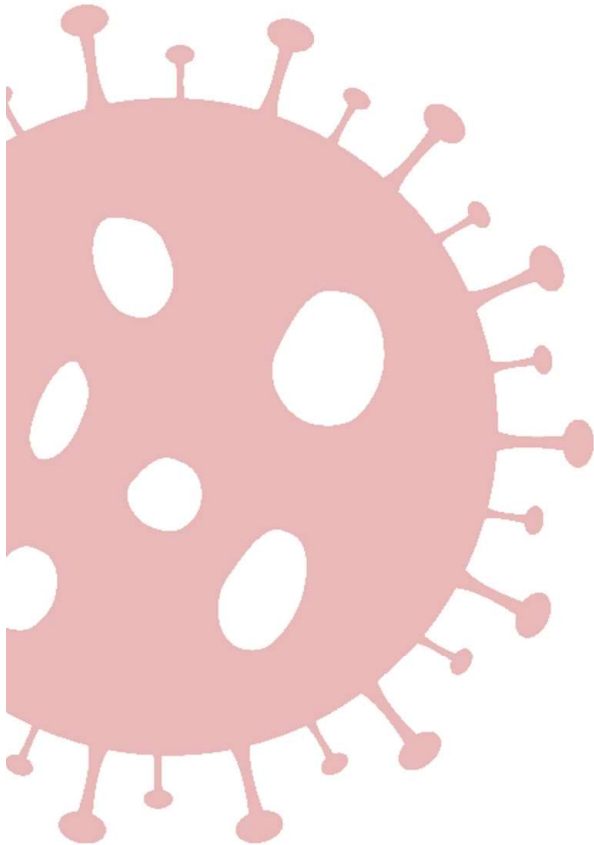


TNB THEATRE SCHOOL



COVID 19 OPERATIONAL PLAN TO COMPLY WITH PUBLIC HEALTH GUIDELINES

AUGUST 2020



COVID-19 AWARENESS

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

Each program 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

- 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.
- Theatre school staff will be pre-screened for symptoms through the Pre-Screening questionnaire and temperature checks.
- Before entering the building, students will be taken through the Screening Questionnaire for COVID19 and students will be given temperature checks.

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 the Atlantic Province bubble within the past 14 days.

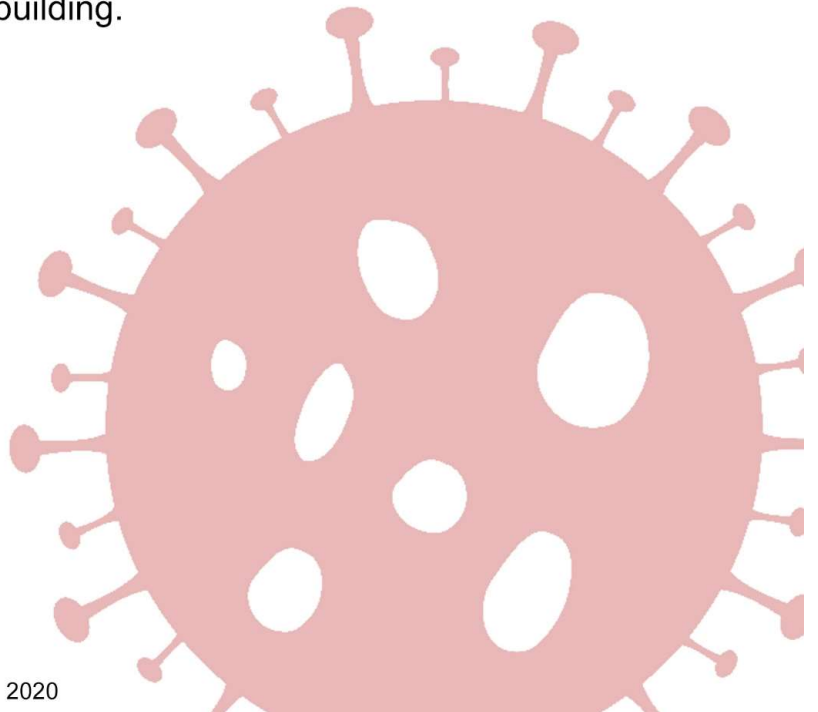
SAFEGUARDS FOR VISITORS:

