

Goh Ballet's COVID-19 Safety Plan

Goh Ballet is committed to operating in a way that prioritizes the health and safety of students, staff, and visitors and adhere to the reopening regulations and guidelines for safe on-academy education delivery for post secondary Institutions of the [Government of Canada](#) and the [Ministry of Advanced Education, Skills & Training](#), the [Public Health Agency of Canada](#), [BC Centre for Disease Control](#), the Deputy Provincial Health Officer and [WorkSafe BC](#) to control and prevent the risk of transmission of COVID-19.

2021-2022 Annual Program delivery

All of Goh Ballet's 2021-2022 Annual programs will be delivered in-person at the Academy as long as conditions allow. In the case of an order from Public Health limiting in-person activities, Goh Ballet will move all classes to Interactive Virtual Classes via Zoom. The intent is keep a consistent class schedule with at least disruption as possible to students' annual training. In instances where program delivery is not suited to Virtual Classes (for students 6 years and younger), Goh Ballet will schedule make-up classes equivalent to the number of classes affected by an order by Public Health.

Goh Ballet continues to offer virtual tutorials as a way to supplement training for those who wish to receive coaching above and beyond their regular class schedule but due to space limitations are not able to safely book additional coaching at the Academy.

In the event of a facility shut-down due to directives by the [Provincial Government](#) Goh Ballet will make arrangements to deliver program requirements via a blend of Live Stream classes during the shut-down and scheduled make-up classes when facilities re-open.

Guiding Principles for Safe Activities

- The health and well-being of our students, staff, and visitors is always our first priority.
- We use the Go-Forward Guidelines for the post-secondary sector, Guidelines for Operation of Private Language Schools of Languages Canada and WorkSafe BC Guidelines as our baselines for returning to in-person activities.
- Goh Ballet Academy has remained open and available for students for in-studio and remote learning. The goal of these protocols is to support in-person teaching, learning, administrative and support services while reducing the risk of COVID-19 transmission.
- Goh Ballet Academy will use a coordinated and phased approach to resuming or increasing on-academy activities.
- We recognize that the COVID-19 pandemic situation is constantly changing, and we must be flexible and adaptable in our approach, prepared to be able to relax or tighten restrictions and education delivery options as circumstances dictate.

- Goh Ballet Academy will provide as much certainty as possible to students and staff by making and communicating decisions as early as possible.
- At all times Goh Ballet Academy will observe and abide by restrictions as set by [BC Provincial Health Authorities](#)

Understanding the Risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface and then touching the face.

Reducing the risk of COVID-19

The best prevention measure is to get vaccinated. At this time all individuals 5 years and older are eligible to be vaccinated, and all Goh Ballet staff, faculty and pianists are fully vaccinated.

Information regarding vaccinations and booster shots maybe found here:

<https://www2.gov.bc.ca/gov/content/covid-19/info/response>

Goh Ballet Academy will also observe and abide by [proof of vaccine requirements](#) as set by the Provincial Health Authorities as they apply to the Academy's activities and programs.

Additionally, Goh Ballet will enforce, as needed, appropriate prevention measures, which consider the current level of community transmission of COVID-19 as well as the feasibility and effectiveness of the intervention.

First level protection (elimination):

In order to limit the number of people in the Academy the following policies are in effect:

- All individuals must conduct a [daily health check](#) prior to coming to the Academy and stay home if experiencing any signs of illness, and getting tested if advised to do so by 8-1-1 or the [BC Thrive App](#) recommends to do so.
- Strict occupancy limits are set and observed for all studios and offices;
- Work tasks and meetings are scheduled such that workers may maintain proper physical distancing at all times;
- Equipment and cubbies in studios are re-arranged to ensure that students and faculty are at least 2 m from each other at all times, which includes assigning positions for each student in-studio for each class and ensuring that student groups do not mix;
- Visitors are limited to essential workers and are only allowed admittance with an appointment.
- All individuals must wear masks while inside the Academy. Whenever possible, N-95 masks should be worn. Masks should properly cover and enclose the nose and mouth and all times and be secured firmly behind the ears or head.

Second level protection (engineering controls):

In situations where physical distancing cannot be maintained and a large number of contacts are expected, physical barriers will be installed.

