

**Kelowna Community Music School
COVID-19 Safety Plan**

First Level Protection (Elimination): Limit the number of people at the workplace and ensure physical distance)

1. Occupancy Limit for Premises

Since the government guidelines were issued in March we have: -

- Cancelled all in-person lessons, moving to online teaching (soft return in June, stronger in September).
- Group programming: choir and String Ensembles not running for the fall. Group instructors asked to come up with alternative ideas. Our flute group class has been put on hold for the duration of the November 19 order and is still not operating.
- Following the November 19 order, all in-person performances suspended. Investigating alternatives (online recitals/recordings posted on social media with family permissions).

A soft, gradual reopening of our premises began on Monday June 8th following Board approval of our policies and protocols. To limit numbers this included: -

- Encouragement of teachers to continue teaching online. In-person teaching was limited to a max of 3 teachers in on any one day, limiting it to Mon-Thurs.
- For in-person teaching, allocation of larger studio space to allow for maximum physical distancing and occupancy flow. In the fall the two smallest spaces won't be used for lessons at this point.
- Teachers looking at solutions that would work best for their studios: e.g. staggering lessons to reduce numbers on the hour, half-hour etc., alternating online teaching each week with in-studio. Discussing with colleagues in the same part of the building
- Clear message regarding illness and the need to stay away: "Anyone displaying symptoms of any illness, however, mild, will be asked to leave. The teacher will not be obligated to make up or refund this lesson and it will be their choice as to whether they do".
- Limiting building occupants to staff, faculty, student and parent/guardian of child in need of supervision (parent/guardian to attend in studio or wait in marked area). Lots of clear messaging on this. Admin staff to act as welcome hosts in guiding visitors through the process for first few weeks of term.
- Marked waiting spots for next student. Siblings may wait for lesson in studio where space allows for distancing, or will be handed a labeled plastic folding chair to place at a designated area, to be returned to studio for sanitizing.
- Notices limiting number of occupants in washroom sink area, kitchen, office, lobbies.

2. Reduce Number of People at the Worksite

- Executive/Artistic Director will continue to work mainly remotely with occasional visits to the school. Increased presence in early fall 2020, reducing hours in building when deemed appropriate. As at November 24, office administrator set up for remote working in preparation for the need to close the office.
- Customers advised not to come to the building. Processes for remote payment and registration
- Virtual meetings
- WiFi upgrade completed in August

3. Posting of Occupancy Limits for Common Areas

Signage: -

- Occupancy limit (kitchen, washroom sink, lobbies, studios, office, stairs)
- Washroom (single use of sink area)
- Kitchen (distancing, limit, use by staff/faculty only. Students visiting studios off kitchen may wash hands there)
- Students/guardians to arrive five minutes before lesson(s) and leave immediately after all are completed.
- Discourage young children from waiting in the office or outside for parent/guardian. Waiting area for parent/guardian on driveway and impress the importance of being there on time for the student.

4. Measures to keep workers/visitors two metres apart

- Entry/exit via door nearest to studio
- Distancing requirements/signage
- Marked waiting areas
- Limited use of kitchen space. Removal of equipment/cutlery/dishes/water cooler/table
- Removal of unnecessary furniture to increase space in common areas/studios

**Kelowna Community Music School
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Second Level Protection (Engineering) – Barriers and Partitions

1. Barrier solutions installed:

- Plexiglass/acrylic screens on casters in each studio
- Office desk shields

Forced air system

- Duct system cleaned August 28th 2020.

2. Plexiglass barrier cleaning:

- Ensure proper cleaning solution used
- Responsibility of user (faculty/staff) to maintain cleaning regime throughout the day

3. Safe installation of barriers

- Ensure solid base for stability
- Minimise trip risks
- Reiterate importance of respecting property for health and safety reasons

Kelowna Community Music School COVID-19 Safety Plan

Third Level Protection (Administrative): Rules and Guidelines

Guidance for All Visitors to KCMS (separated into staff, faculty, students/families, service providers)

Guide for Occupants of KCMS Building – Staff

In accordance with WorkSafe BC and the provincial health authority's recommendations, the KCMS Safety Plan has been revised, with all updates marked in **red**. The full plan is posted on the KCMS website, and in hard copy form at KCMS and below you will see the section relevant to staff.

