

**DANCE SAFE ONTARIO WORKPLACE SAFETY PLAN**  
**FOR**  
**THE MUSKOKA DANCE ACADEMY**

Developed by Dance Safe Ontario and Business Owner

Created May 28<sup>th</sup>, 2020

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Revised by Sue Kirwin-Campbell November 21, 2020

## WORKPLACE GUIDANCE FOR COVID-19

This safety plan is designed to keep workers and other people safe at your workplace during the COVID-19 pandemic. The COVID-19 pandemic is an evolving situation, and this plan will be reviewed regularly, and changes made as required.

The following Government resources will be reviewed regularly by Business Owner to ensure guidance on Screening Procedures, as well as any updates to the Provincial Government's COVID-19 Response Framework, Emergency Information, and our Local Public Health Unit.

[ONTARIO GOVERNMENT WORKPLACE SCREENING TOOL](#) >

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace\\_screening\\_tool\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf)

[ONTARIO GOVERNMENT COVID-19 WEBSITE](#) > <https://covid-19.ontario.ca/>

[ONTARIO GOVERNMENT EMERGENCY INFORMATION](#) > <https://www.ontario.ca/page/emergency-information>

[ONTARIO GOVERNMENT COVID-19 RESPONSE FRAMEWORK](#) > <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>

SIMCOE MUSKOKA DISTRICT HEALTH UNIT > <https://www.simcoemuskokahealth.org/>

## INFORMATION ON PROTECTING STAFF AND OTHERS FROM COVID-19

Sue Kirwin-Campbell has informed staff and customers about the measures being taken by the Muskoka Dance Academy to protect them against COVID-19, as well as the steps they can take to help stay safe during the pandemic.

Sue Kirwin-Campbell will email or communicate in person as appropriate to all staff as to any changes to Ontario Government Requirements and Limitations, and will maintain records of the communication and staff receiving the information, including the date.

A physical copy of the most recent Workplace Guidelines for the Muskoka Dance Academy has been sent to all staff members and is available for review at the Muskoka Dance Academy by members of the staff.

Posters have been displayed throughout the facility to promote messages about how to stay safe during the COVID-19 pandemic, including directions on Physical Distancing, the requirement of Face and Mask Coverings, How to Protect Yourself from Infection, Information about COVID-19, How to effectively Wash your Hands, and Screening Posters for Entrances.

Staff are encouraged to download the COVID Alert app so they can be notified directly if they have been in close contact with someone who was contagious with COVID-19.

### SCREENING FOR COVID-19

Sue Kirwin-Campbell will comply with any advice, recommendations, and instructions issued by the Office of the Chief Medical Officer of Health on screening for COVID-19.

All individuals, including children, parents/guardians, staff, contractors, and volunteers will be screened prior to arrival. Entry will be denied to any person who answers YES to any questions below.

#### **Required Screening Questions**

1. Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions.

- *Fever or chills* [ ] Yes [ ] No
- *Difficulty breathing or shortness of breath* [ ] Yes [ ] No
- *Cough* [ ] Yes [ ] No
- *Sore throat, trouble swallowing* [ ] Yes [ ] No
- *Runny nose/stuffy nose or nasal congestion* [ ] Yes [ ] No
- *Decrease or loss of smell or taste* [ ] Yes [ ] No
- *Nausea, vomiting, diarrhea, abdominal pain* [ ] Yes [ ] No
- *Not feeling well, extreme tiredness, sore muscles* [ ] Yes [ ] No

2. Have you travelled outside of Canada in the past 14 days? [ ] Yes [ ] No

3. Have you had close contact with a confirmed or probable case of COVID-19? [ ] Yes [ ] No

If the individual answers NO to all questions from 1 through 3, they have passed and can enter the workplace.

If the individual answers YES to any questions from 1 through 3, they have not passed and cannot enter the facility. They should go home to self-isolate immediately and contact Telehealth Ontario (1 866-797-0000) to find out if they need a COVID-19 test.

## CONTROLLING THE RISK OF TRANSMISSION IN THE WORKPLACE

### **Sue Kirwin-Campbell will discourage people who are ill from entering the workplace/business.**

Employees are not to report to work if they are exhibiting COVID-19 symptoms or are under self-isolation or quarantine.

Employees, Students, and their families will be asked to complete a self-assessment prior to arriving at the dance school, and will not be permitted to attend in person if they have any symptoms, are undergoing testing, have tested positive, have been in contact with a suspected or known case of COVID-19, or are unable to say no to any screening questions.

Signs have been posted to discourage employees, dancers, and family members who are ill from entering the business.