Third level protection (administrative controls):

The following rules and guidelines are established:

- All occupancy limits for all studios, office spaces, washrooms, and common areas are posted;
- In order to limit the amount of time in common areas such as washrooms and changerooms, all dancers must arrive already dressed for class and with their own class accessories (yoga mat, theraband, dance shoe accessories) in their own dance bag and are not allowed to leave anything on the premises after class;
- Cleaning protocols are increased, cleaning schedule for each studio is posted and staff signs off each time protocol is completed in between each class;
- Staff and students must not share tools;
- Where possible entry and exit doors are one-way and a clear flow of traffic through the Academy is indicated by arrows and signage.
- Hand hygiene stations are located at entry and exit points as well as in each studio, and high touch surfaces are cleaned in between each class.

Roles and Responsibilities

We recognize that the responsibility for the health and safety of all at Goh Ballet Academy is shared, all students, staff and visitors are expected to follow the measures and guidelines of this plan.

Goh Ballet commits to:

- Ensuring this plan is in compliance with all provincial and federal health and safety regulations.
- Ensuring common areas, classrooms and offices have been analyzed for safe occupancy limits and have maximum capacities clearly posted.
- Ensuring necessary signage is posted at all entrances, washrooms and common areas.
- Providing flexibility, tools and resources for employees to be able to work from home when necessary.
- Installing physical barriers such as plexiglass where physical distancing is not possible, and including them in cleaning protocols.
- Providing guidelines, training and signage for students and employees regarding safe conduct on Academy.
- Ensuring adequate handwashing and hand sanitizing supplies are available on academy.
- Ensuring enhanced cleaning protocols are followed.

- Ensuring International Student relevant policies and practices (e.g., travel, illness, self-isolation, working from home etc.) adequately address COVID-19 and are clearly communicated.

All students and staff are required before coming to academy and/or while on academy:

- Self-assessing daily as per [Self Assessment guidelines](#) and staying home when exhibiting signs of illness or if answering “yes” to any self-assessment questions. Expectations and guidance for self-assessment and reporting symptoms will be posted online and at all academy entrances.
- Attending health and safety training sessions and meetings as required.
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE at all times while in the Academy. Whenever possible, N-95 masks should be worn. Masks should properly cover and enclose the nose and mouth and all times and be secured firmly behind the ears or head.

Academy visitors are required to abide by the following:

- Make an appointment prior to coming to the Academy
- Prior to coming to the Academy, conduct a [self-assessment](#) and stay home if answering “yes” to any of the questions or if exhibiting any signs of illness.
- Following posted safety signage such as room occupancy, physical distancing, coughing and sneezing protocols, safe hygiene, and hand-washing practices.
- Wearing a proper medical or non-medical mask and keep at least 2 meters distance at all times in the Academy. Whenever possible, N-95 masks should be worn. Masks should properly cover and enclose the nose and mouth and all times and be secured firmly behind the ears or head.

COVID-19 Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold.

They include:

- Fever
- Chills
- Cough (dry)
- Shortness of breath
- Sore throat
- Stuffy or runny nose
- Loss of sense of smell or taste
- Headache
- Muscle aches, including back pain
- Fatigue
- Loss of appetite

- Diarrhea
- Vomiting
- Inability to consume water

Symptoms can range from mild to severe.

The understanding of Covid-19 and its variants is ever evolving – staff, faculty and students should keep up to date on development regarding Covid-19 and its variants by referring to these reliable resources:

[BC Centre for Disease Control](#)
[CDC](#)

Monitoring of staff and students

- Goh Ballet Academy staff are trained on [observable symptoms of COVID-19](#), as per [Public Health Agency of Canada](#) and [British Columbia Centre for Disease Control](#)
- All faculty, staff, students and visitors must assess themselves daily for [COVID-19 symptoms](#) prior to accessing the Academy's facilities. The [BC COVID-19 self-assessment tool](#) or [Support App](#) are available online to be used.
- All faculty, staff, students, and visitors will also be screened in-person prior to entering the Academy, as per the [Covid-19 Prevention Regional Measures order](#). As per this order, anyone who does not pass the screening will not be allowed to enter the Academy and must return home and seek medical advice or use the [BC COVID-19 self-assessment tool](#) or [Support App](#) to monitor symptoms.