Reduction of People on Premises

- Executive/Artistic Director will continue to work mainly remotely with occasional visits to the school. Increased presence in early fall, reducing hours in building when deemed appropriate
- Advise clients to register/pay remotely where possible
- Virtual meetings

When Working on Site

- As of November 23, on each day of conducting KCMS business either on or off site, workers must consult the WorkSafeBC symptom poster and confirm via Google Forms that they have carried out a health check.
- Stay home if you are sick – however mild your symptoms (you must go home if you have any)
- Maintain a two-metre/6 ft distance from others where possible in common areas
- Wear a non-medical mask **in all areas** (see “Non-Medical Masks” below)
- Tip: Use your own soft stylus/eraser tipped pencil on the door keypads, photocopiers
- Wash hands according to signage: -
 - on first arriving
 - after using the toilet
 - after sneezing/coughing into hands or tissue
 - before and after touching common items
 - if sink is not available use hand sanitizer

Kitchen – for use by Staff/Faculty Only

- Eat food in office/outside where possible (table and chair removed)
- Wipe down kettle, coffee machine, microwave after use
- Bring your own cutlery and dishes
- No food/drink sharing
- Tip: Use your own eraser pencil/soft stylus pen on microwave keypad

Copier Room

- Store all copy paper in the office and replenish machines at regular intervals
- Limit use of mailboxes/exchange of papers/items

Office

- Limit visits by faculty/staff/public. Students must not wait in office for parent/guardian
- Registration/payment through remote/contactless methods where possible
- Limit exchange of paper, pens
- Establish routine for cheque signing, teachers' pay delivery/collection
- Wipeable cover for card machine
- Suggest times to visit/consider outside 'welcome' desk for registration

Non-Medical Masks

- Keep a store of non-medical masks and gloves.
- Following a Board directive of **April 15 2021**, KCMS now mandates the use of masks for all ages **in all areas including in-studio during lessons** (exemptions under public health guidelines: those under 2, medical exemption, or unable to place or remove a mask themselves **or to remove to play a wind instrument/sing**). Our hallways have many areas which are not passable with two metres of clearance.

Cleaning

- Maintain a good supply of cleaning materials
- Twice daily (12 noon, 4.45pm) clean high touch points in common areas:-
 - Office lock box
 - Door handles
 - Light switches
 - Cabinet handles
 - Stair railings
 - Washrooms (light switches, door/toilet handles, paper/soap dispensers, sinks, taps, countertops)
 - Kitchen (light switches, door handles, paper/soap dispensers, sinks, taps, countertops, kettle, coffee machine, refrigerator handle, microwave)
 - Copier Room (light switch, mailboxes, copier)
 - Monitor hand sanitizer stations daily
- Rota established with teachers for sanitizing Saturday-Sunday (Executive Director does Friday)

When someone begins to feel ill on the premises (however mild the symptoms)

- Wash/sanitize hands, wear a non-medical mask and isolate. Studio 9 has been designated the isolation area
- If unable to drive, call a family member to collect
- Patient or family member (not KCMS) to call 811 regarding isolation/testing
- If severely ill (difficulty breathing, chest pain), aide to call 911
- Clean/disinfect surfaces the ill person has come into contact with
- Call/email Executive Director and report. Unless directed by public health to do so, KCMS will not notify staff or students' families if a staff member or student becomes ill at home or at KCMS, including if they display symptoms. It is for public health officials to initiate contact tracing procedures if deemed necessary.

Guide for Occupants of KCMS Building – Faculty

In accordance with WorkSafe BC and the provincial health authority’s recommendations, the KCMS Safety Plan has been revised, with all updates marked in red. The full plan is posted on the KCMS website, and in hard copy form at KCMS and below you will see the section relevant to Faculty.

