ensure all protocols and safety measures are being followed.
2. Additional Energy Exchange workers have been hired and will be responsible for greeting and directing traffic in the lobby to make sure a distance of 6 feet is maintained and that students are wearing masks upon entry. They will also assist in cleaning all high traffic areas and equipment between classes.
3. All teachers will instruct members to clean their equipment before and after class as well as the floor area and mats. They will also enforce masks and safety policies inside the pole and dance rooms.
4. Managers will take laundry home each week.

Facility Changes:

1. Lobby access is limited, and every second seat has been removed.
2. Lobby has marked spots for waiting every 6 feet. When these spots are filled, members must wait outside.
3. Students are requested to avoid eating.
4. Drinking water is allowed but students must make sure they are socially distanced, remove one side of their mask to drink and promptly replace their mask.

2nd level protection: Barriers and partitions

Measures in place:

1. The front desk is very high and acts as a barrier between the student and the Studio Coordinator.

3rd level protection: Rules and guidelines

Measures in place:

Client Rules and Guidelines

Upon Arrival:

1. Clients will be instructed to arrive no more than 10 minutes prior to their scheduled appointment
2. Clients will be greeted at the door by a Studio Coordinator and reminded of all policies and procedures.

3. Clients will be required to sanitize their hands and wear a mask at all times.
4. Client will be screened for COVID symptoms prior to entry into the lobby. If they answer yes to any of the questions, they will be denied entry. Screening questions are attached at the end of this document.
5. Client will be asked to use the contactless infrared thermometer that is mounted on the wall to check their temperature. If they are above the acceptable range, they will be denied entry.
6. Once all designated socially distance spots in the lobby are full, clients must wait outside. If it is raining, we will provide umbrellas that will be sanitized after each use.
7. Students will remove their shoes and leave them in the designated area but will take all other belongings and place them in a cubby.
8. Client will be checked in and pick up an individual bottle of hand sanitizer and equipment cleaner (alcohol for poles, hydrogen peroxide for fabrics) and a one time use rag or paper towel. Clients will use these to clean their own equipment and personal area after class including mats and their floor space.
9. Clients have cc's on file for contactless payment.
10. Clients will be encouraged to book future appointments online or via phone
11. Client will go directly into their classroom to their marked socially distanced spot.

During Class and Exiting

1. Clients will be reminded to clean their pole before and after class with the pole cleaner and the area around the floor with the hand sanitizer in the Pole Room. In the Dance Room: students will clean their floor area and mats with hand sanitizer before and after class. In Aerials, they will clean their apparatus as well as their crash mat.
2. Clients will place the used bottles, rags and Allen keys in a labelled bin on their way out.
3. If Clients require a yoga mat, we are renting them for \$5. This encourages them to bring their own. After class, yoga mats will be sanitized by the Studio Coordinator or Energy Exchange.
4. There is no socializing or hanging out after class. The rooms will be cleared and sanitized for the next group to come in. We have 15 minutes to complete this exchange.
5. Clients will be reminded when retrieving their shoes and leaving to give each other space and remain social distanced.

Instructor Rules and Guidelines

1. Instructors must always use hand sanitizer and wear masks.
2. Instructors may walk around to give verbal feedback while maintaining social distance.
3. Instructors will advise students to use a crash mats in higher level classes so that spotting is not necessary.
4. Instructors will also be screened to make sure they are well, including temperature checks upon entry.
5. Instructors will guide students to make sure all policies are being followed including that all masks are worn correctly.

Studio Coordinator and Energy Exchange Rules and Guidelines

1. Studio Coordinators and EE's will arrive and perform hand hygiene and wear masks
2. Studio Coordinator's and EE's will perform daily cleaning as outlined in daily cleaning checklist attached to the end of this document.
3. Studio Coordinator encourage online and phone client interaction whenever possible

4th level protection: Using masks

Measures in place:

Who will use PPE such as masks?

1. All staff and students will be required to wear masks in all areas at all times.
2. Staff will have access to free masks on site.
3. Face shields will not be acceptable.
4. Clients will be asked to arrive wearing a mask, this is posted at the entry door.
5. Students requiring a mask will be provided a disposable one for \$2. Reusable masks are also for sale at the front.