If the self-assessment tool recommends that a person get tested for COVID-19 or self-isolate they must do so. If required to get COVID-19 testing they should not return to Goh Ballet Academy premises until they have received the test results and followed any self-isolating recommendations.

In-person screening is required by order of the Provincial Health Office and therefore a law all people must follow.

- Staff and students must complete a [self-health check](#) as per the acknowledgement declaration signed at registration before arriving at the school.
- Visitors must complete a [self-health check](#) prior to arriving at the Academy, submit a signed self-health check acknowledgement and provide contact information for contact tracing.
- Goh Ballet Academy staff will conduct daily monitoring of students for visible cold, flu, fever or existing COVID-19 related symptoms.
- Students and staff are required to stay home if they have any cold, flu or COVID-19 symptoms for at least 7 days if vaccinated, or 10 days if unvaccinated.

- Anyone who has arrived from outside Canada must self-isolate for 10 days and monitor for symptoms.
- Adequate signage as [BCCDC](#) is installed to remind students, staff and visitors to not enter the Academy if they're sick or required to self isolate.
- If any symptoms are present in an individual at the Academy, the student, faculty or staff member will be asked to return home immediately. See "Case Management and Outbreak Response" section below.
- If symptoms persist, students or staff should contact 8-1-1 for further direction.
- A daily attendance will be taken of staff, students and visitors which can be provided, if necessary, to clinical authorities for the purpose of contact tracing. See "Case Management and Outbreak Response" section below.

Communication and Education for the Academy Community

Training sessions are imparted to ensure all students and staff understand their roles and responsibilities in maintaining a safe academy environment.

Training includes:

- COVID-19 safety training for employees working/returning to academy.
- COVID-19 orientation for new employees included in the onboarding process.
- COVID-19 observable symptoms.
- COVID-19 orientation for new students prior to attending in-person classes.
- COVID-19 safety information for students.
- Updates to all students and employees of the new order issued by Public Health and information regarding how such orders affect the Academy's community is distributed through Goh Ballet's student database management system, Jackrabbit, including the requirement for face-to-face screening when entering the workplace.

Faculty, staff and students are constantly informed about what is being done at the premises to ensure safety and reduce the risk of COVID-19 transmission, an integrated communication plan is applied to ensure all the communication/messages that will be sent to the academy community is consistent with provincial and local public health advice.

Goh Ballet Academy use multiple communication channels to ensure COVID-19 key messages are reminded frequently (e.g. websites, posters, social media, closed circuit television monitors), including academy and personal email addresses for students.

Regular check-ins with faculty and staff are conducted to provide new information and opportunities for discussion workplace practices relating to COVID-19 and other health and safety matters.

Additional communication may be required as new information is made available that may affect work practices.

Physical distancing

Goh Ballet Academy will ensure adherence to physical distancing guidelines, as promoted by the [Public Health Agency of Canada](#) and [British Columbia Centre for Disease Control](#), both in the studio and common areas.

Additional measures:

Reducing the number of out-of-studio interactions, including parent-faculty meetings, Goh Ballet shop fittings and uniform purchases, "by appointment only" protocols are in place, with staggered appointments for in-person service, together with posted occupancy limits in all service areas. Online appointments are available by contacting the following:

Junior School Associate Directors: Fiona Smith, fsmith@gohballet.com and Tanya Phelps, tphelps@gohballet.com

Seniors School students' requests for appointments with the Academy's director: Jess Bacon, Executive Assistant to the Director, coordinator@gohballet.com

Senior School Artistic Coordinator: Reid Cuming, rcuming@gohballet.com for appointments

Goh Ballet Shop on-line purchases and shoe fitting appointments: Ms. Mann Pan, shop@gohballet.com

Academy operations, student life, and Productions: Production & Business Manager, Tracie Yee, tyee@gohballet.com

- Occupancy limit signage is displayed at the entrance of each studio and common space.
- Timetables have been staggered to reduce student contact between classes and during breaks, when necessary.
- Encouraging meetings by phone or videoconferencing.
- Goh Ballet Academy will not offer adjunct social activities on site.
- Staffing schedules can be adapted to work-from-home when required by PHO.
- Goh Ballet Academy has installed signs and arrows on the floor to guide students, staff and visitors to observe appropriate physical distancing, mask wearing, handwashing, coughing-sneezing protocols while they are on academy.

