

BRAVO ACADEMY POLICIES & PROCEDURES FOR COVID-19

***Updated Friday, December 17, 2021**

SCREENING

- All persons entering the facility (staff and students) are required to complete a COVID-19 self-assessment form on the day of their lesson/class, before coming to the facility.
- All persons (staff and students) are required to provide information for the purpose of contact tracing. This information will be kept for at least 30 days.
- Symptoms may include, but are not limited to:
 - Fever
 - Chills
 - Cough that's new or worsening
 - Shortness of breath
 - Sore throat
- Any person exhibiting these or any other symptoms during their self-assessment should not enter the facility and notify Bravo Academy management immediately.
- Staff and students will also be required to stay home if:
 - They or a member of their household has received a positive COVID-19 test result in the last 14 days.
 - They or a member of their household has come into close physical contact with someone who has tested positive for COVID-19 (meaning they have shared a living space, workspace, or classroom, less than 2 metres apart) in the last 14 days.
 - They or a member of their household has travelled outside of Canada in the last 14 days.
 - Any person exhibiting COVID-19 symptoms in the facility will be placed in isolation (in a sequestered room with its own ventilation system) until they are able to leave the facility (with a parent/guardian the case of persons under the age of majority).

REDUCING RISK

- Only staff and students are permitted to enter the facility. Parents and younger siblings will not be permitted in the waiting area.
- All persons (staff and students) entering the facility must wear a well-fitting mask (ideally 3 layers) that covers the nose, mouth, and chin. There will be signage at the front entry notifying patrons of this policy.
- All persons (staff and students) entering the facility must sanitize their hands upon entry. There will be a sanitizing station at the entrance with signage notifying patrons of this policy. Staff and students are recommended to carry their own personal hand sanitizer.
- All persons (staff and students) entering the facility bring a pair of indoor shoes to change into, and remove outdoor shoes at the door.
- All persons (staff and students) are required to bring their personal belongings with them to their classroom and place them on markers. Common areas like the coat room and staff room will not be available for storing personal belongings.
- Students are not to bring large bags or extra personal belongings. Personal hygiene items and necessary medical items are permitted.
- Each student should bring their own water bottle marked with their name. No sharing or water bottles.
- Waiting areas will be marked on the floor of the lobby and hallway areas, to ensure students keep 2 metres of distance while waiting for the class to begin.
- Students must wait to be invited into their classroom by an instructor. If a staff member is instructing two or more students, they are required to allow each student to enter the classroom, place their belongings in a designated area, and stand in their assigned spot before allowing the next student to enter.
- Classroom floors will be marked to indicate where staff and students should stand to maintain 2 metres of distance. Staff are required to assist students in staying within their marked area, to keep 2 metres of distance from other participants.
- If a student or staff member sneezes or coughs during a lesson, they are required to use hand sanitizer (available in each classroom) immediately after.

- Students must wait to be dismissed by their instructor at the end of each class/lesson. If a staff member is instructing two or more students, they are required to allow each student to collect their belongings and exit the room before allowing the next student to leave.
- Students are discouraged from using the washroom facilities unless it is urgent.
- Students must leave the facility as soon as they are dismissed and are not permitted to congregate outside the facility.

CLEANING AND DISINFECTING

- Staff will sanitize high-touch surfaces in their own classroom between lessons, including (but not limited to) door handles (both interior and exterior), music stands, and any other surface or object that has been handled by a student.
- Washroom facilities will be sanitized by a staff member regularly. This will include sanitization of high-touch surfaces such as door handles (interior and exterior), flushers, taps, soap dispensers, and light switches.