Visitors (other essential staff such as EECD staff and Public Health Inspectors) must follow the pre-screening protocol described above. They must also sanitize their hands upon entry at the nearest hand washing station, wear a community mask and must maintain physical distancing as much as possible.

Parents will not be permitted in the building.



TNB Theatre School Director
Sharisse LeBrun
tsinstructor@tnb.nb.ca



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.

Staff will greet students outside our building for sign in. Parents/Guardians are not permitted in the building.

Parents/Guardians of Playtime Theatre students will be permitted inside the first week of classes to drop students off. However, parents entering our building must be wearing a mask.

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.

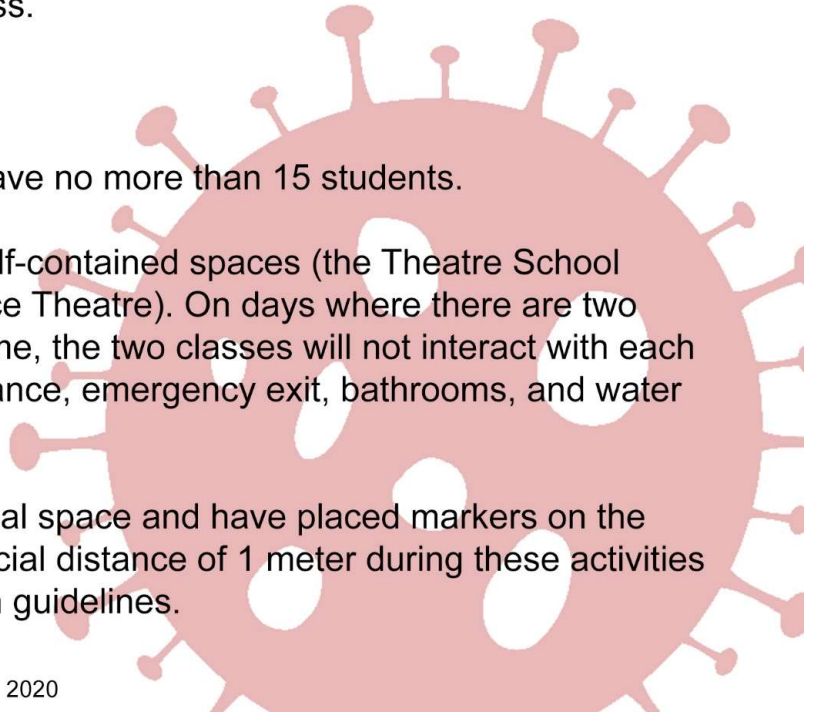
For students who need to be picked up early, this will be arranged with the Theatre School Director prior to class.

CLASS SIZES

As per regulation, each class will have no more than 15 students.

Theatre New Brunswick has two self-contained spaces (the Theatre School Rehearsal Hall and The Open Space Theatre). On days where there are two classes taking place at the same time, the two classes will not interact with each other. Each space has its own entrance, emergency exit, bathrooms, and water cooler.

We have measured out our rehearsal space and have placed markers on the floor to help students maintain a social distance of 1 meter during these activities as per the Department of Education guidelines.



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.