Sanitization

Strict protocols on cleaning and disinfecting premises and other aspects of environmental health will be observed, using hard-surface disinfectants as approved by the [Public Health Agency of Canada](#) and following guidelines from the [Centers for Disease Control and Prevention](#).

- Public spaces and communal areas are cleaned and disinfected multiple times per day in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#), cleaning schedule is operating with emphasis on high touch surfaces such as front desk, stair railings, door handles, desks, light switches, tables, and shared computer equipment.
- Washrooms are cleaned and disinfected daily, with more frequent cleaning of high-touch washroom surfaces (e.g. flush and doors handles, faucets.)
- Each studio and common space has its own supply of cleaning solutions (tea tree oil, hydrogen peroxide, disinfecting spray) and disposable, one-time use paper towels.
- Staff are supplied with single use gloves to execute cleaning duties and are to be disposed in plastic lined waste bins after use.
- Communally used objects (e.g. coffee-makers, shared utensils/plates, microwaves) were removed where practicable.
- Adequate hand-washing facilities are stocked and available on site and easily accessed.
- In addition to daily cleaning of all high touch surfaces multiple times a day by Administrative staff, janitorial staff empties all plastic bag lined waste bins, remove all garbage and recycling, and clean all floor surfaces and washrooms thoroughly 4 times a week.

Cleaning Schedule:

- **Public Area Touch Points (doors, elevator, hard surfaces, etc.)**
Frequency - several times per day.
What is cleaned/wiped - entrance door handles / push bars, elevator push buttons, stair handrails, sanitizer dispensers, reception sneezing shield.
- **Washrooms**
Frequency - Varies, 3 times per day (minimum)
What is cleaned/wiped: toilets, urinals, countertops, sinks, mirrors, dispensers, partitions, door handle and floors.
- **Studios**
Frequency – Varies, at least 4-5 times per day
What is cleaned/wiped – barres, stereo systems, door handles, floors, cubbies, stools
- **Office Areas**
Frequency – Daily
What is cleaned/wiped – desks, table tops, chairs, door Handle, floors, computer keyboards, mouse, telephone, light switch. *Staff members are required to disinfect their desks and computers upon arrival and before leaving the office.

Staff and student hygiene

- Numerous hand sanitizing stations are located throughout the Academy, at entry points, and in corridors to facilitate hand hygiene. A minimum of 60% ethyl alcohol or a public health or governmental approved product is required. (Approved products are listed here: <https://www.canada.ca/en/health-canada/services/drugs-health->

[products/disinfectants/covid-19/list.html#tbl1.](#)) These dispensers must be checked regularly to ensure they are not empty.

- Signage on proper [hand-washing technique](#) is displayed in all restrooms and sinks, such as that provided by the Public Health Agency of Canada.
- Adequate hand-washing facilities, including soap and hot-air or paper towel dryers, are provided.
- Signage on proper hand-washing technique are displayed in all restrooms and sinks, such as that provided by the [Public Health Agency of Canada](#)
- Adequate respiratory hygiene products, (e.g. paper tissues) are provided in all classrooms and bins for disposal are collocated in common spaces.
- Signage on cough/sneeze etiquette is displayed in all classrooms and common spaces. All members of Goh Ballet’s community are expected to abide by this signage. Examples of signage:



- Any employee cleaning any common areas/high-touch surfaces must wash their hands with soap and hot water, per recommended hand washing instructions after completing the cleaning task and prior to performing any other duties.
- Student/staff orientation includes training on required hand washing, cough/sneeze technique. Staff and students will be advised to wash hands or use hand sanitizer: upon arrival; before eating or drinking; before and after breaks, before preparing food; after touching shared items; after using the washroom; after handling garbage; and before leaving the school.