What work tasks will require the use of masks?

1. Masks will be worn for all tasks in the studio at all times including off hour trainings, private lessons and private group booking.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

We have reviewed the information on cleaning and disinfecting surfaces.

Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.

We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.

We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, studios, lobby, office area, equipment, light switches, and door handles.

Workers who are cleaning have adequate training and materials. All workers have been provided a checklist for before, after and during.

We have removed unnecessary equipment to simplify the cleaning process such as yoga mats, fitness balls, weights, bands, etc..

Cleaning Protocols:

The studio will be professionally cleaned on a weekly basis by Justice Buck.

The studio will be cleaned on a daily basis by staff.

Daily Cleaning Protocol:

1. The front desk and reception area will be cleaned between each class by the Energy Exchange and Studio Coordinator.

2. High touch areas (door handles, light switches, bathroom, front counter and plexiglass) will be disinfected between every class.

3. Equipment including mats, poles, fabrics, hoops, will be wiped down between classes by students, teachers and Energy Exchange workers.

4. All cleaning rags will be single use and laundered by the manager

5. Energy Exchange between class cleaning checklist is as follows:

- Wipe down all door handles - entry door, washroom doors
- Wipe down light switches - washrooms and studios
- Wipe down cubbies
- A/C or Heat panel
- wipe down water machine handles
- Wipe down spray bottles (hand sanitizers, aerial fabric bottles and pole cleaning bottles)
- Spray Allen keys with Lysol
- Wipe desk area and bottle table
- Clean plexiglass
- Sweep shoe area as needed
- Swiffer wet jet entrance area as needed

Washroom

- clean the toilet seat and flush handle with disinfectant wipe
- clean door knob inside and out
- clean sink taps
- wipe light switch
- clean soap dispenser handle

Step 3: Develop policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace:

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 arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must **self-isolate for 14 days and monitor** for symptoms.

Our policy addresses workers who may start to feel ill at work. It includes the following:

Sick workers should report to management, even with mild symptoms.

Sick workers should be asked to wash or sanitize their hands, keep their mask on, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]

If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.

Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

We have a training plan to ensure everyone is trained in workplace policies and procedures.

All workers have received the policies for staying home when sick.

We have posted signage at the workplace, including how to wear a mask, symptoms of Covid and effective hygiene practices.

Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.

Workers know who to go to with health and safety concerns.

When resolving safety issues, we will involve all staff.

Additional Resources

Covid Screening Checklist:

1. ARE YOU EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS:
 - *Fever*
 - *Chills*
 - *Cough or worsening of chronic cough*
 - *Shortness of breath*
 - *Sore throat*
 - *Runny nose*
 - *Loss of sense of smell or taste*
 - *Diarrhea*
 - *Nausea and vomiting*
2. HAVE YOU TRAVELLED ON AN AIRPLANE INTERNATIONALLY OR DOMESTICALLY IN THE LAST 14 DAYS?
3. HAVE YOU COME IN TO CONTACT WITH ANYONE THAT HAS BEEN EXPOSED TO ANOTHER INDIVIDUAL WITH COVID 19?
4. HAVE YOU ATTENDED A LARGE EVENT OR GATHERING IN THE LAST 14 DAYS?

IF YOU HAVE ANSWERED YES TO ANY OF THESE QUESTIONS, PLEASE DO NOT ENTER. WE WILL EARLY CANCEL YOU FROM YOUR CLASS.

Daily Cleaning Checklist:

Sweep and mop pole area
Sweep and mop dance area
Bathroom: Clean toilet bowl
Wipe toilet with Lysol wipe
Wipe all surfaces with Lysol wipe
Wipe plunger and the floor around the toilet.
Clean sink & tap w/ Lysol wipe, dry/shine w/paper towel
Clean mirror with wet paper towel
Use Swiffer Wetjet to clean floor
Dust Pole Room
Disinfect water cooler
Dust dance room
Disinfect cubbies
Entrance: Sweep and mop entrance and desk area
Vacuum the mat
Wipe down all surfaces with Lysol Wipe including doorknobs, light switches, etc.
Dust and sanitize all other surfaces including computer, desk, phone, pens, etc.
Make sure all bottles and equipment is sanitized and ready for the day