

COVID-19 Policies & Procedures – Information for Participants

From the beginning of this global pandemic, Visual Arts Brampton has prioritized the health and safety of our students, staff members and community. This policies and procedures document has been created to guide us as we reopen our studio to the public thoughtfully and safely.

Keeping Our Community Members Informed

All participants will receive an information sheet outlining our COVID-19 policies and signage is installed in the studio to remind participants of these policies.

We are proactive in ensuring our policies and procedures are always up to date and follow all public health recommendations. This is an ever changing and evolving situation, and we will continue to update this document as needed.

For the latest updates, please visit www.visualartsbrampton.com. Questions regarding these policies can be sent to info@visualartsbrampton.com.

COVID-19 Self Assessment & Symptoms

For the health and safety of our community, any participant or staff member who answers YES to one or more of the following questions must stay home and not visit the studio.

- Are you experiencing one or more symptoms of COVID-19? (see table below)
- Have you had close contact with a person who is sick or had COVID-19 in the past 14 days?
- Have you travelled outside of Canada in the past 14 days?
- Are you currently under a self isolation order?
- Are you showing symptoms of a respiratory illness, such as coughing or sneezing?

Participants will be monitored for symptoms upon arrival at the studio. If studio staff observes a participant is showing symptoms of COVID-19, they will be separated from other participants and remain in a dedicated isolation space for immediate pickup or be asked to leave the studio. Participants with symptoms are asked to consult their family physician or public health for directions on next steps.

COVID-19 Symptoms		
Fever $\geq 37.8^{\circ}\text{C}$	New or worsening cough	Headaches
Runny nose	Red eyes	Loss of smell or taste
Difficulty breathing	Sore throat	Tiredness
Sore muscles	Nausea or vomiting	Diarrhea
Rash on skin	Discoloration of fingers or toes	

Our Health and Safety Measures

Hand & Respiratory Hygiene

- Alcohol based hand sanitizer stations are available at the studio entrance and in each classroom. Participants and staff are required to sanitize their hands before entering and leaving the studio.
- Proper hand hygiene and washing techniques will be reinforced. Staff and participants will be required to wash their hands frequently and after visiting the washroom.
- Proper respiratory etiquette such as coughing and sneezing into elbows and avoiding touching of the face will be reinforced.

Masks

- Per the City of Brampton by-law, all staff and participants must wear a non-medical mask at all times while inside the studio.
 - Masks must:
 - Be made with at least two layers of breathable material
 - Fully cover the nose and mouth, and secure under the chin
 - Fit snugly but comfortably against the side of the face
 - Be secured with ties or ear-loops
 - The following are not permitted:
 - Neck gaiters
 - Open-chin triangle bandanas
 - Face coverings with valves, mesh or holes of any kind
- Participants who are unable to wear a mask or face covering due to medical reasons are encouraged to participate in our online programs.

Practicing Physical Distancing

- Studio capacity has been reduced by 60% to support social distancing in all classroom spaces.
- Classroom spaces have been rearranged to ensure participants and staff are seated a minimum of two meters apart.
- Program schedules have been adjusted to regulate traffic flow and allow for staggered arrivals and departures.
- For our children's classes, students will only stay in contact with their classmates and instructor (cohort). In-person make-up and trial classes have been suspended.
- Only participants who have registered for a program may enter the studio. Non-registered participants, guests or visitors will not be allowed entry.
- Common areas have been closed where physical distancing may be difficult and to help promote cleanliness:
 - Lobby/Waiting Area
 - Coat & Bag Storage Area (Ramp)
 - Shared Kitchenette

- Physical distancing guide markers and directional arrows will be used for lining up at the studio entrance, as well as on classroom floors to mark placement for tables and chairs.
- For most programs, separate doors for entering and exiting the studio will be used.

Cleaning Procedures

- Studio staff will conduct regular cleaning and disinfecting of frequently touched surfaces including door handles, handrails, tabletops and chairs. Washroom fixtures will also be disinfected at regular intervals throughout the day.
- Classroom surfaces and touch points will be cleaned and disinfected after each class.
- Only approved disinfectants that have a Drug Identification Number (DIN) will be used.
- Program schedules have been adjusted to allow for more cleaning time between classes.

Registering for Programs or Sessions

- Advanced online registration and payment is required for all programs. Cash and cheque payments will not be accepted at this time.
- Due to reduced studio capacity, drop-in sessions such as Open Studio and Life Drawing will require advanced registration.
- If you require assistance with registration, please contact the studio at info@visualartsbrampton.com or call 905-453-9142. Staff will not be available for in-person assistance at this time.

“No Sharing” Policy

- We are enforcing a “no sharing” policy to support reducing virus transmission between students and staff. This policy includes the sharing of art materials and tools.
- Students in our Art Exploration, Art Fundamentals, and Art Refined classes will be supplied with a personal set of materials to bring to each class. Please ensure your child brings the required materials to each class. The studio will not provide materials or tools to borrow if they are forgotten.
- All other participants will be required to provide their own materials and tools.

Pick up and Drop off for Children’s Classes

In order to limit the number of people in the studio, we ask that parents do not come inside to drop off or pick up their child. Please follow these procedures:

- **Drop off:** Please drop off your child no more than 15 minutes before class time. A staff member will be present in the reception area (at the bottom of the stairs) to greet your child and direct them to the classroom.
- **Pick up:** Parents are asked to wait outside the studio entrance or in their vehicles at the designated pick up time. Students will be escorted upstairs by staff to meet their parents. Please

arrive on time to pick up your child and maintain physical distancing while waiting outside the entrance.

- **Waiting Area:** Our waiting area inside the studio is not available at this time.

Supporting Those Self-Monitoring for Symptoms or Self-Isolating

If a studio participant or staff member has been asked by public health officials to self-monitor for symptoms or self-isolate at home, we will make effort to support families and ensure:

- Sick leave policies are in place for staff.
- Families are treated with respect, fairness and compassion with a focus on dignity and privacy protection.
- If students are self-isolating at home, they can attend their class online so they do not miss any lessons.

Failure to Comply

If a studio participant or staff member fails to comply with the above guidelines, they will be subject to refusal of entry or removal from the studio and/or program.

COVID-19 at Visual Arts Brampton

In the event there is a confirmed case of COVID-19 at Visual Arts Brampton, we will contact Peel Public Health officials for direction and guidance. Daily records will be kept of anyone who has entered the studio to support contact tracing by Peel Public Health.

Notice to Participants

As outlined in this document, we have implemented enhanced health and safety measures to prevent the spread of COVID-19 at our studio.

An inherent risk of exposure to COVID-19 exists in any place where people are present. By visiting our studio, you voluntarily assume all risks related to exposure of COVID-19.