Personal protective equipment

- Goh Ballet Academy will provide masks for students that do not have their own.
- Masks are available for teachers and staff that are not able to maintain 2 meters physical distance as a stringent safety measure.
- **Wearing a mask is required in all areas of the Academy.**
- Signage on proper mask-wearing technique is displayed in all hallways and classrooms.
- Students and staff are trained and receive information on adequate mask wearing practices.

International Students

Pre-arrival communications and tracking:

- Students have direct communication with Goh Ballet Administration for support related to study and travel requirements and [possible restrictions](#) via email, video conference and phone.
- Pre-arrival requirements are communicated to international students and their co-arriving immediate family members in advance of travel to Canada.
- Reminder emails to accepted students regarding arrival requirements and information that includes:
 - *Vaccination status.* The [Government of Canada requires all travellers 12 years and 4 months of age and older to be fully vaccinated and show proof of vaccination](#) to use federally regulated methods of travel which includes all air travel and travel by rail.
 - *Booking their pre-flight Covid-19 test.* Travellers arriving from all countries except the United States must [take a COVID-19 test on arrival in Canada and self-isolate until they receive a negative test result](#).
 - *Students will be advised to download and use the [ArriveCAN](#) application* of the Government of Canada **prior to arrival** at the border and complete the information required. Students will also be encouraged to acquire a Canadian phone number for ease of contact. ([PhoneBox](#), a Canadian wireless company offering affordable mobility plans, can deliver Canadian SIM Cards anywhere in the world and provide easy activation as soon as students land in Canada.)
 - *Instructions for purchase of Medical Insurance* – International students will need proof of appropriate medical insurance, effective as of the date of the students' arrival, which includes coverage for COVID-19 during the quarantine period. ([Guard.me](#) International Insurance confirms that their student insurance policy provides full medical coverage against COVID-19, including during the period of quarantine.
 - Clear information about the pre-arranged safe transport

Self-Isolation Accommodation:

1. Goh Ballet Academy requires all homestay hosts to have a self-isolation accommodation plan for students in homestay, including ensuring:
 - Delivery of three meals per day to your room or the correspondent groceries;
 - Adequate toiletries, linens and other supplies for 10 days;
 - A private room and bathroom;
 - Adherence of all homestay hosts to rigorous hygiene, cleanliness and physical distancing practices;
 - Monitoring services to ensure that you do not leave your room.
 - Wireless Internet & Netflix Access.
 - Monitoring the student's well being for the 14-days quarantine period.

[Guidelines for isolation and quarantine](#) are also provided by Goh Ballet Administration either directly or via the International Agent.

Education Delivery

To facilitate safe academy operations, Goh Ballet Academy has reduced class capacities as learning activities require in-person participation.

All students are required to arrive at the Academy in uniform and ready to train – they must bring their own training equipment (practice tutus and skirts, shoes, mats, stretching equipment, etc) and not share with others.

In the case of an order from Public Health limiting in-person activities, Goh Ballet will move all classes to Interactive Virtual Classes via Zoom. The intent is keep a consistent class schedule with at least disruption as possible to students' annual training. In instances where program delivery is not suited to Virtual Classes (for students 6 years and younger), Goh Ballet will schedule make-up classes equivalent to the number of classes affected by an order by Public Health.

Remote Learning

Students attending training via Zoom must follow existing Academy expectations and policies for respectful behaviour that applies to in-person classes.

Students and instructors receive information and support on stress management and on creating respectful and inclusive learning environments in a virtual classroom.

In-Person Instruction

The following protocols apply to a range of learning settings including but not limited to in-studio based instruction:

- Instructors, pianists and students receive adequate orientation procedures prior to studio usage.
- Class scheduling is conducted to reduce the number of close contacts and to facilitate contact tracing should it become necessary.
- Occupancy limits in all classrooms, offices and washrooms are in place to restrict the number of people within the physical space at any given time. If needed, shifts will be applied to minimize close contact.
- **Students and staff are required to disinfect their work areas before and after use.**
- **Wearing appropriate** personal protective equipment such as **medical or non-medical masks** in all indoor public spaces at Goh Ballet Academy **is required.**
- Enhanced hand hygiene and cleaning protocols, physical distancing, and personal protective equipment protocols are in place.
- Guidance pertaining to signage on academy is provided to students and staff.

