



Port Moody Art Centre Society

COVID-19 Safety Plan

September 2020

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INTRODUCTION

The safety of our PoMoArts community is our top priority. To ensure a healthy, creative and safe environment for everyone, we have developed this COVID-19 Safety Plan following the guidance of the BC Ministry of Health, BC Centre for Disease Control, Fraser Health, the BC Ministry of Education, the Government of Canada's COVID 19 guidance for schools, Work Safe BC, School District No. 43 and the City of Port Moody.

We extend our sincere gratitude for your support. These are challenging times, but with your cooperation, we can ensure that every effort is made to keep our community safe.

This plan will remain in effect as long as mandated by public health authorities. We are closely monitoring the situation and will adapt our safety protocols as required. Any updates will be posted to our website.

RE-OPENING OVERVIEW

On September 8th 2020, PoMoArts will re-open utilizing two buildings (our traditional facility located at 2425 St. Johns St. and Kyle Centre located at 125 Kyle Street) to resume the following in-person activities (see [Site Map](#) for details):

- Visits to the Gallery & Blackberry Artists Gift Shop
- In-person arts education classes (visual arts, ceramics, music lessons) including PD day programs
- In person registration/inquires *

Registration for in-person fall classes begins September 1st.

**We encourage the public to continue to make inquiries/registrations over the phone (604.931.2008 ext. 0) or by emailing us at info@pomoarts.ca rather than coming in person as much as possible. However, in-person service will be available if needed.*

Online arts education classes will continue to be offered throughout the fall for those that prefer an at-home creative experience.

Our Rental, Birthday Party, After-Camp Care and paid Drop-In Ceramic Open Studio programs will remain closed. Open Studio will be available for registered ceramic students within scheduled time slots and specific workstations (details on how to book a slot will be sent directly to all registered students).

HOURS OF OPERATION

Classes & Music Lessons:

Weekdays: 10:30am-9pm

Weekends: 10am-4:30pm

*Gallery:

Weekdays: 11am-8:30pm

Weekends: 10:30am-4pm

*Blackberry Artists Gift Shop:

7days/week: 12pm-4pm

**Note, the Gallery and Gift Shop will be closed to the public while new exhibits are installed from September 14th to 23rd, and November 2nd to 11th.*

We are closed on all statutory holidays and
from December 23rd 2020 to January 3rd 2021

SAFETY PRACTICES

I. HEALTH VERIFICATION & SCREENING

a.) Employees:

All Employees (including all instructors) are required to self-monitor daily for the development of symptoms associated with COVID-19 and stay at home if symptomatic.

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.

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 [Student Health 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 provide PoMoArts with the necessary medical documentation **PRIOR to the start of the class*

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, are **NOT** permitted into our facilities.

For the most up to date list of symptoms, visit:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

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, or to eat.

b.) Students

All students must wear a cloth or disposable mask at all times while in our facilities. Those unable to wear a mask for medical reasons may wear a face shield instead. Children 10 years or younger are not required to wear a mask but may do so at the discretion of their parent/guardian.

Masks must be securely in place before entering our facilities and may only be removed if eating.

Voice music students may remove their mask during the lesson once both instructor and student are safely behind plexiglass shielding in the studio.

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

c.) Gallery and Other Public Visitors

All visitors must wear a cloth or disposable mask at all times while in our facilities. Those unable to wear a mask for medical reasons or children 10 years or younger are not required to wear a mask, but must diligently maintain social distancing of 2 meters/ 6 feet from all others outside their family “pod”.

Masks must be securely in place prior to entering our facilities.

If required, masks will be available for purchase from Reception for \$1.

d.) Gloves and Other PPE

Gloves must be used when cleaning/disinfecting all surfaces including workstations and class tools. PoMoArts will provide these for classroom use.

Additional PPE are available and mandatory only during the administration of first aid or when accompanying a symptomatic individual to the designated isolation area.

For information on how to make, wear, clean or dispose of a mask, visit:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

III. SOCIAL DISTANCING

Everyone at PoMoArts is required to maintain at least 2 meters/6 feet distance from others wherever possible AND keep your mask on.