Reduction of People on Premises

- Teachers may wish to continue teaching online
- Studio time required and schedules requested for teachers planning to return to in-person or online lessons to establish safe use of studio space.
- Explore staggered lessons and alternating online teaching with in-studio. Discuss with your colleagues in the same part of the building
- Virtual meetings

When Working on Site

- As of November 23, on each day of visit KCMS and/or teaching in person either on or off site, workers must consult the WorkSafeBC symptom poster and confirm via Google Forms that they have carried out a health check.
- Stay home if you are sick – however mild your symptoms (you will be sent away if you have any)
- Do not park on the driveway. This is for safe entry/exit for students and waiting guardians
- Maintain a two-metre/6 ft distance from others where possible in common areas
- Wear a non-medical mask in **all areas including in-studio for the duration of the lesson** (see “Non-Medical Masks” below)
- Tip: use fob or soft stylus/eraser tipped pencil on the door keypad
- Wash hands according to signage: -
 - on first arriving
 - after using the toilet
 - after sneezing/coughing into hands or tissue
 - before and after touching common items
 - in between lessons where possible
 - if sink is not available use hand sanitizer

Studio/Lesson

- Attendance records – **it is imperative that accurate attendance is taken** in the event that public health requires this for contact tracing purposes
- If you feel a student is at all unwell, they must go home, however mild the symptoms. Families will be made aware of this and that the teacher is not obligated to make up the lesson – it is the teacher’s choice
To aid the decision-making process in the face of questions, the school district policy is:
Family member who is sick - students or staff may still attend school if a member of their household has a cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
Non-contagious (e.g. allergies) - Students and staff who experience seasonal allergies or other non-infectious COVID-19-like symptoms, which are related to an existing condition can continue to attend when they are experiencing these symptoms as normal
- Between lessons: wipe door handle, piano keys/benches, music stands, plexiglass screen and other touch points. Wash or sanitize hands

Revision April 16 2021 – items revised in **red**

- **Wear a mask**
- Avoid facing each other directly. Piano teachers: use both pianos in studio, if available
- Minimize exchange of papers/equipment
- Keep two music stands in your studio and alternate use to allow sanitizer to settle
- Limit use of studios to times allocated
- Tip: Establish a protocol with students that works for your studio (e.g. how to prevent belongings blocking common areas, instrument-safe sanitation, standing/seating position, handling music stand, notetaking, guardian meeting place for younger students, placement of chairs for siblings/students taking multiple lessons)
- Tip: suggest to students that you will open/close the door

Kitchen – for use by Staff/Faculty Only

- Eat food in studio/outside where possible (table/chairs removed)
- Wipe down kettle, coffee machine, microwave, teachers' phone after use
- Bring your own cutlery/cups/dishes
- No food/drink sharing
- Limit use of teachers' phone. Encourage families to contact you directly by text/email
- Tip: Use your own eraser pencil/soft stylus pen on microwave keypad

Copier Room

- All copy paper stored in the office and machine replenished at regular intervals
- Limit use of copier. Encourage students to have their own music
- Limit use of mailboxes/exchange of papers/items
- Use your own stapler, hole punch, tape dispenser etc.
- Tip: use your own soft stylus/eraser tipped pencil to operate copier

Office

- Max one visitor at a time. Keep visits brief and observe orange distance marker on the floor
- Encourage student/parent/guardian to communicate with office via telephone/email
- Remind guardians of younger students to wait at the designated areas marked on the driveway and not in the office or common areas

Non-Medical Masks

- Following a Board directive of **April 15 2021**, KCMS now mandates the use of masks for all ages **in all areas including in-studio during lessons** (exemptions under public health guidelines: those under 2, medical exemption, or unable to place or remove a mask themselves **or to remove to play a wind instrument/sing**). Our hallways have many areas which are not passable with two metres of clearance.