Protecting mental health

Recognizing that staff and students may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak, Goh Ballet Academy will:

- Provide information to students and staff on available resources specific to [supporting mental health and wellbeing](#) of students and staff, such as those provided by the [Public Health Agency of Canada](#):
 - [Wellness Together Canada portal](#) and [Here2Talk](#) offering mental-health counselling available 24/7 from Provincial Health Authorities.
 - The [COVID-19 Mental Health Check-in](#) is a self-assessment tool for youth and adults from the Canadian Mental Health Association B.C. Division. This free, anonymous self-assessment tool helps you understand how you are feeling and reflect on your mental, physical and social well-being. It helps cut through the wealth of information available online to find the resources most useful for each case.
 - [Anxiety Canada's](#) Free Evidence-Based Mental Health Relief App: MindShift™ CBT
 - [HealthLinkBC](#)
 - [Who to contact when you need help](#)
 - [Virtual mental health supports](#)
 - [Drop-in counselling for young people](#)
- Maintain regular communication/check-ins with students/staff on mandatory self-isolation.
- International students must hold comprehensive health insurance coverage, including for COVID-19, and will have access to 24-hour mental health [Student Support Services](#), provided by [Guard.me](#) International Insurance.

Promotion of reliable, accurate messages about COVID-19-related stigma and anti-racism supports

Students will receive accurate and up to date messaging regarding COVID-19 as part of orientation, during quarantine, and at any other time during their studies as appropriate.

Goh Ballet Academy will include information about [COVID-19-related stigma](#) and anti-racism support, both as part of orientation for students and on an ongoing as-needed basis as recommended by the [World Health Organization](#) and Public Health Agency of Canada.

Acts of discrimination against any student or staff member will not be tolerated.

Case management and outbreak response

Students and staff who become sick at school

If a student or staff member develops symptoms at school:

- They will be given a mask and separated from their classmates or colleagues
- Separated children will be supervised and cared for
- The student's parent or guardian will be contacted by Admin staff, and asked to have their child picked up as soon as possible
- Staff will be asked to go home as soon as possible
- Admin staff will clean and disinfect the areas the person used

Admin staff will follow up with an affected student for an update on symptoms and whether 8-1-1 has advised the individual to get tested. Regardless, the affected individual must stay home until symptoms subside, or, as in the case of a positive Covid-19 test, complete the isolation period (7 days for double-dosed/fully vaccinated individuals, 10 days for unvaccinated or single-dose vaccinated individuals)

COVID-19 exposure at school

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will investigate to determine if there were any potential close contacts within the school

If it is determined that there are close contacts within the school, public health will:

- Notify the school administrators and request information to assist with contact tracing
- Provide guidance on what steps should be taken

Public health may then:

- Recommend self-isolation, if necessary
- Recommend self-monitoring for symptoms, if necessary
- Provide follow-up recommendations, if necessary

Schools will ensure students who required to self-isolate are able to continue their educational program. Together, schools and public health officials will determine if any other actions are necessary.

Parents, caregivers and families will be notified by public health if your child was determined to be a close contact of a COVID-19 positive person.

Contact Tracing and Self-Isolation

All contact tracing is conducted by the Public Health Authority. To learn more about how it works please visit the [BC Centre for Disease Control](#). For guidance on self-isolating and keeping you and your family safe:

[Covid-19 and Children](#)

[Multi-generation households](#)

[Resources at a Glance](#)

Maintenance and Monitoring the Safety Plan

This plan is based on current recommendations and will be constantly reviewed and updated according to the guidelines for post secondary Institutions of the [Government of Canada](#) and the [Government of British Columbia](#), the [Public Health Agency of Canada](#), [BC Centre for Disease Control](#), the Deputy Provincial Health Officer and [WorkSafe BC](#) to control and prevent the risk of transmission of COVID-19. This includes a review of the available control technologies to ensure that these are selected and used when practical. Goh Ballet Academy maintains records of training and inspections.

If you have a question or concern:

Questions, comments or suggestions about the plan are strongly encouraged and may be sent tyee@gohballet.com or by phone at 604-872-4014 ext. 128