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COVID-19 ENHANCED PROTOCOLS CODE OF CONDUCT

This document applies to students, staff, faculty, and guest artists of the Canadian College of Performing Arts (CCPA or the College). It supplements and supersedes the health and safety policies in CCPA's handbooks applicable to students, staff and faculty. It also contains policies that apply to the College itself, and to visitors to the College including but not limited to Board Members, Volunteers and patrons. In response to and following the guidelines of the Provincial Health Authorities and WorkSafe BC, and to assist everyone engaging in the training programs at CCPA to maximize the training potential and minimize the risks of the spread of the COVID-19 virus, the College expects intentional and concerted efforts on each individual's part to conform to new practices and conduct at CCPA's premises as described in this document.

By establishing these policies and in the expectation that they will be complied with, CCPA seeks to ensure **that everyone will feel safe in participating in an "In-Person" model of training and creating, that we all know is best for artistic development and practice.**

COVID-19 is not yet fully understood and the measures recommended by the relevant health authorities to reduce its spread have changed over time and may continue to do so. As a result 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.

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 plans to do the following:

1. Daily health checks for **anyone entering the facility.**
2. Use a Touchless App Attendance Tracking System to reduce contact points and congestion entering and exiting the building.
3. Follow the Provincial Health Authorities protocols should a case of COVID-19 be identified at the College.
4. All Students & Faculty will wash and sanitize their hands, before and after every class.
5. Post clear signage, protocols and directions for ease of movement in the building.
6. Extensive full facility cleaning by Custodians at the end of/beginning of each day.
7. Enhanced cleaning practices are in place. All ledges, door knobs, handles, bars, mats, tables are wiped down after every class by Pride Team Members with the support of that dedicated cohort.

8. Pride Team and cohorts will have a checklist of daytime cleaning required at various intervals in the day and between classes.
9. Faculty members will clean and disinfect their station, before and after every class.
10. Faculty and staff members will clean and disinfect digital conferencing items such as keyboards, computers, lap tops, iPads.
11. Everyone in the facility will be responsible for cleaning items they personally touch that will then be used by others.
12. Staff will continue to be available onsite and/or remotely, in order to support students and Faculty.
13. Outside spaces, where people can meet or study at a distance, will be identified. All social distancing and safety protocols also apply to anyone accessing these spaces.
14. Work collaboratively to ensure that appropriate safety measures are in place and adhered to.
15. Anyone who feels sick or unwell or has had contact with someone suspected or confirmed to have had COVID-19 is required to stay at home.
16. Learning cohorts will be consistently maintained, with as much distancing as possible.
17. Mixing between faculty and student cohorts will be minimized, as much as possible.
18. Concerns of each and any individual, will be listened to respectfully and action taken where it is determined best for all.
19. Enhance, adjust and introduce new protocols and/or changes required to ensure adherence to Health Authority directives and overall safety for those entering the facility. Policies will be reviewed monthly and as needed on an ongoing basis. **Everyone attending CCPA for in-person training or work will be expected to adhere to the following health and safety policies:**

THEFT: The College is creating broad access to sanitization and technology in every studio. While the College takes incidents of theft in any form very seriously - any theft of cleaning / sanitization supplies, protective equipment or digital technologies will be viewed as an attempt to sabotage the safety of the entire CCPA Community and the authorities will be notified immediately.

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 been in close contact with a confirmed or probable case of COVID-19.
 - if a family member is sick at home.
- If anyone starts to develop symptoms or feel unwell while at the College, they should report to a faculty or staff member 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 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 & Programming 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.
- 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:

- Keep your personal "Bubble" as small as possible. Have contact tracing capacity in mind if you expand beyond your own home and college interactions.
- 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 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.
- Wear a mask when moving outside studios, in stairwells and hallways at all times.
- 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 outdoor spaces provided or away from the facility.
- 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. 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.
- Students may only access the studios they or their cohort are assigned to in order to avoid mixing of cohorts.

YOUR SAFETY AND PERSONAL COMFORT

- 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:

- **ALL Diploma Classes are to remain contact free between students until further notice.** (This policy will be re-evaluated in the 2nd Unit for classes involving lifts, Stage Combat and other activities that may reduce distancing.)
- Instructors/Directors should avoid physical contact within their classes/scenes as much as possible. If contact is REQUIRED to be made by the Instructor/Director, such as identifying body adjustments, consent of all involved must be given and sanitization must take place before and after (hands and areas of contact).
- Instructors must wear a mask when moving through their class and reducing social distancing.

CLOSE CONTACT AND INTIMATE SCENES (permitted in "Company C" Studio Ensemble only)

(These policies currently apply to the "Company C" Studio-Ensemble only. Consideration for reduced distancing and physical contact will be reviewed for Year 2 Plays, Year-End Musical and New Works Festival.)

To minimize the risk of infection in close contact or intimate scenes, where physical connection is optimally required, the following controls are being implement:

- Directors should eliminate close contact where practicable. This may include removing (or restaging at a distance) scenes that require close contact.
- If within the dedicated cohort it is deemed that proximity and intimacy should be explored by reducing physical distancing it may only be done so with the consent of all involved.
- Minimize the number and duration of scenes involving close contact. Minimize the duration and extent of performer close contact.
- **Create cohorts for scenes involving close physical contact so that performers are working with the same people in every performance.**
- Schedule close contact work activities as close together as possible in time, and minimize the interaction that these performers have with others between scenes.
- **Intimate and close contact scenes should be limited to body parts easily sanitized** (e.g., mouth-to-mouth kissing could be redirected to the neck).
- For intimate scenes involving kissing, performers are required to rinse their mouths with a hydrogen peroxide-based oral rinse (such as that used by dentists) just prior to the performance.
- Performers who need to make physical contact should sanitize before and after making 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 (Operations Manager, Registrar, Director of Education 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.

I have read and understand the policies and protocols as stated and set forward in this document.

SIGNATURE: _____

NAME: _____ DATE: _____