



Port Moody Art Centre Society

COVID-19 Safety Plan

Updated: July 5th 2021

TABLE OF CONTENTS

OVERVIEW, HOURS OF OPERATION, IN THE EVENT OF A CLOSURE	3
CONTROL MEASURES AND SAFETY PRACTICES	4
I. Health Verification & Screening	4
a. Employees	4
b. Students	4
c. Gallery & All Other Visitors	5
II. Mandatory Mask Use & Other PPE	5
a. Employees	5
b. Students, Gallery & All Other Visitors	5
III. Social Distancing	5
IV. Building & Class Room Access	5
a. Students	6
b. Gallery Visitors	6
c. All Other Visitors	6
V. Class Size, Configuration & Traffic Flow	6
a. Class Size	6
b. Room Configuration & Traffic Flow	6
VI. Student Drop-Off & Pick Up	7
VII. Parental Accompaniment	7
VIII. Camp & Pro D Day Protocols	8
IX. Class Supplies & Personal Belongings	8
X. Cleaning Protocols	8
XI. Handwashing & Hygiene Protocols	
a. Handwashing	9
b. Cough and Sneeze Etiquette	9
c. Food and Drink	9
d. Additional Hygiene Etiquette	10
XII. Safety Orientation & Behavioural Protocols	10
XIII. Symptomatic Individuals at PoMoArts	10
XIV. Returning to PoMoArts	11
FEEDBACK	11

OVERVIEW

On July 1st 2021, BC entered Step 3 of the BC Restart Plan and now requires all organization to develop a Communicable Disease Plan to replace existing COVID-19 Plans. PoMoArts is currently in the process of developing this new plan. Until then, this COVID-19 Safety Plan will remain in effect.

PoMoArts will continue operating across two buildings (our traditional facility located at 2425 St. Johns St. and Kyle Centre located at 125 Kyle Street - see [Site Map](#) for details) for the summer season (July & August) offering the following activities:

- Visits to the Gallery & Blackberry Artists Gift Shop
- In-person Visual Arts, Ceramics and Music classes for all age groups.
- In-person Ceramic Open Studio for all age groups (advanced registration required).
- In-person registration/inquires *
- Online visual arts classes and artist talks.

In-person Gallery Receptions will resume in September 2021. All other events, birthday party programs and rental programs will resume in January 2022. After-camp care programs will resume in the Spring of 2022.

HOURS OF OPERATION

	Classes:	Gallery:	Blackberry Artists Gift Shop
Weekdays:	10:30am-9pm	11am-8:30pm	12pm-4pm
Weekends:	10am-4:30pm	10:30am-4:30pm	12pm-4pm

*We are closed on all statutory holidays.

IN THE EVENT OF A CLOSURE

In the event that public health authorities mandate a closure, in-person music lessons and visual arts classes will immediately move online, maintaining the planned schedule of lessons.

The digital gallery will continue to operate and all gallery activities will move online as per the planned schedule.

Ceramics classes will not be cancelled but will be rescheduled.

Existing online classes and music lessons will proceed as planned.

SAFETY PRACTICES

I. HEALTH VERIFICATION & SCREENING

As the pandemic evolves, the list of symptoms associated with COVID-19 and recommendations based on the symptom type have also evolved. For the most up to date information, please visit: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/testing-information>

a.) Employees, Volunteers, Tenants:

All Employees, Volunteers and Tenants are required to self-monitor daily for the development of symptoms associated with COVID-19 and sign a pandemic health certification form daily, prior to moving through our facilities. If symptomatic, they must stay at home.

b.) Students:

At Time of Registration:

Students (or parents/guardians if under 19 years) must certify that they are not experiencing any symptoms associated with COVID-19, and/or have not returned from travel outside of Canada in the last 14 days; and/or have not been identified as a close contact of a confirmed case or outbreak of COVID-19, and/or have not been told to self-isolate by Public Health.