When you or a student begins to feel ill on the premises (however mild the symptoms)

- Wash/sanitize hands, wear a non-medical mask and isolate. Studio 9 has been designated the isolation area
- If unable to drive, call a family member to collect
- Patient or family member (not KCMS) to call 811 regarding isolation/testing
- If severely ill (difficulty breathing, chest pain), aide to call 911
- Clean/disinfect surfaces the ill person has come into contact with

Revision April 16 2021 – items revised in **red**

- Call/email Executive Director and report. Unless directed by public health to do so, KCMS will not notify staff or students' families if a staff member or student becomes ill at home or at KCMS, including if they display symptoms. It is for public health officials to initiate contact tracing procedures if deemed necessary.

Guide for Occupants of KCMS Building – Students/Families

Welcome to KCMS! As with many places you will have visited, KCMS looks a little different this year, and the information below shows you what to expect in the hope that your experience with us is an enjoyable and safe one, allowing us to safely continue making music together.

In accordance with WorkSafe BC and the provincial health authority's recommendations, our full plan is posted on the KCMS website. Below you will see the section relevant to students and families. As the situation develops, we will continue to provide updates. Guardians: please discuss with your student.

In the event of illness

- If you are sick, stay home! Anyone displaying symptoms of any illness, however mild, will be asked to wash hands, wear a mask, call a guardian if needed and go home. Whether a makeup or refund is given is at the discretion of the teacher
- Be aware of what to do in the event that you or a family/household member has symptoms – call Health Link 811 for advice

Arriving for your Lesson

- Please plan your visit to allow only enough time to wash/sanitize your hands before your lesson.
- In order to maximize distancing for arriving/departing students, the driveway must be kept clear
- Enter/exit via the door nearest to your teacher's studio (wait outside by the arrow with your studio number on it if you are more than five minutes early)
- Take care to read the STOP sign regarding COVID-19 symptoms and requirements
- Students only in the building please, unless caregiving is required
- Where possible, use hand sanitizer to prevent line-ups at the sink
- Wait at the marked spot near your teacher's studio. Your teacher will open the door at the start and end of the lesson
- Your teacher will work with you to establish a protocol for their studio (e.g. how to keep your belongings safe in the common areas, instrument-safe hand sanitizing, standing/seating position, handling music stand, notetaking etc.)
- Siblings/bubble buddies/students having multiple lessons: your teacher will give you a folding plastic chair for placement at an agreed spot while you wait for your lesson or your sibling. Please return the chair to the studio for sanitizing on your way out.

Common Areas

- Visitors aged two and over who are able to place and remove a mask themselves: please wear a non-medical **mask in all areas** (see "Non-Medical Masks" below)
- Maintain two-metre/6-foot distance from others where possible. Not sure what that looks like? Check out the orange markers on the floors
- Caregivers may attend in the studio if space allows. Otherwise, please arrange to meet your student on time at the designated waiting spots on the driveway
- Please leave the building when all lessons are completed.

Kitchen

- Kitchen equipment is for use by staff and faculty only
- Students in the Performance studio, studios 3 and 4 may use the kitchen sink for handwashing.

Office

- All registration and payment methods will be communicated via email
- Max. one visitor. Please keep visits brief and observe the orange distance marker on the floor
- Students are not permitted to wait for guardians in the office.

Drop-off/Collection

- Please discuss with your student a routine for drop-off and pick-up, and allow sufficient time. KCMS is not responsible for students outside of their lesson time, and it is imperative that guardians of younger students are at the designated spots on the driveway on time when the student exits the building
- Our rear yard area is out of bounds due to risks inherent with use of fire exit, stairs, gate etc.

Non-Medical Masks

- Following a Board directive of April 15 2021, KCMS now mandates the use of masks for all ages in all areas including in-studio during lessons (exemptions under public health guidelines: those under 2, medical exemption, or unable to place or remove a mask themselves or to remove to play a wind instrument/sing). Our hallways have many areas which are not passable with two metres of clearance.

Thank you for your understanding!

