

## **TNB Theatre School- COVID19 Operational Plan to Comply with Public Health Guidelines**

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**Theatre New Brunswick Theatre School** is dedicated to providing outstanding theatre training that educates and awakens the imaginations of young New Brunswickers. We offer young theatre artists first-class training in acting, singing, voice, and dance in a fun and supportive environment. Throughout the summer, we offer week-long theatre summer camps for students ages 5-18 in our theatre school rehearsal hall and Theatre New Brunswick's Open Space Theatre, both located at 55 Whiting Road. Through these camps we are able to offer full time employment for multiple students as well as part time contracts for professional theatre artists in our community. This document outlines our plan to re-open safely for our summer camp season under the current public health requirements.

### **COVID-19 Awareness**

Government provided signage linked below will be posted on the front doors, the entryway notice board, the area where students store their belongings, and all bathrooms.

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf>

Each class begins with a discussion around the rules and procedures of the theatre school, this will include explaining and giving students the opportunity to ask questions about all health guidelines that are in place. Theatre School instructors will be trained in how best to communicate and make students aware of these guidelines.

### **Pre-Screening Tools**

- Parents will be asked to perform a temperature check on their child at home before arriving and will sign the required document confirming they have done so.
- Parents will be asked to fill out the COVID-19 Screening Questionnaire for Early Learning Childcare Facilities and Summer Camps and bring it with them to the first day of camp
- Clear rules will be posted on the door to allow and prohibit entry. We will post signage at the entrance advising of the pre-screening process.

- Upon arrival each day, theatre school staff will confirm the Screening Questionnaire and temperature check with parents.

Following pre-screening, those children and staff exhibiting symptoms will be advised of the following:

- Strict exclusion of children or staff who are sick with 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell
- OR a child displaying purple fingers or toes even as the only symptom.
- Strict exclusion of staff or students who have had any member of their household come from out of province or left the province since the outbreak of COVID-19.

### Safeguards for Visitors

Visitors (other essential staff such as EECD staff and Public Health Inspectors) must follow the pre-screening protocol described above. They must also wash their hands upon entry at the nearest handwashing station and must maintain physical distancing as much as possible.

### **Physical Distancing**

Drop-off It will be encouraged that only one identified adult per family be responsible for the drop-off and pick-up of the child or children at the facility.

Sign-In will begin at 8:30am, to ensure enough time to process all students before class activities begin. Guardians will be asked to remain in the car when they arrive. An instructor will approach the vehicle for sign in, screening, and to take any payments. A theatre school instructor will take students into their rehearsal space and “bubble.”.

### Pick up

We ask that adults picking up students remain in their vehicle upon arrival. An instructor will be stationed outdoors to retrieve your student and send them to your vehicle. When weather allows, students will wait for their drive outdoors.

For students who need to be picked up early, this will be arranged with the Theatre School Director during sign-in at the beginning of the day. Parents will be given the Theatre School Director’s cell phone number. Upon arrival, they can text the Theatre School Director, who will then bring the student out for pick up.

### Class Sizes

We will have two, self-contained classes of fifteen students in separate rehearsal rooms (the Theatre School Rehearsal Hall and The Open Space Theatre). The two classes of students will not interact with each other. Each space has its own entrance, emergency exit, bathrooms, and watercooler. Each rehearsal space will be overseen by two instructors who will remain with their

group of students at all times. When two separate bubbles are present for camps, the Theatre School Director will float between both spaces, while maintaining social distance and wearing a mask when required in both spaces, in order to take care of cleaning procedures and to support instructors.

Students and staff will have their temperature checked at the 5 hour marker and we will record their temperature.

We will still enforce social distancing during activities in which the likelihood of aerosol transmission is higher, such as vocal class, voice training activities, dance warm ups, and lunch. We have measured out our rehearsal space and have placed markers on the floor to help students maintain a social distance of 2 meters during these activities. We may also have these activities take place outdoors when weather permits.

Instructors will keep masks on their bodies at all times. If instructors are required to break physical distance with a student i.e. to administer first aid, they will first put on a mask before breaking the distance.