After Registration and for the Full Duration of the Class:

Students (or parents/guardians if under 19 years) must self-monitor daily for the development of any symptoms associated with COVID-19 and if symptomatic, **MUST** stay at home. Our withdrawal and refund policies have been adjusted to allow students experiencing symptoms to stay at home without incurring any financial penalty (See [PoMoArts Program Policies](#) for details).

Screening Prior to Entering Classroom:

Instructors will conduct a Health Check (see [Health Verification Check](#)) prior to allowing students entry into the classroom. Students (or parents/guardians on behalf of students under 19 years) who answer yes to any of the questions, will **NOT** be permitted entry.

**Note: If symptoms are the result of allergies or another medical condition, students (or parents/guardians if under 19 years) must notify PoMoArts at least 3 days prior to the class start date AND take the necessary medication/treatment to manage symptoms during class. PoMoArts reserves the right to ask anyone experiencing COVID-19 symptoms at our facilities to leave at our discretion, regardless of prior notification of allergies or other medical conditions in the absence of accompanying medical certification.*

c.) Gallery and Other Public Visitors:

All visitors are expected to self-monitor for symptoms of COVID-19. Those experiencing symptoms, and/or returning from travel outside of Canada in the last 14 days, and/or who have been identified as a close contact of a confirmed case or outbreak of COVID-19, and/or have been told by Public Health to self-isolate are **NOT** permitted into our facilities.

II. MANDATORY MASK USE

a.) Employees

All employees (including instructors) must wear a mask at all times. Masks may only be removed if an employee is working alone behind closed doors, to eat or for the duration of time required to communicate with a hard of hearing/deaf individual.

b.) Students, Gallery & Public Visitors

We strongly recommend and prefer that all individuals over the age of 12 wear a mask at all times while in our facilities for the duration of the summer season (July & August).

If required, disposable masks will be available for purchase from your Instructor for \$1.

III. SOCIAL DISTANCING

We ask that everyone continue to be vigilant and maintain a 2 meter/6 feet social distance from others wherever possible.

IV. BUILDING & CLASSROOM ACCESS

PoMoArts programs will continue be spread over two buildings (our traditional facility at 2425 St. Johns Street and Kyle Centre at 125 Kyle Street) for the summer season (July & August). Both buildings share a single parking lot that can be accessed at the intersection of St Andrews and Kyle St.

Each program will take place within an area exclusively designated for it, with its own entry/exit point (managed by the classroom instructor), washroom (whenever possible) and hand sanitizing station (see [Site Map](#) for full details).

Class times will be staggered to prevent interactions between arriving and departing students.

a.) Students:

Students should **NOT** go to the main reception area, unless taking music lessons.

CAREFULLY REVIEW the [Site Map](#) to locate the entry point for your class and go directly there.

The location of your classroom will also be listed on your registration receipt and in your class reminder email.

b.) Gallery Visitors:

- Line up while maintaining 2 meters/6 feet distance outside the gallery door using the floor decals as a guide.
- If the gallery is at capacity, Customer Service will put a sign on the door. Please wait outside until they indicate it's safe to enter again.
- Once inside the gallery, follow the one-way directional signage until you exit through the designated exit point.

c.) All Other Visitors:

- Line up while maintaining 2 meters/6 feet distance outside the gallery door using the floor decals as a guide.
- If you see more than 5 people in the reception area (excluding Customer Service), wait outside until someone leaves.
- When inside the reception area, stay behind the acrylic barrier around the reception desk.

V. CLASS SIZES, CONFIGURATION & TRAFFIC FLOW

a.) Class Sizes

Between July & August, all classes are operating at 50% of normal capacity or less, as required by the BC Ministry of Health's Restart Plan.

Classes with children 10 years and younger will **continue to have** a 1:5 staff to student ratio, with class sizes capped at a maximum of 10 students.

b.) Room Configuration & Traffic Flow

Each student will continue to have an individual workstation for their exclusive use, configured to maximize distance between all students. Once inside the classroom, students **MUST STAY SEATED** at their workstation for the full duration of the class except as directed by the instructor or to go to the washroom. PoMoArts will continue to maintain a separate entry and exit into each classroom.

