

EXCALIBUR THEATRE ARTS CO.
[COVID-19] HEALTH & SAFETY PROTOCOLS
FALL SEMESTER 2020 (as of September 5th 2020)

This document will be reevaluated and updated on a regular basis. If viewing online, refresh to ensure you have the most recent version. Ctrl + F5 on PC, Command + R on Mac, swipe down on iOS mobile, etc.

Our fall semester begins the week of Tuesday, September 8th 2020.

Studio policy and practices. If you have not already taken the time to read these, please do so as soon as possible. This document includes important information, including details regarding our **mandatory drop-and-go policy**. Should you have any questions, please contact office staff for assistance.

Fall semester classes will take place at the Excalibur Theatre Arts Co., located at 1773 Lyon St. South, Prince George. In an effort to prevent congestion in the main lobby, each class will use a specific exterior door to access the building, as detailed below.

MANDATORY DROP-AND-GO POLICY

- IMPORTANT! [Please be aware of the policy and what is expected.](#)

MASKING/PPE

- Masks protect EVERYONE, not just the wearer . This is especially true indoors.
- All individuals entering the studio MUST have a mask or similar PPE (personal protective equipment) on their person. **THIS IS MANDATORY.** You must be prepared to wear protective equipment if:
 - social distancing becomes impossible
 - a space exceeds the maximum posted capacity
 - you are otherwise instructed by signage or studio staff
- Outside of the classroom, masks may be required for high traffic areas such as lobbies, hallways, the office, and Dance Shoppe. These spaces cannot safely accommodate more than a handful of people at any one time as social distancing is often difficult. If you are unable to maintain distance, **MASKING IS MANDATORY.**
- Masks are NOT required in the classroom, as class sizes are strictly controlled to comply with all provincial guidelines regarding square footage and capacity. Students are welcome to wear PPE during lessons if they are comfortable doing so. Instructors will be outfitted with face shields.
- **If you do not have a mask, one will be provided.** All individuals entering the studio are expected to wear a mask when required, as outlined above. This is not optional, nor is it open to discussion. **Any individual refusing to comply will this protocol will be asked to leave the premises immediately.**
- Masking requirements will be reevaluated on a regular basis, dependent on the progression of the COVID-19 public health crisis.

BEFORE YOU ARRIVE

- Know your entrance! To avoid congestion, each classroom has been assigned a specific entrance/exit. **Use only the designated door upon arrival.** [Locate your class\(es\) on the schedule to confirm,](#) noting the instructions at the top of each column.
- Change room access will be *extremely* limited. If you can, please arrive in proper attire, ready to dance. Visit the Information menu on our website (excaliburarts.com) for [dance attire and footwear requirements.](#)

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- If you have a young student unable to change their own footwear, please assist with dance shoes *before* entering the building, if possible.
- Bring a water bottle and fill it prior to arriving. Access to the studio filling station will be limited if multiple students attempt to refill at the same time.
- Wash your hands! Be sure to use the washroom at home or school prior to arrival, to avoid unnecessary trips from the classroom.
- Upon arrival, students may be questioned regarding their health. Students exhibiting symptoms of COVID-19 will be denied access. If you have been out of the country, or recently in contact with an infected individual, we ask that you please stay home and self-monitor for symptoms.

UPON ARRIVAL

- Our youngest students will likely require assistance from a parent ([see our drop-and-go policy for details](#)). Please bring only the child that is dancing. **Limit of one parent/guardian per family.**
- We realize that some children may be hesitant to part with their parents, or be fearful of entering the building alone. With this in mind, the instructor and/or studio staff will meet students at the entrance.
- Hand sanitizer dispensers have been installed just inside the entrances. Please apply sanitizer upon entering the building.
- Place outdoor footwear on the provided racks (not on the floor, unless there is no space otherwise).
- If your student requires assistance changing footwear (and you were unable to assist beforehand), please do so away from the entrance, in the classroom if necessary. Do not block access for other students.
- When arriving, please be aware of other students exiting the building and nearby classrooms. Wait your turn and maintain social distancing. Office staff will be on hand to oversee transitions, and if necessary, to control the flow of people.
- Classes may start late if deemed necessary, in order to ensure the safety and separation of students coming and going. Thank you in advance for your patience.
- If your student has belongings, they are to be placed in the classroom. **Lockers are currently off limits due to concerns re: sanitation and social distancing.** Belongings (such as backpacks, dance bags, coats, etc.) must be isolated and not placed near the possessions of other students.

UPON EXIT

- If required, classes may be dismissed several minutes early to allow for a safer transition and exit. This will also provide instructors the necessary time to sanitize the space. We realize that this is not ideal, but again, we thank you for your understanding in this matter.
- Remove dance shoes before leaving the classroom and moving to the exit. Do not block the entrance/exit while changing shoes.
- Do not be late to pick up your student! Please contact the studio if you are running late.
- **Use the appropriate door to exit the building (same as entrance).**

PLEASE BE AWARE

- Parking at the studio is problematic. Once you leave the building, please do not remain in the parking lot unless absolutely necessary. We have far more clientele than parking spots, and we must work together to provide safe, easy access to the facility. [Visit our website for additional details.](#)
- Some class times are staggered and may require students to wait up to 15 minutes between lessons. They are welcome to remain in the empty classroom, where they will be supervised. They may use this

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time to socialize from a distance, visit the washroom, change shoes, or have a rest/water break.

- The common area and change rooms will be available, but access will be limited based on capacity. Please comply with all posted maximum capacity signage. Do not loiter in these areas, as space is extremely limited. Avoid gathering in groups.
- Maintain responsible physical distancing at all times (minimum of 6 feet/2 meters). For younger students, we will make every effort to maintain distance in the classroom using floor markings and other techniques.
- You may have multiple students attending class on the same day, with different start times. Students not in a classroom are to remain with their parent/guardian and must be supervised at all times. If the waiting area becomes too crowded, you may be required to wait in your vehicle.
- Each classroom is assigned a specific washroom. If you need to go, be sure to use the proper facilities (there will be a sign on each door). Of course, wash your hands afterwards!

ADDITIONAL GUIDELINES

- Once your class is done, exit the building ASAP!
- If you need to sneeze or cough – use your elbow. Be sure your children use this method.
- STAY HOME if your student feels unwell. If a member of your immediate family is ill, stay home.

IMPORTANT: Failure to follow any of the above protocols may result in removal from fall semester classes.

Studio staff will be on hand to assist with the safe arrival and departure of each class, and to oversee the regular cleaning of high traffic areas and surfaces. The office and Dance Shoppe will reopen in September, and there will be a new set of protocols to consider. In the meantime, you may arrange a meeting with the appropriate staff via phone or email, if necessary.