



MEETING THE EXPECTATIONS OF THE GUIDELINES AND PROTOCOLS SET OUT IN THE GOVERNMENT OF CANADA'S GUIDANCE FOR POST-SECONDARY INSTITUTIONS DURING THE COVID-19 PANDEMIC

College Senior Management Team (CSMT)

Policy Authority

August 2020

Implementation Date

All members of the College community

Applicability

Oct 29, 2020

Date of Last Revision

REASON FOR POLICY

The Canadian College of Performing Arts (CCPA) is committed to ensuring the health and safety of all its students and community by following the guidelines of the Government of Canada and health authorities. For more information about how CCPA is addressing the COVID-19 situation, please visit our website at <http://www.ccpacanada.com/covid-19/>

DEFINITIONS & APPENDIXES

"Canadian College of Performing Arts Campus" and/or **"Campus"** is all offices, studios, common spaces, parking lots and outdoor spaces connect to 1701 Elgin Rd, or an insured, contracted rental space.

"College Senior Management Team (CSMT)" is the Managing Artistic Director, the Director of Education, the Registrar and the Operations Manager, or anyone appointed as "Acting" in any of those roles.

POLICY STATEMENT

This document provides an overview of how CCPA is committed to meeting the expectations of the guidelines and protocols set out in the Government of Canada's *Guidance for Post-Secondary institutions During the COVID-19 Pandemic*. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html>

The following actions are summarized in response to the Government of Canada's *Guidance for Post-Secondary institutions During the COVID-19 Pandemic* published July 24, 2020. Where relevant links are provided to more detailed documentation within the Canadian College of Performing Arts' COVID-19 policies and the WorkSafe BC's *COVID-19 Safety Plan*.

<http://www.ccpacanada.com/wp-content/uploads/2020/10/COVID-Safety-Plan-Canadian-College-of-Performing-Arts-1701-Elgin-Road-Victoria-BC.pdf>

CCPA is constantly ready to make amendments and additions to our COVID-19 policies, not limited to the WorkSafe BC's *COVID-19 Safety Plan* and we are prepared to continue doing so in perpetuity.

ADOPTING A RISK-BASED APPROACH TO PLANNING

Canadian College of Performing Arts' (CCPA) plan enables daily tracking and risk assessment to support informed and timely decisions. These decisions will support either the increase or the reduction of COVID-19 transmission risk in the college community and the broader community at large. CCPA has a plan for implementing or lifting further mitigation strategies and determining indicators and thresholds for restricting, suspending or reinstating in-person classes. CCPA is continually evaluating the risk and mitigation potential for all non-academic on-campus gatherings and events such as orientations, graduations or community performances and student affairs activities.

Indicators to guide increasing restrictions	Indicators to guide lifting of restrictions
Significant increases in on-campus transmission, particularly when occurring at a greater rate than surrounding community.	Significant decreases in on-campus transmission.
Significant increase in transmission in the surrounding community.	Significant decreases in transmission in the surrounding community.
Evidence that the students/faculty/staff or the surrounding community are not adhering to public health mitigation strategies related to physical distancing and/or other measures such as the use of non-medical masks.	Evidence of good adherence to public health mitigation strategies within the institution or surrounding community (through monitoring violations/complaints).
Insufficient healthcare or other service capacity at local healthcare facilities.	Sufficient healthcare or other service capacity at local healthcare facilities.
Insufficient capacity to manage students (individually or in cohorts) who need to quarantine or self-isolate.	Sufficient capacity to manage students (individually or in cohorts) who need to quarantine or self-isolate.

PERSONAL MEASURES TO PREVENT AND LIMIT THE SPREAD OF COVID-19

The college community is made aware of all Orders of the Provincial Health Officer and is actively instructed to stay informed and adhere to all public health advice. CCPA has implemented specific requirements to prevent and limit the spread of COVID-19 including but not limited to: daily wellness checks to assess health and symptoms; Practicing good hygiene (hand hygiene, avoid touching face, respiratory etiquette); Staying at home and away from others if symptomatic/feeling ill; Maintaining physical distancing; Cleaning and disinfecting surfaces and equipment; mandatory wearing of non-medical masks when it is not possible to consistently maintain a two-metre physical distance from others; Reducing personal non-essential travel, attending or engaging in activities where there is proven heightened risk of contracting the virus including but not limited to parties and public social gatherings.

DOMESTIC AND INTERNATIONAL TRAVEL

CCPA's plan issues clear guidelines to students and staff with regard to domestic and international travel and emphasizes the need to strictly follow all local, provincial and federal requirements for domestic and international travelers including self-isolation and quarantine requirements.

A 14-day self-isolation period was built into the school calendar and was completed by all students prior to arriving on-campus for student orientation.

All students arriving from outside of Canada are provided with *Preparations for pre-arrival to Canada* <http://www.ccpacanada.com/wp-content/uploads/2020/11/Preparations-for-Pre-Arrival-to-Canada.pdf> and a comprehensive checklist has been produced to ensure that international students understand and meet the Quarantine Act requirements and to confirm that the chosen quarantine location is viable and safe for the student.

A copy of the checklist can be found on our website at <http://www.ccpacanada.com/wp-content/uploads/2020/11/International-Quarantine-Checklist.pdf>

MEASURES TO PREVENT AND LIMIT THE SPREAD OF COVID-19 WITHIN THE CONTEXT OF POST-SECONDARY INSTITUTIONS

CCPA has already developed and put into place operational plans and protocols that meet or exceed the expectations of the *B.C. Post-Secondary COVID 19 Go-Forward Guidelines*, Government of Canada's *Guidance for Post-Secondary Institutions During the COVID-19 Pandemic*, and demonstrate compliance with WorkSafe BC's *COVID-19 Safety Plan*.

CCPA *COVID-19 Safety Plan* can be found on our website at <http://www.ccpacanada.com/wp-content/uploads/2020/10/COVID-Safety-Plan-Canadian-College-of-Performing-Arts-1701-Elgin-Road-Victoria-BC.pdf>

To summarize the measures to prevent and limit the spread of COVID-19 included in the *COVID-19 Safety Plan*:

- Stay at home and keep a safe distance from family when you are sick or experiencing symptoms.
- Wash your hands regularly.
- Avoid touching your face, eyes, nose or mouth.
- Cover your nose and mouth when coughing or sneezing.
- No handshaking or hugs outside of your family
- Keep a physical distance of about 2 m between yourself and others when you are out.
- SwipedOn sign-in/out app is used for tracking all members of the college community accessing the campus.
- Attendance is recorded for all classes whether in-person or remote delivery.

- Protocols are in place to advise the college community in the event of an outbreak or exposure. Should a member of the college community contravene any protocols, CCPA will work with the Health Authority to take the required steps, and may result in withdrawing individual access to the college campus, temporary probation/suspension or dismissal.

ON-CAMPUS RISK ASSESSMENT AND MITIGATION STRATEGIES

Physical Distancing and the Use of Physical Barriers:

- Physical distancing from others continues to be important when outside your home. Carry on with these simple tips to help keep the transmission of COVID-19 low.
- Barriers have been installed in all locations where vocal training takes place:
 - Studio B (vinyl barriers)
 - Studio E (vinyl barriers)
 - Studio F (vinyl barriers)
 - Chapel (vinyl barriers)
- Traffic flow and 2 m physical distancing is encouraged by signage, direction arrows in stairwells and designated seating areas (indicated with yellow arrows for available seats and taped red if not available).
 - YR 1 / YR 2 Diploma students are generally on the bottom floor and the Applied Performing Arts Diploma cohort is designated to the Performance Hall on the main floor. This cohort has their own washroom that is used by them, faculty and staff only.
 - The study cubbies have cardboard barriers
 - Additional outside seating has been provided
 - There is a staggered meal breaks/spares between cohorts
- All rooms have a designated Occupancy number based on allowing for 2 m of physical space and this number is posted outside the studio
- **The following rooms are CLOSED to student access:**
 - The Event Kitchen and Student Kitchen are closed for food preparation and only available for use of the refrigerators and microwaves
 - Studio G is only open to Applied Performing Arts Diploma cohort members, staff and faculty
 - The Performance Hall is closed to Year 1 and Year 2 students, unless otherwise indicated for a performance
 - When Studio B is converted into a Dressing Room for a show then that studio/washroom is used only by the show cohort
- Additional refrigerators were purchased and the lounge now has two refrigerators and a touchless vending machine as well as there being two refrigerators in the

student kitchen and two upstairs for the Applied Performing Arts Diploma cohort members, staff and faculty use. Each cohort has a designated refrigerator and microwave.

Personal Protective Equipment (PPE) - Masks:

- Mask wearing is mandatory in all common areas within the campus building, until which time individuals can be 2 m apart. Anytime an individual is moving from point A to B a mask must be worn.
 - Staff, faculty and students are required to provide their own masks*
 - There are cloth masks available through the Operations Manager at cost(approx. \$5) as well as single use masks for \$1.00 through the Operations Manager or Registrar.
- *Masks are recommended to be three layers, with one layer being a polypropylene filter
- BC Ministry of Health & BCCDC signage showing the correct use of masks was included in the Student Orientation package and is posted at the two campus entrances.

Hand Sanitizing and Cleaning:

- Multiple hand sanitizing stations are accessible outside every studio/classroom and throughout the campus. Hand washing is available in the washrooms and student kitchen.
- Proper hygiene practices have been communicated in the Student and Faculty Orientation packages as well as in person during orientation.
- Students, staff and faculty are required to sanitize before use and to wipe down their work area surfaces before and after use.
- The campus employment cleaning members (Pride Team) will disinfect high/common touch areas mid-morning (12-3) and end of day (after 6:45) throughout the week.
- A separate area is dedicated for cleaning supplies and available for restock when needed.
- Our caretakers will conduct thorough, daily sanitizing and cleaning of the whole building in the morning and end of day.

ACADEMIC INSTRUCTION, EXPERIENTIAL LEARNING AND RESEARCH ACTIVITIES

- Number of students in acting classes are smaller in size, with 4 cohorts of no more than 14 students. Dance classes have groupings of no more than 18 in the largest studios.

- All dance studios and classrooms are taped to indicate a 2 m distance space which students remain within. Individual tables and chairs allow for students to maintain their physical distance during academic classes.
- Physical Theatre classes and movement classes can be moved outdoors where feasible and weather permitting. Park rentals have been arranged with the municipality and are close proximity to the college campus.
- HEPA filters and vinyl barriers have been installed and are used in all studios where vocal training takes place.
- Faculty will keep online class delivery (Google Meet) open and running during their on-campus classes; recordings are kept as a backup for 7 days, to enable students who are sick or experiencing symptoms to attend remotely.
- Communal breaks such as lunch and dinner have been eliminated from the schedule allowing cohorts to break at staggered times.
- Mask wearing is mandatory in all common areas within the campus building, until which time individuals can be 2 m apart in their designated space in the classroom. Anytime an individual is moving from point A to B a mask must be worn. Masks may be worn even when physically distanced in their designated space in the classroom.

ON-CAMPUS HOUSING

Canadian College of Performing Arts does not operate a dormitory or offer any type of on-campus housing.

PROVISION OF SUPPORTS AND SERVICES

- Barriers have been installed in the Office of the Registrar (2 m markers/window)
- Barriers have been installed between study areas and ensure at least 2-metre distance between seats.
- Counsellors have been hired and have both online and in-person availability. On-campus spaces where students receive academic/health counselling furniture has been arranged so that there is at least 2 metres separation between students and advisors/counsellors.
- The student Library/locker rooms and changing areas have an occupancy limit based on allowing for 2 m of physical space and this number is posted.

CCPA has developed a detailed contingency plan with safety protocols if an outbreak is detected and the appropriate individuals that need to be informed and how action will be taken.

The *CCPA Campus Plan for Confirmed Case of COVID-19* clearly states that if a member of the college community discloses a positive diagnosis, close contact, or symptoms of COVID-19, the individual will:

- a) Be asked to leave the campus immediately to self-isolate and monitor for symptoms,
- b) Be advised on safe and viable options for returning to their residence,
- c) Be encouraged to seek COVID-19 testing,
- d) Be encouraged to seek public health or medical advice if symptoms appear,
- e) Be interviewed for relevant information such as where have they been on campus, with whom have they been in contact while on campus, etc.

Following the student's departure from campus, a member of the College Senior Management Team will,

- a) Immediately activate its *Confirmed COVID-19 Thorough Campus Cleaning and Sanitation Plan*. Areas of the campus which have been identified as having been visited by the infected individual will be cleaned and disinfected in accordance with BCCDC guidelines,
- b) Remain in daily contact with the individual to stay informed of their health status and ensure individuals have support during their isolation period, and
- c) Follow the individual's medical practitioner or health authority's direction to determine the appropriate timing for the individual to return to the campus. Final screening is required by a health care professional within 24 hours of the end of the required self-isolation period.

CCPA Campus Plan for Confirmed Case of COVID-19 can be found on our website at <http://www.ccpacanada.com/wp-content/uploads/2020/11/Campus-Plan-for-Confirmed-COVID-19-Cases.pdf>

A portion of the *CCPA Campus Plan for Confirmed Case of COVID-19* outlines protocols for communicating with and offering assistance to the local public health authorities.

Specifically, if a positive diagnosis is reported to the College, CCPA is prepared to assist the local health authority, if requested, with the contact tracing of each person identified by the infected individual and all persons who were in any identified areas of the campus.

The health authority, with assistance from, and in coordination with the CCPA, will notify the individuals who have been in recent contact with the infected individual and/or with whom they recently shared a common area.

Close contacts will be instructed that, out of an abundance of caution, CCPA is requesting that they not return to campus for at least 14 days since the last point of contact and/or

contact a health professional by calling 811 to secure a COVID-19 test. These contacts will be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate.

In conjunction with, and in consideration of the advice of local health authorities, CCPA will work with all members of the college community to ensure there is adequate support during their quarantine period and the process of care is met. The Office of the Registrar will be in touch with students, and Director of Education will be in touch with faculty and guest artists on an on-going basis. For staff, direct Supervisors and will support staff during their quarantine period.

RECOVERY FROM A COVID-19 OUTBREAK

Canadian College of Performing Arts will work in collaboration with the local health authority (Island Health) to determine when the outbreak has ended in the community or institution.

The Canadian College of Performing Arts' commitment to the health and safety of our community, staff, faculty and students is primary and the process of care for all students will continue to be upheld. This requires having a rigorous and ongoing evaluation process for our COVID-19 policies, not limited to the WorkSafe BC's *COVID-19 Safety Plan*.

While the protocols which were put into place prior to our return-to-campus continue to provide the foundation for our safe operation, CCPA's College Senior Management Team has regularly scheduled weekly meetings to evaluate whether our plan continues to meet or exceed best practices, particularly as new challenges present themselves, or health authorities offer new recommendations, issue new orders or amend regulations.

Minutes are taken at each of College Senior Management Team meetings and requests to view those minutes can be made to the Managing Artistic Director via email at director@ccpacanada.com

CCPA is constantly ready to make amendments and additions to our COVID-19 policies, not limited to the WorkSafe BC's *COVID-19 Safety Plan* and we are prepared to continue doing so in perpetuity.