



London
SCHOOL OF DANCE

COVID-19 Handbook

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Response to COVID-19

This Handbook is for the purpose of addressing policies and procedures as a result of the COVID-19 Pandemic. London School of Dance (hereinafter referred to as 'School') is dedicated to protecting the health and safety of your child(ren)/the students, our staff, partners and the community. We are closely monitoring COVID-19 and base our responses and actions on the recommendations from Toronto Public Health, the Ministry of Health, Health Canada and additional relevant authorities.

We will do our best to provide dance education for your child, subject to the limitations required by the current circumstances, including government directives. While infection prevention and control (IPAC) has always been an integral part of our dance School culture, we have adapted and enhanced our policies and procedures in response to COVID-19, to mitigate risk and ensure the health and safety of all. This COVID Handbook works in conjunction with existing School policies and procedures. If we determine that we are unable to meet the needs of your child, despite our best efforts to accommodate them, we reserve the right to decline or withdraw our dance educational services.

London School of Dance will be incorporating the following practices:

- Staff will complete an online health check, prior to each shift and will be screened again prior to entry into the School,
- A screening area is isolated at the entrance of the School,
- Only one parent can enter the screening area with their child(ren),
- Students will be screened before entering the School and monitored throughout the day for COVID-19 related symptoms,
- Students will be excluded from School if they develop any symptoms related to COVID-19,
- Policies and procedures have been developed specifically to COVID-19 in order to increase the health and safety of children, staff and families,
- Staff will monitor students to ensure social distancing and infection prevention. Control practices are prioritized,
- Staff will receive thorough enhanced infection prevention and control and health and safety training. Training will be frequently updated and provided to ensure best practices and consistency,
- Only one entrance and one exit will be used to ensure effective screening practices
- Regular communications on health and safety and infection, prevention and control practices will be shared with families for use at the School and at home,
- Procedures will be updated and revised regularly to ensure best practices in accordance with Public Health authorities.

Despite the restrictions and policies and procedures in place for the health and safety of students we will continue to aim to create an environment that is joyful, nurturing and that allows for freedom whenever and wherever possible.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of students, parents/guardians and staff except when information must be disclosed for legal reasons. This includes but is not limited to Toronto Public Health, the Ministry of Health, Health Canada, the Ministry of Education, College of Early Childhood Educators, law enforcement authorities and Children's Aid Society.

Operating Hours

The School will be open from 7:30 am to 9:30 pm daily, Monday to Friday, and from 8:00am to 6:15pm on Saturday. Hours for Drop-Off and Pick-Up range according to the student's age level and program registration. For the purpose of social distancing, the School will be asking for designated time frames for Drop-Off and Pick-Up. We ask for your patience during this time, to maintain a safe Drop-Off and Pick-Up time.

Drop-Off Procedure

To ensure health and safety as well as stringent infection prevention and control practices, we will receive your child(ren) at the front entrance of our School. At this time, our staff will greet you and health screen your child(ren). We understand that this might be unsettling; however, this step will ensure the School setting remains free of infection. Prior to arrival at the School, parents will be required to complete the Student COVID online screening for each child. The child will not be allowed past the front reception area if this screening has not been completed.

For the purpose of social distancing, the School will be asking parents to drop off their children no more than 15 minutes prior to the start of the class. Students should come prepared with their dancewear under their outerwear. We ask for your cooperation during this time, to maintain a safe Drop-Off procedure. This may be subject to change until further notice.

Pick-Up Procedure

All student Pick-Ups will be handled through the rear playground gate. The pick up process has not changed; all students need to be picked up promptly when class is dismissed. Please practice social distancing during this time. Dismissals have been staggered to minimize the amount of people in the playground area. We ask for your patience and cooperation during this time, to maintain a safe Pick-Up procedure. This may be subject to change until further notice. Late Pick-Up may result in a daycare fee.

Cleaning, Sanitizing and Disinfecting

Surfaces and materials will be cleaned, sanitized, and disinfected in accordance with Public Health Policy. These include:

- Continued daily cleaning, sanitizing and disinfection of high touch surfaces in and outside the studios
- Continued daily cleaning, sanitizing and disinfection of Kitchen surfaces including appliances
- Continued daily laundering and maintenance of linens
- Daily cleaning, sanitizing and disinfection of studio floors using a de-fogger cleaning system
- Continued daily cleaning, sanitizing, and disinfection of materials and equipment

Public health guidance document:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Hand Hygiene

The following steps will be followed when cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 20 seconds; Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel
- Turn taps off with paper towel

A staff member and/or TA will be monitoring students, especially younger ones, to ensure that proper hand-washing techniques are in place. To ensure that staff are using proper hand hygiene methods, the School will review hand hygiene practices on a regular basis and provide feedback to staff as required. Staff members will be using gloves when necessary such as assisting in the bathroom, caring for an injury with broken skin, and disinfecting.