These guidelines may appear firm. They are, and for good reason. The health and safety of our students, families, staff and faculty must be our priority. As with all new routines we will settle in quickly and, if we all do our bit by planning ahead and adapting to the guidelines, we can contribute to the safe continuation of music education in our community, provided we:

Be **K**ind

Be **C**alm

Make **M**usic

Be **S**afe

Guide for Occupants of KCMS Building – Service Providers

In accordance with WorkSafe BC and the provincial health authority’s recommendations, the KCMS fall safety plan has been posted at KCMS and on our website, and below you will see the section relevant to visitors providing a maintenance service to KCMS.

Arrival at KCMS

- As of November 23, all service provider workers must consult the WorkSafeBC symptom poster and confirm via Google Forms that they have carried out a health check. An invitation to complete will be emailed ahead of the appointment time.
- If you are sick, please cancel your appointment and stay home. Anyone displaying symptoms of any illness, however, mild, will be asked to wash hands, wear a mask, call a guardian if needed and go home.
- Take care to read the STOP sign regarding COVID-19 symptoms and requirements
- Use a soft stylus/eraser tipped pencil to operate the door keypad
- Wash hands or use the sanitizing stations if the washroom sink is occupied
- Enter/exit via the door nearest the office and announce your arrival/departure

Common/Waiting Areas

- Maintain two-metre/6-foot distance from others where possible
- Please wear a non-medical mask **in all areas** (see “Non-Medical Masks” below)
- Limit time spent in common areas.

Kitchen

- Kitchen equipment for use by staff and faculty only

Office

- Please keep visits to the office brief and to a minimum

Non-Medical Masks

- Following a Board directive of **April 15 2021**, KCMS now mandates the use of masks for all ages **in all areas including in-studio during lessons** (exemptions under public health guidelines: those under 2, medical exemption, or unable to place or remove a mask themselves **or to remove to play a wind instrument/sing**). Our hallways have many areas which are not passable with two metres of clearance.

High Touch Points

- When working on equipment/instruments is completed, please wipe down all touch points (e.g. pianos, furnaces, door handles, light switches).

**Kelowna Community Music School
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Fourth Level Protection (Using Masks): Optional Measure in Addition to Other Control Measures

1. Selecting and Using Masks
2. Following a Board directive of **April 15 2021**, KCMS now mandates the use of masks for all ages **in all areas including in-studio during lessons** (exemptions under public health guidelines: those under 2, medical exemption, or unable to place or remove a mask themselves **or to remove to play a wind instrument/sing**). Our hallways have many areas which are not passable with two metres of clearance.
3. Communication on proper use of masks (posted on site).

Kelowna Community Music School COVID-19 Safety Plan

Reduce the Risk of Transmission through Effective Cleaning and Hygiene Practices

1. Information on Cleaning and Disinfecting Surfaces

Shared with cleaner

2. Handwashing facilities

Easily accessed. Faculty/staff and students using studios 3, 4 and Performance studio may use kitchen sink for hand washing if not using washroom. Investigated installing sinks in washroom stalls. Possible DDA issues and potentially expensive/disruptive. Encourage sanitizer to keep lineups to a minimum.

3. Handwashing Policies

Wash hands according to signage: -

- on first arriving
- after using the toilet
- after sneezing/coughing into hands or tissue
- before and after touching common items
- between lessons (student if attending multiple lessons)
- parent/guardian only to assist young students with hand hygiene
- if sink is not available use hand sanitizer – discuss instrument protocol with teacher
- Students: if possible use your washroom at home before leaving for KCMS. You must still wash/sanitize your hands when you arrive
- Students: no food/drink
- Use of kitchen sink
- Faculty/students of Performance Studio, studio 3 and studio 4

Handwashing/Cover Coughs and Sneezes posters posted in the building

4. Cleaning Protocols

Focus on high-traffic areas and high-contact surfaces:

Floors

Door handles/frames

Light switches

Cabinet handles

Stair railings

Washrooms

Kitchen

Office (desks, keyboards, telephones, shared stationery items)

Copier Room (mailboxes, copier)

Studios (piano keys, tables, chairs, plexiglass screens, music stands, sibling chairs)

Frequency of Cleaning

General cleaning and disinfecting of the premises should occur at least once a day. Frequently touched surfaces should be cleaned and disinfected at least twice a day.