#### Food and Lunch Breaks

Students will be responsible for providing their own snacks and lunches. These will be stored in their backpacks which will hang on their assigned hook. While eating, students will maintain social distancing. Each snack and lunch break will have built in time for handwashing before and after eating. As always, students will not be allowed to share food with one another.

We will stagger lunch breaks- Class 1 from 12:00-1:00pm and Class 2 from 12:30-1:30pm. This will allow each group to get a half an hour of outdoor time and will allow the Theatre School Director to oversee a portion of each lunch break to ensure each instructor gets an hour lunch break.

#### Water

Students will be asked to bring their own water bottles. Each class will have its own water cooler that will be sanitized regularly. Students will not be allowed to refill their water bottle at the watercooler once it is empty to prevent contamination. Instead, we will provide paper disposable cups to be used once water bottles are empty or for students who have forgotten water bottles. They will be asked to sanitize their water bottles at home each night.

#### Final Performances/Open Classes

We will not open the theatre school to the public for open classes/final performances. So that parents are still able to have insight into the work that our students do, we will take videos of material created that will be shared through private links with each class.

#### **Cleaning and Disinfecting Procedures**

The Theatre School Director will be responsible for overseeing all cleaning procedures and completing them unless otherwise specified. They will ensure that all common areas are cleaned and disinfected four times daily- before classes begin, at the beginning and end of lunch break, and at the end of the day. This will include the cleaning and disinfecting of:

- All countertops, doorknobs, light switches, and bathrooms
- Students will each be assigned one chair to use throughout the week. It will be sanitized at the end of each day.
- Instructor desks will be used only by the theatre school instructors. They will sanitize it at the end of each day.
- The pianos will only be touched by the Music Director and they will disinfect it immediately after use
- Technical equipment- our sound system and laptop for playing music, camera for recording material to share with parents, will only be handled by one theatre school instructor at a time and will be disinfected after each use.
- Props and set pieces will only be used if and when they are essential to curricular learning outcomes
- Any set pieces or props used during rehearsal will be cleaned immediately after use
- We will not use props or set pieces that cannot be properly and safely disinfected
- Props will not be shared between students
- Students will be required to bring their own water bottles, pencils, and binders for class material. They will store these in their backpacks when not in use.
- Floors of the Theatre School Rehearsal Hall and Open Space Theatre will be mopped at the end of each day
- Cleaning will take place when students are outside on their breaks
- Cleaning will take place while wearing disposable gloves
- Cleaning supplies will be kept in a secure locations out of the reach of students
- Cleaning supplies will meet Canada Health's requirements for emerging viral pathogens as listed here:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/COVID-19/list.html>

### **Facilitating Personal Hygiene Etiquette**

- At the beginning of the week students will be reminded of personal hygiene etiquette that is required. Young children will be educated on how to wash their hands, how to cover their sneezes properly, and the importance of not touching their face or touching others.
- All necessary supplies will be made available to staff and students to maintain personal hygiene.
- Students will be encouraged to bring their own personal hand sanitizer to help with maintaining personal hygiene.
- The Theatre School Director will perform regular checks to make sure all supplies are kept in stock, a refilling when necessary.

- Proper hand washing procedures will be posted in all bathrooms.
- All breaks will be extended to allow time for proper hygiene procedures.
- Each student will be required to wash their hands before and after any snack breaks.

## **Operational Components**

### Registration

Our online registration form will encourage parents to mention any underlying chronic conditions or possibility of weakened immune systems their child might have so that extra measures can be put in place to increase the protection of that student. This information is confidential and remains within Theatre School Staff.

### Handling of Money

Payment via online forms and phone will be encouraged. If payment in person is required, this will take place upon registration on the first day of class. Payments upon registration will only be received by the Theatre School Director. All payment forms will be filled out by the Theatre School Director, to avoid sharing pens. In the case of having to handle cheques or cash, there will be 60% alcohol-based hand sanitizer available for both patrons and the Theatre School director.