SNACK BREAKS

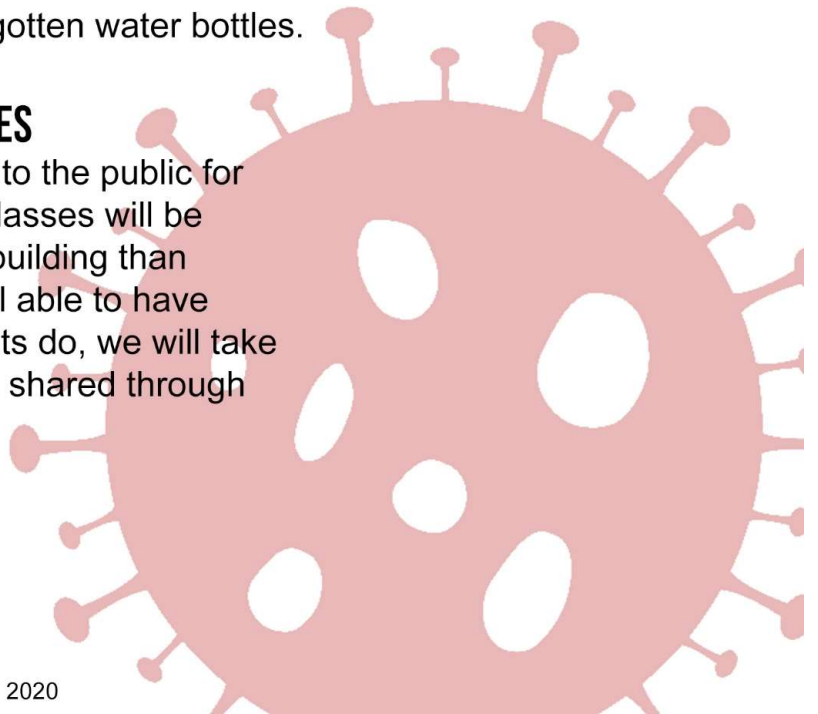
Students will be responsible for providing their own snacks. These will be stored in their backpacks which will hang on their assigned hook. While eating, students will maintain social distancing. Each snack break will have built in time for hand washing before and after eating. As always, students will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

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 water cooler 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.

FINAL PERFORMANCES/OPEN CLASSES

We will not open the theatre school to the public for open classes/final performances. Classes will be focused more on process and skill building than productions. So that parents are still able to have insight into the work that our students do, we will take videos of select material that will be shared through private links sent home.



CLEANING AND DISINFECTING PROCEDURES



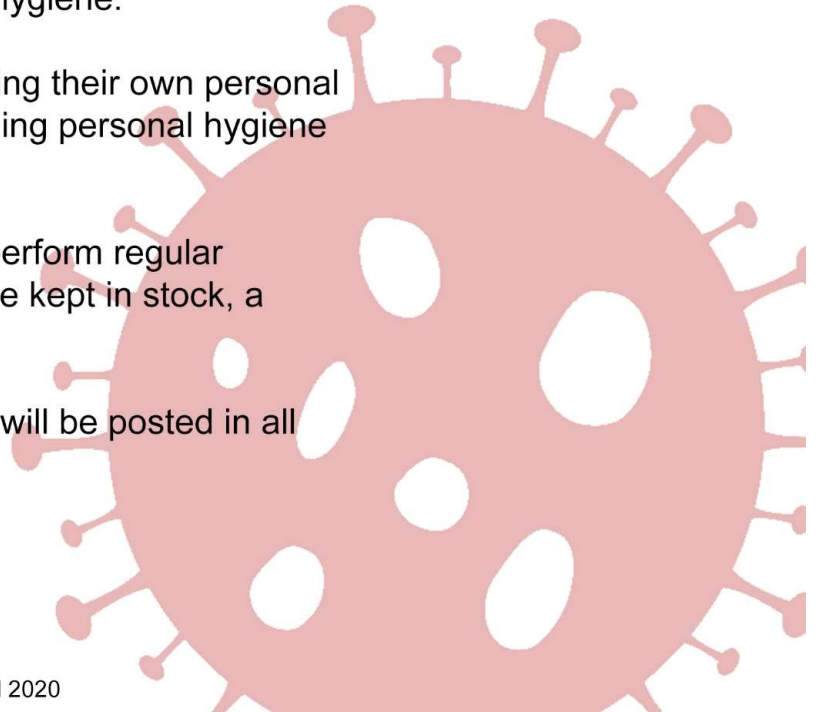
The Theatre School Director will be responsible for overseeing all cleaning procedures and completing them unless otherwise specified. They will ensure that all common areas are cleaned and disinfected four times daily- before classes begin, at the beginning and end of lunch break, and at the end of 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 class. 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 and our 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 while wearing disposable gloves.
- Cleaning supplies will be kept in a secure location out of the reach of students.
- Cleaning supplies will meet Canada Health's requirements for emerging viral pathogens.