IV. BUILDING & CLASSROOM ACCESS

PoMoArts programs will be spread over two buildings (our traditional facility at 2425 St. Johns Street and Kyle Centre at 125 Kyle Street). 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 be listed on your registration receipt and in your class reminder email.

If you are still not sure where to go, contact Customer Service (604-931-2008 ext. 0 or info@pomoarts.ca) **PRIOR** to arriving.

Visual Arts & Ceramic Students:

- Please line up while maintaining 2 meters/6 feet distance) outside your classroom door until the Instructor opens it.
- Floor decals have been installed outside all entry points.

Music Students:

- Go straight inside the main entrance, let reception know you are a music student and go straight up the stairs to your designated music studio.
- Music students or parental accompaniment **CANNOT** visit the gallery while waiting. To visit the gallery, exit the building and join the gallery line up.

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 4 people in the reception area (excluding Customer Service), wait outside until someone leaves.
- When inside the reception area, follow floor decals and stay behind the acrylic barrier around the reception desk.

**Note, all reception seating has been eliminated. Inquiries and program registration support can also be provided over the phone or by email and may often be a faster way to secure customer service support.*

V. CLASS SIZES, CONFIGURATION & TRAFFIC FLOW

a.) Class Sizes

All class sizes have been substantially reduced to allow each student a minimum of 5m² each, and adequately distanced walking pathways.

For classes with children 10 years and younger, there will be a 1:5 teaching staff to student ratio, with class sizes capped at a maximum of 10 students, including for PD days.

b.) Room Configuration

All students will have a "bubble" (clearly marked on the floor) to themselves, containing a workstation for their exclusive use.

Workstations will consist of:

- 6 ft. table or easel and chair for Visual Arts classes
- 6 ft. table, wheel and stool for Ceramics Classes
- Piano (if appropriate) and seating for Music Lessons.
- Voice students will also have their own 4 x 6 foot plexiglass barrier in the room to separate them from the Instructor.

Students must stay within their “bubbles” and keep all tools and personal belongings inside including jackets.

c.) Traffic Flow

Traffic flow will be managed by the Instructor as required to safely direct students one-at-a time from their “bubble” to the hand washing station or for bathroom access. Otherwise, everyone should remain within their “bubbles” for the full duration of the class.

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 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, without making any stops or lingering in the gallery area.

VII. PARENTAL ACCOMPAINMENT

Visual Arts and Ceramic Classes:

- One parent/guardian may accompany a minor child in the line up outside the classroom door, answer the health verification check and then immediately leave.
- You may wait in your car in the parking lot if you wish, no seating will be available inside the building.

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. CLASS SUPPLIES & PERSONAL BELONGINGS

Visual Arts and Ceramic Classes:

- All students will be given their own set of tools as part of their class supply package.
- Students must keep their tools with them at all times, providing their **OWN** tote or bag and taking them home at the end of each class.
- Students who do not bring their tools back to class will **NOT** be able to participate in that class.
- 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 (kept to an absolute minimum) 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 within your “bubble”.
- Smocks will no longer be provided. Dress appropriately or bring your own.

IX. CLEANING PROTOCOLS

- Both facilities will be thoroughly cleaned and sanitized daily
- Washrooms will be cleaned twice a day
- 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.

X. 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 PD 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 PD camps will eat lunch outside if the weather permits, or indoors within their “bubble”.

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 your face
- Use a socially distanced alternative to handshakes and hugs to greet your Instructor and Classmates

XI. 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](#).

XII. SYMPTOMATIC INDIVIDUALS AT POMOARTS

If a student or visitor arrives at PoMoArts ill or exhibiting symptoms of COVID-19 or becomes ill and/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 and every floor 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.

XIII. RETURNING TO POMOARTS

Symptomatic or ill individuals may return to PoMoArts after self-isolating a minimum of 10 days from the onset of symptoms **AND** until all symptoms resolve, whichever is longer

OR

Upon receipt (and provision to PoMoArts) of medical authorization to leave home (doctor's note or negative test results)

FEEDBACK

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