VI. STUDENT DROP OFF & PICK UP

To limit interactions between arriving and departing students, please arrive and line up outside your classroom **ONLY** at the designated time.

Drop-Off Times:

Visual Arts Classes: Arrive no more than 5 mins prior to class time

Ceramic Classes: Arrive exactly on time and ring the doorbell at ceramic entrance

Music Lessons: Arrive exactly on time and go straight to your designated music studio

Pick-Up Times:

Visual Arts and Ceramic Classes:

- The instructor will direct each student to leave one-by-one.
- Minor children will stay at their workstation till the parent arrives at the exit door to pick them up.

Music Lessons:

- Students will exit down the stairs and out the gallery door.

VII. PARENTAL ACCOMPAINMENT

Visual Arts and Ceramic Classes:

- One parent/guardian **MUST** accompany young children in the line up outside the classroom door and answer the health verification check.
- The parent may then immediately leave, wait in in the parking lot, or wait inside 2425 St. Johns Street, in the parental accompaniment area in the Young Artists Boardroom (see [Site Map](#) for details) or visit the Gallery.

Music Lessons:

- One parent/guardian of minor children may accompany the child to the music studio and wait in one of the designated parental waiting spots (see [Site Map](#) for details).

VIII. CAMP & PRO D DAY PROTOCOLS

- Students will arrive via the entrance of their designated classroom and will stay at their workstation for the duration of the morning class and to eat lunch, handwashing in between.
- After eating, students will go outside to the lawn area directly adjacent to the parking lot if weather permits, or to another clean room. They will be directed to play non-strenuous games by the Educational Assistant, while the Instructor cleans the workstation for the afternoon session.
- They will hand wash again at the end of the play period and proceed with their afternoon class activities at their workstations.
- Classes with children 10 years or younger will have a 1:5 teaching staff to student ratio at all times and will be capped at a maximum of 10 students.
- Lunch times will be staggered to prevent interactions between class cohorts.

IX. CLASS SUPPLIES & PERSONAL BELONGINGS

Visual Arts and Ceramic Classes:

- Instruction on proper cleaning and disinfection of tools will be provided during each class. Instructors will clean tools of minor children.
- Use of any shared tools required for class will be managed by the Instructor and cleaned by them between uses.

Music Lessons:

- Music students will provide their own instruments and will be responsible for keeping them clean.
- Two pianos will be provided in each piano studio, one for the exclusive use of the student and the other for the Instructor. The student instrument will be cleaned and disinfected by the Instructor between lessons.

Personal Belongings:

- Should be kept to a minimum.
- Please only bring what can fit into a small bag or knapsack (children should not bring toys).
- All belongings, including shoes and jacket must stay at your workstation.
- Smocks will not be provided. Dress appropriately or bring your own.

X. CLEANING PROTOCOLS

- Both facilities will be thoroughly cleaned and sanitized daily
- Cleaning protocols specific to classroom activities and equipment have been established and will be followed rigorously.
- High Touch surfaces in common areas will be cleaned and disinfected often.

XI. HANDWASHING & HYGIENE

a.) Handwashing

Everyone entering the premises will be expected to sanitize their hands:

- Upon arrival at PoMoArts and before departure
- Before and after handling food or drink
- After using the washroom or helping a child use the washroom
- Whenever hands are visibly dirty
- Before and after smoking, handling contact lenses or applying makeup
- After playing outside (if applicable for children during Camp and Pro D day lunch breaks).
- After sneezing, coughing or blowing your nose
- After handling shared objects
- Before touching eyes, nose, mouth or face.