FACILITATING PERSONAL HYGIENE ETIQUETTE

- At the beginning of each class, 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 and non-medical mask.
- 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.

Questions???
Get in touch with us:
tsinstructor@tnb.nb.ca

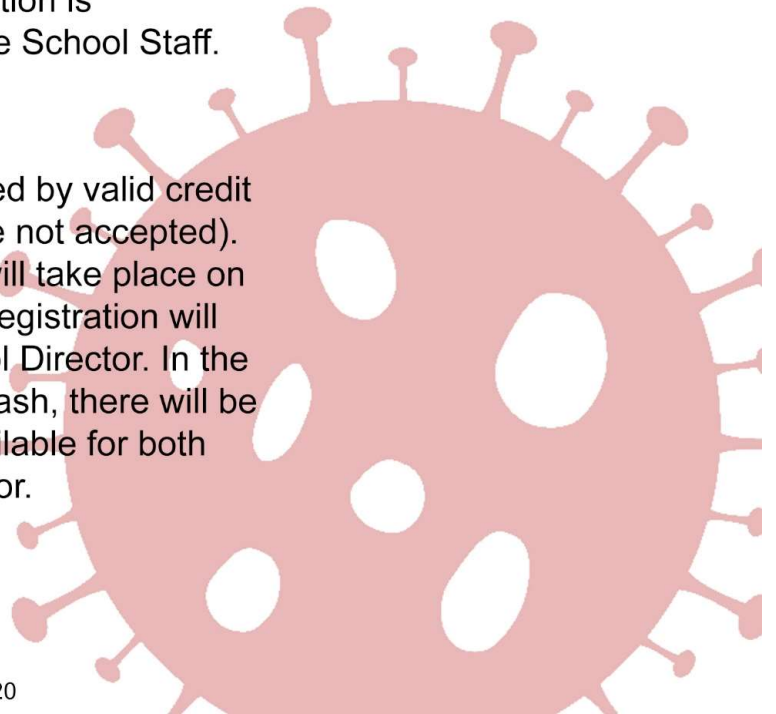
OPERATIONAL COMPONENTS

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 is encouraged by valid credit card (Visa Debit/ MasterCard Debit are not accepted). If payment in person is required, this will take place on the first day of class. Payments upon registration will only be received by the Theatre School Director. 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.