REHEARSALS & CLASSES:

- Only those students called for a rehearsal may attend the rehearsal. If doubles are not called they may not attend the rehearsal in order to allow for limited numbers in the space. When necessary, cast will be broken in groups with different call times, even if learning the same material.
- Students must arrive no earlier than their scheduled calltime.
- Students and staff will be required to maintain 2 metres of distance at all times during the rehearsal. Markings on the stage floor will be used to determine safe space between performers.
- Students and staff are required to wear a well-fitting mask (ideally 3-layer) for the duration of rehearsal.
- Students and staff are encouraged to bring a secondary mask in case theirs gets damp or dirty.
- Hand sanitizers will be placed at each entrance and exit to the stage, and in each backstage area, and should be used as often as possible.
- Students will stay in their designated spaces while they are not being used during the rehearsal, unless otherwise instructed by a teacher.
- When possible, breaks will be staggered and taken outside the building (weather permitting).
- Students should bring all necessary food and water for their breaks and not leave the premises.
- Students are responsible for disposing of all their garbage in the appropriate receptacle.
- All props and set pieces will be minimized as much as possible.
- In the case where props are necessary, they will only be handled by the required students and disinfected after use by the stage management team.
- Students must return props and set pieces to their proper places so that they can be appropriately sanitized.
- Students may not touch any prop or set piece without instruction from their teacher.
- All other policies pertaining to in-person lessons and classes apply to students at a rehearsal for a Livestream Troupe show.

TECHNICAL REHEARSALS:

- Students will be required to observe social distancing backstage.
- If a student or staff member feels ill, they will not be allowed to attend the Technical Rehearsal.
- All technical equipment will be sanitized regularly.

DRESS REHEARSALS:

- The run will start promptly when students are called to the space without prep time for Costumes, Hair and Makeup.
- Masks will be integrated into costumes and must be provided by the students and worn at all times.
- Students may be responsible for their own costumes with guidance from the Artistic Team.
- Students should come with their Costume, Hair and Makeup fully prepared and which includes a full base costume (leggings or shorts and midriff covering top).
- Students may not share any items (including water bottles, hair accessories, makeup tools, writing utensils etc).
- If a student or staff member reports any symptoms of or exposure to COVID-19, they will not be allowed to attend the Dress Rehearsal.

PERFORMANCES:

- The show will start promptly when students are called to the space without prep time for Costumes, Hair and Makeup.
- Students should come with their Costume, Hair and Makeup fully prepared and which includes a full base costume (leggings or shorts and midriff covering top).
- Students may not share any items at any time. (including water bottles, hair accessories, makeup tools, writing utensils etc)
- If a student or staff member reports any symptoms of or exposure to COVID-19, they will not be allowed to attend the performance.
- There will be no in person audience in the theatre for performances.

CAMPS

- All Staff, Campers and Volunteers are required to complete daily COVID self assessment forms.
- Drop-off and pick-up will take place outside, weather permitting.
- All meals and snacks will be taken outside, weather permitting.
- Staff will regularly disinfect high touch surfaces throughout the day and at the end of each day.
- Staff will be provided with face masks in the event they need to assist a camper at closer than 6 feet.
- There will be no in person audience in the theatre for performances.

SINGING

- Singing is permitted if expressly authorized by Bravo Academy management.
- Performers will make their best efforts to maintain physical distancing onstage.
 - There should be extended physical distancing of 2 metres between singers and any other person such as musicians and accompanists.
 - Singers should be positioned side-to-side or back-to-back; avoid performing face-to-face even when 2 metres apart.
 - Wherever feasible, have performers put on and adjust their own headphones, in-ear monitors and microphones to ensure physical distancing is maintained.

IN THE EVENT OF AN EXPOSURE

- In the event that a staff member or student exhibits symptoms during a class or lesson, they will be directed to leave immediately or wait in an isolation area until they are able to leave.
- Staff or students required to wait in isolation will be directed to one of two small classrooms designated as isolation areas. Each classroom will have its own hand sanitizer, tissues, and sanitizing product, as well as its own dedicated HVAC. After the student or staff member has left, the room will be disinfected by Bravo Academy management.
- If the student needs to wait for a ride, they will be encouraged to wait outside, weather permitting, or beside the front window, maintaining a 2 metre distance from others.
- In the event that a student or staff member exhibits symptoms or receives a positive test result for COVID-19, Bravo Academy management will call **Toronto Public Health at 416-338-7600** for next steps. Bravo Academy keeps detailed student and staff schedules and contact information and can provide this information to TPH for contact tracing as needed.
- In the event that Toronto Public Health recommends a workplace closure, all classes/lessons will revert to online learning without interruption. Bravo Academy will fully comply with any and all measures recommended by Toronto Public Health, including a full disinfection of the facility if necessary.