### Supplies

Supplies Operators must ensure they have all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, and garbage bins, for handwashing; or minimum 60% alcohol based hand sanitizer; toilet paper, cleaning and disinfecting supplies and personal protection equipment (non-medical masks and disposable gloves) as appropriate. The Theatre School Director will be responsible for monitoring supplies and ensuring stock is maintained during operating hours. As needed, the Theatre School Director will communicate with the Office Manager to order all necessary supplies.

For personal protective equipment the facility will have a supply of community masks for children or staff who may become ill while at the daycare. For this purpose, parents will be encouraged to provide community masks for their children.

### Washrooms/Handwashing Stations

The Theatre School Rehearsal Hall and The Open Space Theatre each have two private bathrooms. Washrooms will not be available to the public. They will only be accessible to students and theatre school staff. They will be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, garbage containers, and handwashing signs will be posted. For camps with young students under the age of eight, instructors will be available during key handwashing times- before and after snack breaks- to facilitate the handwashing line ups and ensure students are taking proper cleaning measures.

### Communication

Ensure communication is clear as to the procedures taking place and the expectations on students, staff, and parents when parents. We will post expectations and procedures on our website, welcome letters sent out to parents, and on our door. They will be communicated to students before entering the building and again once all students are together on the first day of class.

In addition, parents are advised to heed the following:

- Adults in contact with children attending a child care facility need to be hypervigilant about monitoring for symptoms and get tested if they develop 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.
- If children attending a child care facility have a vulnerable adult at home, the parent will want to consider the risk of the child bringing COVID-19 home to the vulnerable adult in the home
- For adults bringing their child to a child care facility, those adults in the child's "bubble" will want to minimize their non-essential movement outside the home.

#### Records

We will keep up to date contact information for household members and emergency contacts of all students. Instructors will have access to this contact information.

We will keep a Child Care Facility – Group Log as required and templated in the COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps.

#### Additional support for Theatre School instructors

- Staff will also be required to pre-screening each day before students arrive
- The Theatre School Director will be present during all breaks to oversee students so that staff will also have time to themselves to follow hygiene procedures.
- The two "bubbles" of instructors will each have their own office and bathroom separate from each other and students.

#### Access to the Facility by Others

- Visitors who would be considered as an essential service to the ELCF or Day Camp are permitted to enter the facility during operating hours. This would include EECD staff that are involved with licencing and curriculum training, as well as other professionals that are essential to the facility such as public health inspectors, persons providing autism interventions, etc.
- Non-essential visitors are not permitted to enter the facility during operating hours.

#### **Outbreak Management Plan**

- If exclusion/isolation is required, an email will be sent to inform parents/guardians and staff of the situation and control measures.
- Symptomatic students or staff COVID-19, they will immediately be given a community mask and placed in isolation in the Theatre School Office with staff supervision.

- Parents will then be called to pick up the student or instructor. Pick-up is to occur within an hour of notification. Parents/Guardians will be made aware of this in the Welcome Letter prior to camp starting.
- Where possible, anyone providing care to an ill child should maintain a distance of 2 metres. If a 2-metre distance cannot be maintained from an ill child, if circumstances allow, the child should wear a community mask. Note: Masks are not recommended for children under two years of age.
- The group of combined children/staff the symptomatic child was in will not mix with the rest of the camp population until the 'suspect case' is assessed.
- Ill staff must immediately isolate from others and wear a community mask until they are able to leave the facility.
- Hygiene and respiratory etiquette will be practiced while the ill child/staff is waiting to be picked up.
- Require temperature checks for staff and children upon arrival and repeat temperature checks at least every five hours thereafter.
- Environmental cleaning and disinfection of the isolation area will be conducted once the ill child/staff has left the facility.
- Until the outbreak is confirmed, we will practice strict social distancing procedures in the camp.
- If an outbreak is confirmed, post appropriate notices for parents/guardians at all entrances to the facility to ensure that disease information is available for staff and parents/guardians if needed or requested.
- If more than one student or staff member is confirmed, we will continue practicing social distancing procedures within the camp.
- If a second outbreak occurs across the province we are prepared to move camps online. Instructors will teach from the safety of their own homes.