REFUND POLICY FOR COVID-19

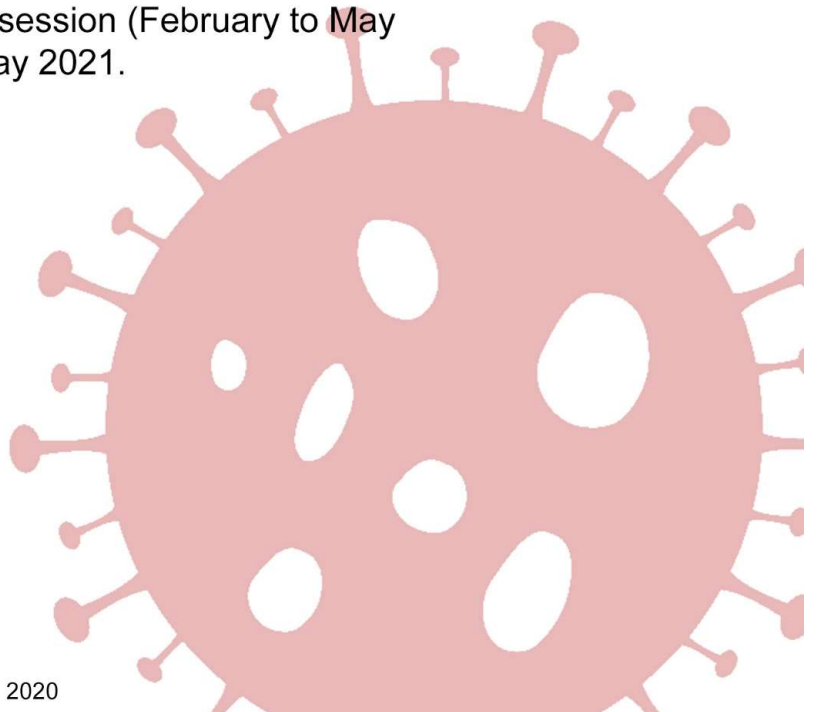
Should the Government of New Brunswick require us to close our facility due to COVID-19, classes will switch immediately to online learning. Refunds will not be issued due to government closure.

12 week or 8 week programs – classes will continue through a mix of live & recorded lessons until the end of the program date.

Full year programs – in the case of a forced closure for TNB Theatre School, classes will continue through a mix of live & recorded lessons until the end of the semester.

If the closure happens in the fall (September to December), learning will continue until December. The second semester will be reevaluated following the guidelines from public health. In the case of an extended shutdown, tuition will not be charged for the second semester and classes will be cancelled until further notice.

If the closure happens in the winter session (February to May 2021), learning will continue until May 2021.





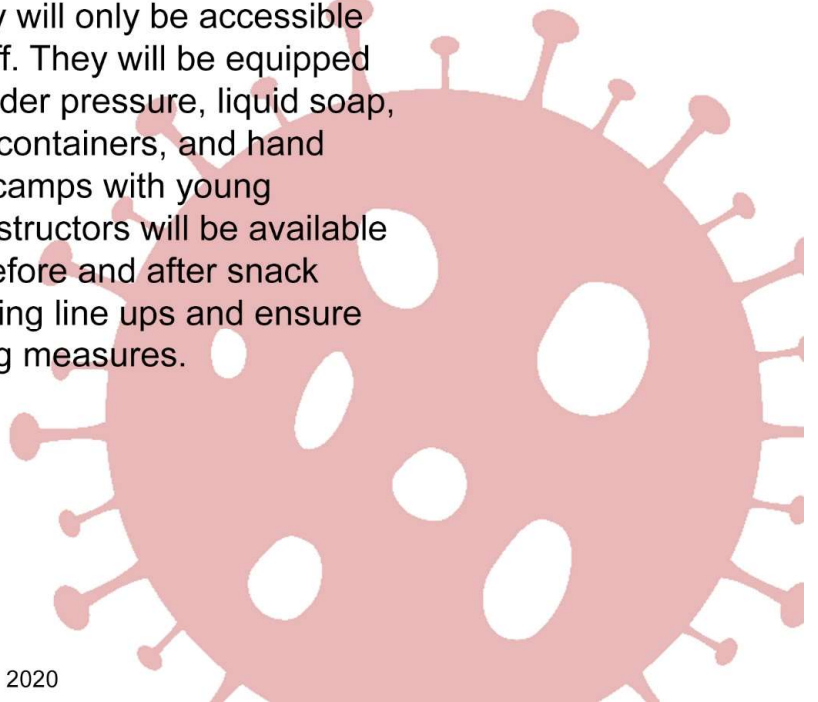
SUPPLIES

Theatre New Brunswick ensure they have all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, and garbage bins, for hand washing; 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.

We ask that students bring a community mask with them. We will have a small supply of community masks available at the theatre school in case a student forgets theirs.

