



Port Moody Art Centre Society

**COMMUNICABLE DISEASE
PREVENTION PLAN**

Updated: January 5th 2022

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OVERVIEW

This Communicable Disease Prevention Plan has been developed in compliance with WorkSafeBC's four-step process to reduce the risk of COVID-19 and other communicable disease transmission at our facility.

The level of risk associated with COVID-19 and other communicable diseases fluctuates over time and/or on a seasonal basis. PoMoArts closely monitors and reviews all communicable disease related information issued by the PHO and Fraser Health, updating its policies and protocols in response.

All employees, volunteers and tenants are trained and updated on changes to our policies and procedures via a combination of staff meetings and email correspondence. Changes are communicated to the public via updates to this plan on our website, direct email correspondence to registered students and social media announcements.

Types of Communicable Disease

COVID-19

Classified as a global pandemic and a public health emergency in British Columbia, the symptoms of COVID-19 are similar to other respiratory illnesses including the flu and the common cold. COVID-19 is spread by the respiratory droplets an infected person produces when they breath, cough, sneeze, talk or sing. Transmission can occur through close contact with an infected person, breathing droplets in the air and surface contact.

Norovirus

Also known as the winter vomiting bug, this virus is usually transmitted when pathogens in fecal particles from one individual are passed on to the mouth of another individual. Transmission can occur through the consumption of contaminated food or water, contact with an infected person, or contact with contaminated surfaces and through the air. One major risk factor is poor hygiene during food preparation.

Seasonal Influenza

Often called the "flu", this is an infection of the upper airway caused by an influenza virus. Transmission occurs from person to person through breathing, coughing and sneezing. The virus can also spread when a person touches tiny droplets from coughs, or sneezes on another person or an object, and then touches their own mouth or nose before washing their hands.

SAFETY MEASURES, PRACTICES AND POLICES

I. HEALTH SCREENING PRIOR TO ENTERING OUR FACILITIES

For the most up-to-date list of COVID-19 symptoms, visit www.bccdc.ca

a.) Employees, Volunteers, Tenants

All Employees, volunteers and tenants are required to self-monitor daily for the development of symptoms associated COVID-19 and/or any other communicable disease. If displaying any symptoms, notify your supervisor and stay at home.

All employees, upon arrival, are required to sign a pandemic health certification form prior to moving through our facilities.

b.) Gallery Visitors and Students

All members of the public are asked to self-monitor for symptoms of COVID-19 and/or any other communicable disease and stay at home if sick.

II. PROOF OF COVID-19 VACCINATION

For information on BC's Vaccine Card program, visit:

<https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof>

a.) Employees and/or contracted workers

All PoMoArts employees and/or contract workers (this includes all art instructors and administrative staff) are fully vaccinated and have provided PoMoArts with proof of vaccination as per our COVID-19 Vaccination Policy. Any new hires will also be required to provide proof of vaccination. The policy will remain in effect until general public health concerns regarding COVID-19 are reduced to a level, prescribed by government, to enable workplaces to operate without COVID-19 related restrictions.

a.) Students

By order of BC's Public Health Officer, government mandated proof of full vaccination (2 doses of a Health Canada approved vaccine) will be required before registered students, born in 2009 or earlier (12+ years), can be allowed entry into our classes (including the ceramic open studio and private music lessons) effective immediately.

Students 19 years and over will also be required to show a government issued photo ID (Driver's License, BC Services Card, Passport, School ID Card with Photo).

Proof of vaccination and government issued photo ID (if 19 years or over) will be required **each and every time** you arrive for a class (or ceramic open studio or private music lesson).

If you arrive for your class and cannot show the required documentation, you will not be allowed into the classroom and no refunds, make-up lesson, or credit will be issued.

Proof of vaccination and government ID checks will be conducted by the Instructor at the classroom door. Please consult our site map and go straight to your classroom door.

Visual Arts & Ceramic Students – please arrive 10 minutes early to help Instructors ensure a smooth entry process for everyone.

Music Students – please arrive exactly on time.

This requirement is in place until January 31st 2022 and may be extended by BC's Public Health Officer. If that is the case, PoMoArts will continue to require proof of vaccination.

c.) Accompanying Parents or Guardians

Parents or guardians of minor children should be prepared to accompany their child(ren) to the classroom door to assist them, as needed.

Accompanying parents/guardians just dropping off/picking up their child(ren) will not be required to show proof of their vaccination.

Accompanying parents/guardians wishing to wait in our facilities must go to the reception desk after dropping off their child(ren) at the classroom door, show their proof of vaccination and government issued ID to reception and can then be seated in the lobby.

d.) Gallery Visitors

Gallery visitors should inform the reception desk of the purpose of their visit and then may proceed to sanitize their hands and fill out the contact tracing sheet, without requiring a proof of vaccination check. Once you have completed your visit of the gallery, please exit the facility through the gallery door.

e.) Tenants & Volunteers

Tenants will be required to provide their proof of vaccination to the front desk upon arrival.

III. MANDATORY MASK USE

a.) Employees, Tenants, Volunteers

All of the above must wear a mask in our facility at all times. Masks may only be removed if working alone behind closed doors, to eat or for the duration of time required to communicate with a hard of hearing/deaf individual. This policy applies even if the public health order mandating mask use indoors is lifted.

b.) Students, Gallery & Meeting Attendees

In compliance with the PHO, everyone 5 years or older (born in 2016 or earlier) must wear a mask at all times in our facility. Exemptions are only allowed for the following:

- People with health conditions or physical, cognitive or mental health impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 5
- People who need to remove their masks to communicate due to another person's hearing impairment
- While eating or drinking

Note: A face shield is not a substitute for a mask as it has an opening below the mouth. If required, disposable masks are available for purchase from the reception desk for \$1.

IV. SOCIAL DISTANCING, CLASS TIMES & SIZES

PoMoArts will endeavor to keep a distance of 2 meters between all students wherever possible, maintain separate entry/exit points for classrooms, and provide plexiglass shielding where appropriate. We also stagger class times to prevent different cohorts from interacting with one another upon entry/exit from the classroom. Class sizes are kept to a maximum of 5-8 students to ensure adequate distancing is available.

V. 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.
- Tools will not be shared amongst students in the same class in most cases. Where a tool is shared, the instructor will thoroughly clean it 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.

VI. CLEANING PROTOCOLS & VENTILATION

- Our facility 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.
- PoMoArts HVAC system is maintained by the City of Port Moody, inspected and upgraded as per the City of Port Moody's regulatory requirements.

VII. 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

- 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

VIII. Sickness Policy and Procedure

Stay at home if you are sick!

a.) Employees, Tenant, Volunteer, Meeting Attendees, Gallery Visitors

If an individual displays symptoms of COVID-19 or other communicable disease at our facilities, they will be asked to leave.

b.) Students

If a symptomatic student arrives at our facilities, they will be asked to leave. If the student is a minor, a member of our staff will isolate them in a ventilated room, staying with the child(ren) while maintaining a 2-meter distance until a parent arrives.

If the symptoms are the result of allergies or other pre-existing medical conditions, PoMoArts may request a medical note before you can return.

No refunds, credits or make-up classes will be provided for symptomatic individuals arriving at our facility. In the event of a dispute on the nature of the symptoms, the judgement of PoMoArts will prevail.