7am Lynda Loudon – full clean of building, remove garbage

12.00pm Lori Bourgeois (wipe high touch points)

4.45pm Lori Bourgeois (wipe high touch points)

Faculty/staff reminded to wipe areas after use both in common areas (kitchen, copier) and their own studio/office (see “Studio/Lesson” in appendix 3).

Executive Director wipes high touch points on Fridays, weekend teachers alternate this task Sat/Sun

5. Training/Materials

Share and post guidance on cleaning and disinfecting.

Cleaning Supplies

Must display a Drug Identification Number (DIN): A DIN is an 8-digit number given by Health Canada

Effective against Coronavirus: Bleach: sodium hypochlorite (5.25%) Hydrogen peroxide (0.5%)

Alkyl dimethyl ammonium chlorides

Gloves

Non-medical masks

Cloths, mops (replaceable heads/washed daily by cleaner)

6. Removal of Unnecessary Tools and Equipment

Lobbies: furniture, books, music, stationery, shelf, notices

Kitchen: table/chairs, dishes, cutlery, cups. Garbage bin replaced with foot-pedal operated bin.

Studios: unwanted items/furniture

Policies

Prohibition from the site: -

1. Anyone who has symptoms of COVID-19 in the last 10 days:

Fever

Chills

New or worsening cough

Shortness of breath

Sore throat

New muscle aches/headache

Loss of smell/taste

Anyone directed by Public Health to self-isolate - Unless directed by public health to do so, KCMS will not notify staff or students' families if a staff member or student becomes ill at home or at KCMS, including if they display symptoms. It is for public health officials to initiate contact tracing procedures if deemed necessary.

2. Anyone who has arrived outside of Canada or who has contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms
3. Any student displaying symptoms of any illness, however, mild, will be asked to leave. The teacher will not be obligated to make up or refund this lesson. Teachers and staff must also follow this and report symptoms to the Executive Director for recording (no further action will be taken by KCMS unless contacted by Public Health). If a family member is sick at home with an illness not confirmed as COVID-19, the student may attend lessons provided they are asymptomatic.

Limitation from the site: -

1. Number of teachers initially – schedule for June-August
2. Deliveries – communicate instructions on leaving supplies/signing for etc.
3. Families – only students allowed in building (barring those who require care). Encourage families to communicate and conduct registration and payment etc. by email/telephone

Working alone in the building

1. Ensure doors are locked
2. Sanitize all touch points before leaving
3. Close fire doors and deadbolt both upper and lower exits before leaving

Working from home

1. Ensure a safe working environment for yourself
2. Sufficient Internet connectivity
3. In-person teaching off-site. Not encouraged by KCMS

Risk of Violence

1. See working alone in the building (above)
2. Report to the Executive Director regarding any incidences/concerns around violent behavior

When someone begins to feel ill at work (faculty/staff/student)

1. Wash/sanitize your hands, put on a non-medical mask and isolate (studio 9).
2. Call a family member to collect you
3. Patient or family member to call 811 regarding isolation/testing. While waiting for results, family members need not isolate provided they are asymptomatic. Clarify need for family to take responsibility for this. KCMS will act only on the instructions of public health
4. If severely ill (difficulty breathing, chest pain), aide to call 911
5. Clean/disinfect surfaces the ill person has come into contact with
6. Call/email Executive Director and report
7. Spreadsheet set up for recording incidences of symptoms/testing etc.

Appendix 7 – Communications and Training

1. Registration package and website updated to include new protocols as and when revised
2. Add faculty and student guidance to faculty manual
3. Communicate all protocols to families via email, newsletter
4. Post all relevant signage on safe entry, distancing, occupancy limits, and hygiene practices
5. Post safety plan on noticeboards around the school
6. All staff/faculty have signed off on original plan.
7. Establish monitoring/follow-up system (weekly virtual meetings, methods for reporting, sending questions)
8. Plans for the fall in the event of a second wave. Hybrid model for the future. Create scenarios and associated protocols to allow for quick changeover