WASHROOMS/HAND WASHING 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 hand washing signs will be posted. For camps with young students under the age of eight, instructors will be available during key hand washing times- before and after snack breaks- to facilitate the hand washing line ups and ensure students are taking proper cleaning measures.

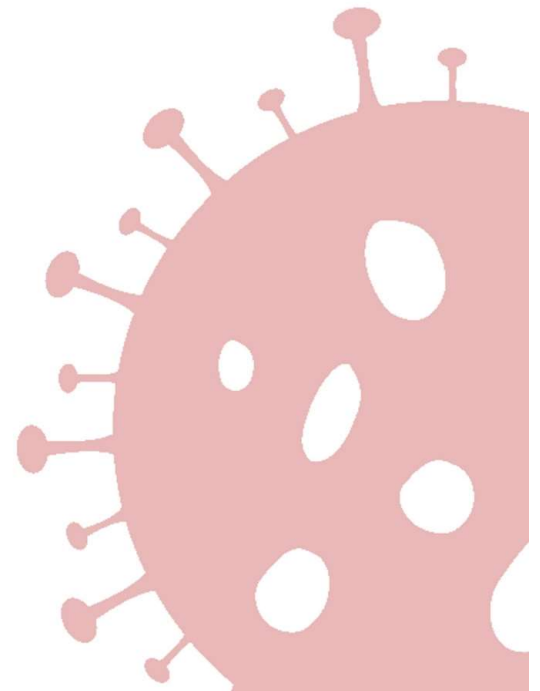


COMMUNICATION

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 students need to be hyper-vigilant 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 students 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

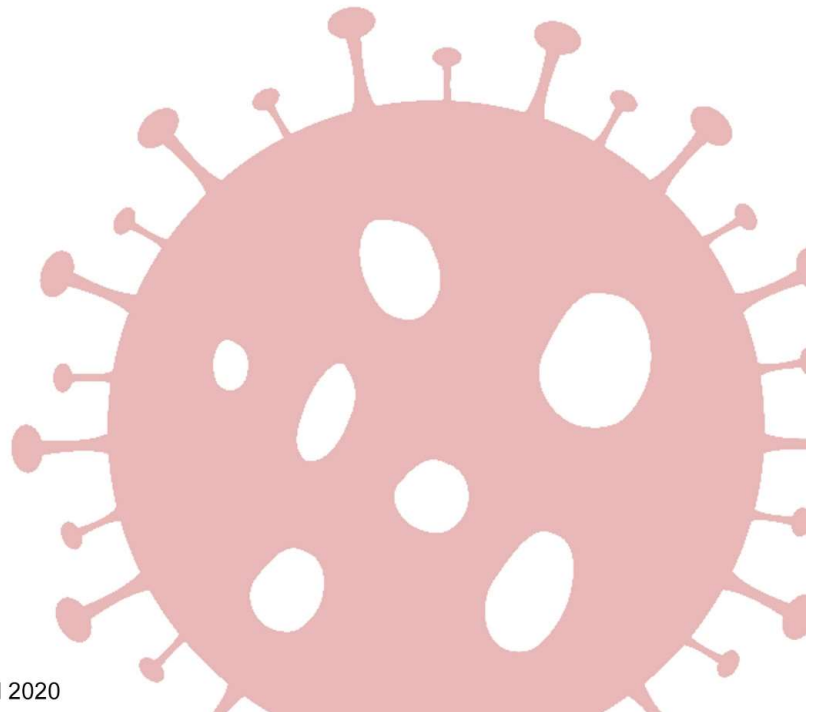
We will keep up to date contact information for household members and emergency contacts of all students. Instructors will have access to this contact information.

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 Instructor or teaching assistant will be present during all breaks to oversee students so that staff will also have time to themselves to follow hygiene procedures.



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 1 metre. If a 1-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.

OUTBREAK MANAGEMENT PLAN

CON'T

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.