Hand sanitizing stations consisting of a sink with hot water, disinfecting soap and paper towels, and/or a Health Canada approved Alcohol Sanitizer will be available in every room.

b.) Cough and Sneeze Etiquette

Everyone entering the premises will be expected to follow proper cough/sneeze etiquette:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

Tissues and waste containers will be visible and available in all rooms.

c.) Food and Drink

- All kitchen facilities including access to microwaves, refrigeration, electric kettles, coffee machines, etc. will be closed. Prepare your food accordingly.
- We are a nut-free zone, please ensure food and drinks are prepared accordingly
- No water fountains will be available, bring your own water and any other required beverages.
- You are required to take all food leftovers, food packaging, utensils home with you in your sealed food container.
- No sharing of utensils, food or drink.
- All food and drink for children should come in containers that they can open by themselves.
- Program participants in Camps or Pro D day will eat lunch outside if the weather permits, or indoors at their workstation.

d.) Other Hygiene Protocols to Remember

- Smocks will not be provided. Bring your own or wear something that can get dirty.
- Come with indoor shoes on.
- Avoid touching your face.
- Tie long hair back to discourage touching of face
- Continue to use a socially distanced alternative to handshakes and hugs to greet your Instructor and Classmates

XII. SAFETY ORIENTATION & BEHAVIOURAL PROTOCOLS

Instructors will review and demonstrate (where appropriate) the following during the first class, with regular reminders and ongoing modelling subsequently:

- Room layout, permitted traffic flow
- Entry and Exit procedures
- Hygiene and Handwashing requirements
- Tool use, sharing and workstation cleaning protocols
- PPE requirements

For children's classes, instructors will review and demonstrate each technique before every class and will facilitate regular practice throughout the class period.

Parents/guardians should also review proper hygiene technique with their children prior to their arrival at PoMoArts (see for guidance: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing>).

Instructors will use the ABCD Hygiene Protocol, FISH Protocol, the 3B's protocol and behavioural policy outlined in the [PoMoArts Program Policies](#).

XIII. SYMPTOMATIC INDIVIDUALS AT POMOARTS

If a student or visitor arrives at PoMoArts exhibiting symptoms of COVID-19 or exhibits COVID-19 symptoms while on our premises (*and cannot provide a doctor's note to verify that the symptoms are due to allergies or another medical condition*), PoMoArts will take the following steps:

- Separate the symptomatic individual to an isolated area, keeping them 2 meters/6 feet away from others along the isolation route. (A separate isolation area has been designated for each building with a specific route, to prevent contact with others en-route).
- The symptomatic individual will be given a new mask if needed, hand sanitizer, and all windows in the isolation area will be opened. The accompanying employee will wear a mask and other designated PPE and stay 2 meters/6 feet from the symptomatic individual.

- The employee will stay with the symptomatic individual and fill out a PoMoArts Incident Report. This information may be required by public health authorities later on.
- If applicable (or if the individual is under 19 years), PoMoArts will inform their emergency contact to pick them up as soon as possible. All symptomatic individuals are advised to avoid taking public transportation.
- Emergency contacts will be given a mask, hand sanitizer and gloves.
- PoMoArts will contact 811 or the local public health authority to notify them of a potential COVID-19 case and seek further input
- Other students or visitors in close contact with the symptomatic individual will be notified and asked to monitor their health and to report any concerns to their healthcare provider.

In cases of a dispute between PoMoArts and symptomatic individual (and/or their parent/guardian) regarding the severity of the symptoms or whether they are COVID-19 symptoms, the judgement of PoMoArts will prevail.

XIV. RETURNING TO POMOARTS

Symptomatic individuals may return to PoMoArts after completing the recommended isolation period from the onset of symptoms and until all symptoms resolve, whichever is longer, in cases where testing is NOT recommended: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/testing-information>.

Symptomatic individuals who were advised to take a test and tested positive, or inconclusive or chose not to take a test, may only return to PoMoArts after self-isolating a minimum of 10 days from the onset of symptoms **AND** until all symptoms resolve, whichever is longer.

Symptomatic individuals who were advised to take a test and tested negative, may only return to PoMoArts after providing us with the appropriate medial documentation verifying the results, or after self-isolating for 10 days or until all symptoms resolve, whichever is longer, if you opt not provide the documentation.

FEEDBACK

As always, we welcome and appreciate your feedback. Please email us at info@pomoarts.ca with comments.