

Gateway Theatre

Public Health Safety Procedures for COVID-19

Policies and Procedures for Academy classes

Last updated: December 13, 2021

Introduction and Scope

The physical health and safety of our Academy students is of the utmost importance to us at the same time as their emotional, mental and social health through training in theatre arts.

The following are the safety procedures relating to COVID-19 prevention for Academy students and their families while the students are attending Academy classes at Gateway Theatre. The situation is and will continue to be fluid and, as a result, procedures may evolve over the next several months.

Before attending classes at Gateway Academy, parents/guardians will have reviewed this document, signed and submitted a Consent and Authorisation form, and answered self-assessment questions of their child/youth at home. Screening questions will be asked of parents/guardians (or students ages 14+) upon arrival to each class. (See "Assessment Procedure" heading.)

Academy parents/guardians must take responsibility towards best supporting their child's good health, and be mindful of the health of others. An orientation for Academy parents/guardians will take place at the start of the first of every Academy class; students will have an orientation at the start of their class with their instructor. Updates to this document will be provided as needed.

Arrival and Departure Procedures

Each day before students attend their class, Students ages 7-13 must assess with their parents/guardians to determine whether it is a health risk to attend class that day; students 14+ may self-assess before they attend.

Arrival:

When students arrive for class, they must remain appropriately physically distanced while waiting to enter the building.

Before students ages 7-13 enter the building for their Academy class, the Instructor will ask their parents/guardians pre-screening questions (found under section "Pre-screening at Academy class door").

Students ages 14+ will be asked pre-screening questions directly by their Instructor.

Upon entering, the students are required to immediately wash their hands in the bathroom before settling in to the class.

Departure:

Before leaving for the day, all students are required to again practice proper hand hygiene.

Parents/guardians picking up the students must wait physically distanced away from the door to give room for students leaving. The students will be released one at a time to their authorised adult waiting outside, with usual Academy sign out procedures conducted by the instructor.

Assessment Procedure

Self-assessment at Home

Each day before students attend Academy classes, parents/guardians must assess students ages 7-13 to determine whether it is a health risk to attend class that day. Students 14+ may self-assess before arrival.

Daily Health Check			
Symptoms to Assess	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever higher than 38°C	YES	NO
	Chills	YES	NO
	Nausea or vomiting	YES	NO
	Cough – new or worsening	YES	NO
	Loss of sense of smell or taste	YES	NO
	Difficulty breathing, and/or shortness of breath	YES	NO
	Sore throat	YES	NO
	New muscle aches or body aches	YES	NO
	Extreme fatigue or tiredness	YES	NO
	Loss of appetite	YES	NO
	Diarrhea	YES	NO
International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If “YES” is answered to any of the questions, and the symptoms are not related to a pre-existing condition (e.g. allergies), the child should NOT attend their Academy class. The parent/guardian should call the **Instructors’ Line: 778.838.3745** to inform the instructor of the child’s absence.

Pre-screening at Academy class door

Each day before students ages 7-13 enter the building for their Academy class, the Instructor will ask the parents/guardians the following pre-screening questions:

- Does your child have a fever, chills?
- Does your child have cough, sore throat and painful swallowing?
- Does your child have shortness of breath or difficulty breathing?

Students ages 14+ will be asked these pre-screening questions by the instructor directly.

If "YES" is answered to any of the questions, and the symptoms are not related to a pre-existing condition (e.g. allergies), the child should NOT attend their Academy class.

Vaccination

Academy Instructors and Accompanists must be double vaccinated. If they are eligible, we encourage Academy students also to be double vaccinated.

Action Steps in Case of Symptoms of Illness

At the first sign of public (student) illness while at an Academy program, the following protocols will be followed:

- All students will sanitise their hands; non-medical masks will be provided for them to use. All students will maintain physical distance from each other and the instructor, as per protocol for Academy classes.
- Education Manager will be notified.
- Parents/guardians for each student will be phoned immediately so that they can be picked up as soon as possible.
- In the unlikely event that a student is severely ill (e.g., difficulty breathing, chest pain), 911 will be called.
- The classroom will be sanitised by Gateway staff before another class is scheduled.

Equipment Use & Cleaning

All spaces used by Gateway Academy will be cleaned daily, including wiping down of high-touch areas (such as doorknobs, light switches etc), thorough sanitation of bathrooms, along with usual cleaning procedures, and any time an object or area becomes visibly dirty.

Whenever possible, equipment used by the students will be assigned to them for the duration of class and thoroughly cleaned once class has finished for the day. In the unforeseen occasion that a piece of equipment is used by more than one student in a day it will be cleaned thoroughly between users.

Physical Distancing

Class numbers have been reduced to ensure appropriate physical distance can be maintained constantly; all activities planned by the instructor will maintain appropriate physical distancing measures. The course curriculum will be altered accordingly.

Students will be reminded daily, both verbally and through visuals throughout the room, that physical distancing should be maintained at all times.

Masks

Physical distancing and hygiene remain the top modes of prevention as indicated by the Provincial Health Officer and assists greatly in keeping each other safe. Masks are required in Gateway Theatre for all adults, as well as all Academy students, with the exception of those who have health issues that prevent them from wearing a mask. Students are encouraged to wear non-hospital grade masks.

Masks are mandatory for all involved in the moments when required safe physical distance cannot be maintained.

Personal Hygiene

Students must clean their hands upon arrival and before departure, and as needed during the class. A sanitising station will be available in the room for student use, in addition to the washrooms. Touching one's face is discouraged. Students must arrive with long hair held back off the face (e.g. with hair elastic, hair clip).

C-level and Summer camp students must clean their hands before and after eating lunch and / or snacks.

Visitors & Occupancy Limits

Guests are welcome to join our classes for our class-end and camp-end Open Studios and/or presentations with the following protocols in place:

- Guests will enter via a separate entrance from the students
- The number of guests is limited to reflect room capacity of the studio
- Each guest 12+ years of age must show proof of vaccination to enter Gateway Theatre; QR codes will be screened at the door. Each guest 18+ years of age must also show ID
- Guests must wear masks while indoors at all times
- Upon entry, guests must sanitise their hands
- Guests will join the class and remain physically distanced from anyone outside their household at all times as best as possible

Items Brought from Home

Each student will be provided with an individual space to place their belongings each day while in class. This space will not be shared by anyone else, and will be appropriately physically distanced.

Students are permitted to bring the following items to class, as requested by the Academy:

- Personal binder and notepaper
- Pencil, eraser (in a pencil case if preferred)
- Water bottle
- Warmer layer of clothing (e.g. sweater)
- Lunch / snacks for summer camp and / or C-level students

Students are not permitted to share any personal items or food with one another.

Students are asked not to bring anything into the classroom that is not listed above, unless with special permission by the Instructor or Gateway staff.