Attendance Reporting

The School will maintain a daily attendance record of all individuals entering the School. This includes, but is not limited to, staff, students, maintenance workers, cleaning staff, food services workers and government agency employees. Records will include all relevant information for contact tracing should this be required. A follow-up will be initiated for all unplanned absences of staff and students. Parents/guardians should contact the School if their child will be absent. Parents/guardians must inform the School if the absence is due to illness and provide details of the illness. Non-essential visitors will not be permitted in the School, until further notice.

Cohorting

Instructional staff and students will be assigned to a designated cohort or group. The cohorts will be assigned to a specific studio for all of their classes. The maximum cohort size of each room will be consistent with the most current numbers provided by Toronto Public Health and Government of Ontario. Programming will be planned in a manner to prevent cohorts from mixing throughout the day and over the course of their program.

Physical Distancing

Physical distancing is considered to be a space of 2 metres between individuals. The School will endeavor to practice physical distancing as best possible during activities while still permitting interaction and socialization to occur between students. Physical distancing must not compromise supervision or child safety, emotional or psychological wellbeing. Staff will continue to reinforce not sharing policies and procedures.

Food Safety Practices

Food safety practices require that students do not share food and drink during snack and meal time.

III Children and Staff

Staff will complete a basic health check and screening to ensure your child is asymptomatic when they arrive. Your child will also be monitored throughout the day. If your child becomes sick at the School, they will be separated to an isolation area and supervised by a staff member. We will notify you to pick up your child. If it is appropriate and feasible, we will place a mask on your child. If your child requires immediate medical attention, your child will be taken to the hospital by EMS and examined by a legally qualified medical practitioner.

If your child is showing ill symptoms at home (e.g. sore throat, stomach ache, head ache, cough, lethargy, change in appetite) your child should not attend the School and should remain home and isolate. The child can return to the School, 24 hours after symptoms have cleared.

Symptomatic staff and students should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can be also be found in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website. Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution. Those who test positive for COVID-19 must be excluded from the School for 14 days after the onset of symptoms and clearance has been received from the local public health unit, Toronto Public Health.

If you or your child are being managed by Toronto Public Health, (e.g. confirmed cases of COVID-19, household contacts of cases) follow instructions from Toronto Public Health to determine when to return to the School. **Children must be free from all symptoms for 24 hours prior to returning to School**

Management of Cases and Outbreaks of COVID-19

If there is a confirmed case of COVID-19 at the School, the School will immediately report to Toronto Public Health Surveillance Unit. Other students and staff in the school who were present while a student or staff member became ill should be identified as a close contact and cohorted (i.e., grouped together). Toronto Public Health will provide any further direction on testing and isolation of these close contacts. Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the School for 14 days.

Communication Plan

The School will continue to use the Zoom platform - "Open Office", as a means of providing program information and protocols on health and safety measures. Any confirmed cases of COVID-19 outbreaks will be communicated via email to the primary contact for the student. The weekly enewsletter, *On The Move* (OTM), will also continue to provide information. The School will make use of posters at the main entrance to the School to further communicate information. Toronto Public Health will also provide advise about information that should be shared with other staff and parents guardians in the event there is a case or outbreak of COVID-19 in the School.

Continuation of Service

If the School is mandated to close for the health and safety of the community, an assessment and response will be formulated. All families and staff will be contacted via email regarding the closure and any pertinent information. An online learning program, London Virtual School (LVS), will replace the in-class program for the duration of the quarantine period - 14 days. If the closure is longer than 14 days, the School will continue to offer the LVS online platform until the in-class program resumes.

Additional Resources and Information

- The City of Toronto's Official COVID-19 Website - <https://www.toronto.ca/home/covid-19/>
- Public Health Ontario - <https://www.publichealthontario.ca/>
- Ministry of Health's COVID-19 Website - http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx
- Ontario's COVID-19 Response - <https://www.ontario.ca/page/how-ontario-is-responding-covid-19>
- Toronto COVID-19 Dashboard - <https://www.toronto.ca/home/covid-19/covid-19-latest-city-of-toronto-news/covid-19-status-of-cases-in-toronto/>
- Toronto Public Health Guidance for Child Care Settings - <https://www.toronto.ca/wp-content/uploads/2020/04/9571-COVID-19-Guidance-for-Child-Care-Settings.pdf>
- Toronto COVID-19 Community and Workplace Settings for Child Care - <https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/community-settings-workplaces/?accordion=child-care-centres>

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PLEASE SUBMIT THIS ACKNOWLEDGEMENT PAGE TO THE SCHOOL ADMINISTRATOR

This is to verify that I have read, understood and agree to abide by the parent information booklet as outlined in the L O N D O N S C H O O L O F D A N C E COVID-19 Handbook

Child's First & Last Name: _____

Parent/Guardian Name: _____

Parent/Guardian's Signature: _____

Signed Date: _____

For Office Only:

Received Date:

Signature: