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COVID-19 ENHANCED PROTOCOLS CODE OF CONDUCT

Updated: February 5th, 2021

The policies in this document are subject to change at any time. If changes are made, they will be posted on CCPA's website and brought to the attention of those affected by the changes.

Changes and Points of Re-enforcement have been highlighted for your convenience.

It must also be recognized by everyone participating in CCPA activities or entering its premises that doing so will involve some risk associated with COVID-19. COVID-19 is a highly contagious and infectious disease (which can result in very serious health consequences including death) and the establishment and administration of reasonable policies such as those in this document to reduce this risk cannot completely eliminate it or guarantee that COVID-19 will not be transmitted by or to someone while at the College.

CCPA is an institution devoted to training and learning. All activities, small or large, in the building will be to that end. **The College facility is not a place for social gatherings or extracurricular activities of any kind.** If anyone gathers in small or large groups at CCPA's premises for reasons unrelated to CCPA activities, they will be asked to leave the premises.

The College is currently closed to members of the public unless approved by Senior Management and by pre-arranged appointment. Any member of the public entering the facility will be required to complete a health check, wear a mask and adhere to all applicable protocols.

REGARDING PERSONAL HEALTH:

- 1. Do not come to the facility for any reason if you are experiencing any of the symptoms associated with COVID-19, or any other illness. Please stay home:
 - if you have a fever, cough, difficulty breathing, cold or sneezing.
 - if you have been outside the country in the past 14 days. You are required to follow all Quarantine protocols and self-isolate before coming to the College.
 - if you have left the Island Health region for any reason, an individual may be asked to attend remotely for a period of time as determined by the College Senior Management Team.
 - if you have been in close contact with a confirmed or probable case of COVID-19.
 - if a family member is sick at home.
- If a student or faculty member starts to develop symptoms or feel unwell while at the College, they should report to the Registrar or Director of Education that they are unwell, and return home. Follow up with health professional or 811 for medical advice.
- If a staff member starts to develop symptoms or feel unwell while at the College, they should report to the Operations Manager or Managing Artistic Director that they are unwell, and return home. Follow up with health professional or 811 for medical advice.

- If students are unable to attend class in person, attend via the Video Conferencing link provided for the class. Students are still responsible for informing the Registrar and their Faculty members and for the materials and training presented in all classes.

In addition to following all procedures as per the Attendance Policy as outlined in the Handbook, notify the Registrar or Director of Education if you have been in direct contact with someone who is unwell or has been tested for COVID-19.

REGARDING PERSONAL INTERACTIONS INSIDE THE COLLEGE:

- Be willing to offer personal information regarding health, social behaviours outside the College and provide any information necessary for contact tracing.
- Engage in touchless greetings: we will not be shaking hands, high 5'ing, or sharing hugs at this time.
- All Students & Faculty will wash and sanitize their hands, before and after every class.
- Faculty members will clean and disinfect their station, before and after every class.
- Faculty and staff members will clean and disinfect digital conferencing items such as keyboards, computers, lap tops, iPads.
- Everyone in the facility will be responsible for cleaning items they personally touch that will then be used by others.
- Be Kind, Be Calm and Be Safe in all encounters with others. Acknowledge that everyone's comfort levels are different and are to be respected.
- If someone requests that you step away to create more distance between you and them, do so without challenge.
- If someone requests that you put on a mask, do so without challenge. "My mask protects you and your mask protects others".

REGARDING SOCIAL INTERACTIONS OUTSIDE THE COLLEGE:

- By order of the PHO, all gathering and events are suspended to significantly reduce COVID-19 transmission related to social interactions. The order came into effect November 19, 2020 at midnight and will be kept in place until further notice based on direction from the PHO.
- No social gatherings of **any size** at your residence with anyone other than your household or, if you live alone, your core bubble. For most people, their core bubble is their immediate household. An immediate household is a group of people who live in the same residence. For people who live alone, a core bubble is a maximum of two people you see regularly.
- These activities are not considered a social gathering:
 - Going for a walk or hike. You must make sure a walk or hike does not turn into a group of people meeting outside
 - Public pools and public skating rinks, when not associated with an event, are allowed to continue to operate with a COVID-19 Safety Plan
- While we know we cannot patrol and manage everyone's social and personal behaviours, we are asking everyone to help ensure that the overall program not be put at risk by individuals attending or engaging in activities where there is proven heightened risk of contracting the virus during the course of study and program year. High risk activities include but are not limited to indoor dining at restaurants and bars, nightclubs, parties and large public social gatherings.

- If anyone attends large uncontrolled events or activities, we ask that the Registrar and/or Director of Education & Programming be notified, so we are aware, and can assist in advising best steps to minimize the CCPA's community's risk.

REGARDING FACILITY ACCESS & FLOW

- Enter and exit the building through designated doorways.
- Follow the directional pathways established for movement through the building.
- Follow Social Distance guidelines, and where not possible, quickly pass through the space to a place you can be distanced.
- Masks are now required for everyone in all public indoor settings and workplaces. This includes Common areas of post-secondary institutions, office buildings, court houses (except court rooms), hospitals and hotels
- Disinfect, sanitize or wash your hands upon entry to the building and upon entering any studio during the course of day.
- Bring your own water bottle and never share with others.
- Minimize the personal items you need for your study, training, work or teaching to the facility. Take personal items home at the end of day.
- Fridges will be available to store food, and microwaves to heat food in personal containers (not provided by the College) but you will be required to eat in one of the spaces provided or away from the facility. If you are remaining on campus for the communal dinner breaks please eat in the Studio you were in prior to 6:45. We are hoping the majority of you will be in Studios A, D and F as they have tables and chairs. If you had a spare before the dinner break, please consider having dinner off campus, or you can eat in the student lounge (capacity is 8) or at the study cubicles at the top of the stairs.
- There will be no cooking, use of communal kitchen utensils or food preparation in the kitchen areas.
- Students should plan to leave the building on their spares and longer breaks during the day whenever practicable and weather permitting. Plan ahead for these breaks.
- Furniture in Common areas may not be moved. It will be set up in socially distanced configurations and must as such be left in one place.
- Furniture in studios/rehearsals may only be moved at the request of and under the supervision of a staff member or Instructor/Director.
- Arrive in the clothes you are required to be in for your first classes of the day.
- Showers are not available for use.

YOUR SAFETY AND PERSONAL COMFORT

- In addition to PHO mandated mask use, anyone may choose to wear a mask at any time, location or during any activity on campus. If a member of the CCPA community is more comfortable wearing a mask in a studio even when socially distanced they may do so.
- Instructors/Directors may at any time ask students to wear their masks and/or sanitize before any change in activity.
- An Instructor/Director may not require anyone to remove a mask/not sanitize in advance of any activity that reduces social distancing.
- If at any time a member of the College community feels unsafe with an activity involving a partner they may identify that and require that mask / distancing / or sanitization measure be taken prior to proceeding with that activity that directly impacts them.

- Everyone is required to follow the policies applicable to them as described in this document. Those that disregard them while on the premises will be assumed to be disregarding them when dealing with society at large.
- CCPA has no interest in creating an atmosphere where our community is reporting on each other's behaviour unless it is an egregious violation of protocols. **College Administration will not act on anonymous or generalized complaints. Safety reporting requires specificity so swift and accurate actions can be taken.**
- No one will be expected to work in **close proximity** with someone they do not trust is adhering to the orders, advice, and guidance respecting COVID-19 issued by relevant public health authorities in all of their dealings. **Students may not refuse to work with a partner however they have the right to require masks / sanitization / distance at any time.**

CONTACT AND DISTANCING IN CLASSES AND REHEARSALS:

- **ALL Diploma Classes are to remain contact free between students until further notice.**
- Instructors/Directors should avoid physical contact within their classes/scenes as much as possible.
- Dance instructors should remain in a designated "instructor area" throughout the class where they can maintain 2.5 m physical distance and must give verbal rather than hands-on correction. Physical distance of 2 metres must be maintained when not exercising.
- Instructors must wear a mask when moving through their class and reducing social distancing.
- Directors must eliminate close contact where practicable. This may include removing (or restaging at a distance) scenes that require close contact.

CCPA Administration takes the safety and confidence of its stakeholders seriously. We also acknowledge the work, experience and wisdom of the relevant public health authorities and the College's regulator, the Private Training Institutions Branch, and accept their guidance and parameters to be able to safely engage in the training and programs we strive to provide. We want to create an environment where the community assembling for the 2020-21 program year can safely and together, in-person, learn and create. **This will take each individual considering the needs of the greater community as well as their own comfort levels to heart; and respectfully adhering to the policies set out in this document as a part of the training environment.**

Anyone found to be in violation of these policies can expect:

1. To be requested politely by others in the community to adhere or change
2. If the policies continue to be disregarded a second time, to be reported to College Administration (Registrar, Director of Education, Operations Manager or Managing Artistic Director)
3. To be asked to change behaviours, or consider voluntarily leaving the facility and program CCPA provides.

If a third violation is reported, to be dismissed from the CCPA and to be prohibited from any involvement in the facility.