### **Sue Kirwin-Campbell will ensure masks are worn by all persons entering the Dance School, including owners, staff, students, and families.**

Signs have been posted to inform employees, dancers, and family members that the wearing of masks are mandatory when entering the business.

Face coverings will be mandatory for all persons over the age of two in all areas. Students may only remove their masks when engaged in their athletic activity, if given permission due to a personal request or when rehearsing for a performance.

Sue Kirwin-Campbell will maintain a supply of disposable, non-medical masks appropriate for both adults and children to be made available in the event that they are forgotten by persons entering the facility.

Dance teachers and staff will remain masked at all times, unless working in an area not accessible to members of the public and can maintain a distance of at least two metres from anyone else.

For further clarification regarding masks, reference the [Ontario Government Guidance for Face Coverings and Masks](https://www.ontario.ca/page/face-coverings-and-face-masks) > <https://www.ontario.ca/page/face-coverings-and-face-masks>

### **Sue Kirwin-Campbell will promote and facilitate personal preventive practices while at the dance school for everyone, including employers, employees, contractors, clients, and all others who interact with the business.**

This includes the promotion of good hygiene. Signage at the facility will remind everyone to:

- Wash hands often with soap and water upon arrival, before and after any breaks, at the beginning and end of each class, or use alcohol-based hand sanitizer (> 60% alcohol) if hand washing is not possible.
- Avoid touching face including eyes, nose, and mouth.
- Avoid high-touch areas where possible, or ensure hands are washed or sanitized after.
- Follow respiratory etiquette (e.g. coughing or sneezing into a bent elbow, promptly disposing of used tissues).

### **Sue Kirwin-Campbell will promote and facilitate the maintenance of physical distancing of at least two metres (approximately 6 feet) or more between persons, including staff, students, and families.**

Only staff, registered students, and their parent/guardian (if under 3yrs) may enter the facility, for the purposes of attending a regularly scheduled class for which they are enrolled. Persons may only enter when directed to do so by the business in order to reduce cross-over and maintain appropriate physical distance before and after their scheduled class time.

Class start and end times will be staggered when necessary to limit the number of students in a common space at the same time and adhere to physical distancing requirements.

All outdoor belongings (shoes, jackets, et cetera) will be placed in a personal bag and stored at least two metres apart or will be kept with the parent/guardian outside of the Dance Studio.

Space markers will be placed in common areas and classrooms to ensure two-metre physical distancing requirements are adhered to at all times.

Parents/guardians have been advised of the necessary physical distancing requirements and building capacity limits and encouraged or required to wait outside or in their vehicles while their child is attending their scheduled class.

**Sue Kirwin-Campbell will mitigate risks from exposure to high-touch surfaces.**

High-touch surfaces or equipment (doorknobs, light switches, toilet handles, sinks, barres, props, et cetera) will be disinfected with increased frequency, between each class where possible.

Essential shared equipment will be cleaned and disinfected before and after use. Access to non-essential shared equipment will be restricted.

Disposable towels and spray cleaners, or disposable wipes, will be made available to regularly clean and disinfect commonly used surfaces.

Only disinfectants that have a Drug Identification Number (DIN) or low-level hospital-grade disinfectants will be used. Staff will wear appropriate PPE while cleaning and sanitizing.

Only contactless payment methods will be accepted.

**Sue Kirwin-Campbell will mitigate risks from respiratory droplets.**

Business Owner will ensure staff limit the volume of music to conversation level to prevent shouting by both instructors and students. Alternatively, microphones will be provided and used to prevent raising voices.

**POTENTIAL CASES OR SUSPECTED EXPOSURE TO COVID-19**

A list of the names and contact information of all staff and volunteers who enter the workplace, including for in-person meetings or events will be maintained by the studio owner. Staff Attendance will be kept for a minimum of thirty (30) days to facilitate contact tracing.

If staff become sick with COVID-19 symptoms while at work, they will be required to go home right away and self-isolate. They will be instructed to call Telehealth at 1-866-797-0000, their health care provider or an Assessment Centre to get tested.

The change rooms are currently closed but are identified as a space where employees or students can be isolated from others if they develop symptoms and are not able to leave the facility immediately.

Sue Kirwin-Campbell will contact, where required, their local public health unit to report a suspected case of COVID-19.

Sue Kirwin Campbell and Staff agree to work cooperatively with the Local Public Health Unit to ensure those potentially exposed to the individual receive the correct guidance.

Sue Kirwin-Campbell will provide records as required for the purpose of conducting contact-tracing during the COVID-19 pandemic to Provincial/Local Public Health officials.

Sue Kirwin-Campbell will adhere to any and all specific advice provided by the Local Public Health Unit on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Respectfully Submitted:

Sue Kirwin-Campbell  
Owner/Artistic Director  
Muskoka Dance Academy