

The Toronto Dance Foundation

Health and Safety Protocols

October 5, 2021

Overview

The Toronto Dance Foundation has established a mandatory vaccination policy for employees, visitors and renters. Please visit our [COVID Response](#) page for more details.

This document has been developed based on information from Toronto and Ontario public health requirements and guidelines, as well as international health organizations and performing arts related guides. Sources are outlined in Section K at the end of this document. The measures described are intended to align to the guidance of health authorities as of the time of drafting, but guidance is evolving because much is still being learned about COVID-19. The overall public health situation The Toronto Dance Foundation (TDF) will be operating under will remain fluid and we will continue to review the guidance and may update this guideline document to account for new information.

We make no representations or warranties regarding the completeness of these materials. It is not possible for an organization to ensure that no one entering its premises or participating in its work will not test positive for COVID-19, or any other illness. These guidelines are designed to outline the protocols that The Toronto Dance Foundation will be following to consistently work toward keeping our staff, tenants, contractors, and visitors as safe as possible. As with the external environment, it will be up to everyone working within The Toronto Dance Foundation's walls to follow these public health recommendations.

Our reopening approach is based on the principles of:

- Safety - Toronto Dance Foundation's Director of Operations is responsible for the preparation, implementation, and ongoing monitoring of safety protocols.
- Compliance - We will comply with all applicable local government orders and mandates.
- Collaboration - Though this document has been developed by and for The Toronto Dance Foundation specifically, both the Toronto Dance Theatre ("TDT") and the School of Toronto Dance Theatre (STDT) have been collaborating with TDF as the owner and operator of 80 Winchester Street, to develop building-wide health, safety and cleaning procedures.
- Responsiveness – The Toronto Dance Foundation's management will continue to stay up-to-date on public health guidelines and will continue to adapt and respond to this fluid public health situation.
- Priorities - Every policy, protocol, and scheduling decision Toronto Dance Foundation has made in this reopening plan is aimed at limiting the spread of COVID-19. In the creation of The Toronto Dance Foundation's reopening plan we have prioritized the following elements in the order listed:

- Government mandates and regulations
- Health and Safety
- Staff Training

Protocols

The closest testing centres to The Toronto Dance Foundation are:

HOSPITALS

St Michael's Hospital, 38 Shuter St

Women's College Hospital, 76 Grenville St

PHARMACIES

Dale's Pharmacy Parliament, 572 Parliament St

Bloor-Sherbourne Pharmacy, 608 Sherbourne St

Shoppers Drug Mart, 593 Dundas St E

Pre-Screening

Pre-screening is required for staff and renters before arriving at the building.

The pre-screening forms can be found at:

<https://covid-19.ontario.ca/screening/worker/>

<https://covid-19.ontario.ca/screening/customer/>

Results are emailed to Health@TTDF.ca

Entry and Onsite Screening

A paper sign-in sheet is located in the lobby of the building to the right of the lobby entrance for building visitors, contractors and those unable to access the online screening tool. A QR code is also posted for those who wish to complete their screening online.

Pandemic Code of Conduct

All tenants, renters and building visitors are expected to follow all legislation, and health and safety guidelines, both in and outside the facility.

To protect the health and safety of all, Toronto Dance Foundation reserves the right to remove anyone from the building who is not following guidelines.

If an employee has COVID

1. If an employee develops symptoms at work and feeling unwell, they will be isolated in the greenroom. Employees will be advised to remain at home and immediately self-isolate. TDF will reimburse an employee for taxi (Uber, Lyft etc...) charges for travel to their home.
2. We encourage them to make an appointment for a COVID-19 test. TDF will reimburse an employee for taxi (Uber, Lyft etc...) charges for travel to and from the testing facility.
3. We will confirm the employee is self-isolating at home for 10 days counting from the day their symptoms started.
4. An employee without symptoms will be instructed to self-isolate if they test positive for COVID-19. They must stay home for 10 days starting from the day they had the COVID-19 test.
5. Employees who have a weak immune system (e.g. they are receiving cancer treatment), or who were hospitalized with severe COVID-19 illness, must self-isolate for 20 days or longer.
6. TDF will confirm when the employee's symptoms started. And determine if the employee was contagious while at work.
 - a. *A person with COVID-19 is contagious from two days before their symptoms appear until 10 days after their symptoms started.)*
 - b. *If someone tested positive for COVID-19 but did not have symptoms, they are contagious two days before their test and up to 10 days afterward.*
7. TDF will immediately contact TDT and STDT via phone or text to inform the managing directors.
8. Close contacts of the contagious employee(s) will be identified.
 - a. *Close contacts may include staff, visitors or renters who were within two metres/six feet of the employee who has COVID-19, with or without a mask, for approximately 15 minutes or more, or who had direct contact with that individual when they coughed or sneezed.*
9. TDF maintains a daily email log to support contact tracing using the Ontario web based applications. Employees are requested to use this prior to leaving home and travelling to the workplace. Studio and theatre renters will be required to follow the same process.
10. Building visitors, contractors and those experiencing a problem with online screening may use the paper screening form located in the building lobby.
11. We keep a log of all employees and patrons by date and email time of receipt.
12. This information, along with information from TDT and STDT will be provided to Toronto Public Health.
13. TDF keeps all employees' and patrons' personal health information (as it pertains to COVID screening) private.

14. TDF will use the daily email log as well as TDT and STDT logs to identify the employees and patrons who were in close contact with any employees who test positive for COVID-19.
15. Toronto Public Health can be reached at 416-338-7600 to provide more guidance on what to do if an employee tests positive for COVID-19.
16. TDF will provide information about the persons who tested positive and their close contacts in a timely manner to help stop further spread of COVID-19.
17. Touch areas and common surface area will be disinfected.
18. The building will be prepared for shutdown and arranged with TDT and STDT.
19. TDF will close the building to all but emergency access for 72 hours after which period the building re-open.
20. Persons believed to have been exposed will be required to follow the 10 day isolation protocol.

[Report an Exposure](#)

[Guidance for TDF on Preventing COVID-19 in the Workplace](#)

[Guidance for TDF on Managing COVID-19 in the Workplace](#)

[Printable posters and information cards](#)

Communications

Each staff member, tenant, renter and board member will receive a digital copy of this document and may receive a printed copy upon request. Health and safety protocols for visitors of Toronto Dance Foundation will be publicly shared when we return to hosting studio and theatre rentals.

The Toronto Dance Foundation will post health and safety signage around the building as reminders of these protocols.

On January 4, 2021, Toronto's Medical Officer of Health issued a Letter of Instruction to all employers in the city of Toronto permitted to be open under the Reopening Ontario Act. We are required to take the additional measures set out in this Letter to reduce the spread of COVID-19.

As a part of our role as a designated Public Health Unit in the Province of Ontario, TPH is made aware of all individuals in the city of Toronto who test positive for COVID-19. As a part of its case and contact management process, TPH staff interview each person with COVID-19 as soon as possible to ensure that they are self-isolating, and to help them identify people who may have been exposed to the virus while they were contagious. Immediately reporting two or more COVID-19 cases within the workplace will help TPH investigate clusters of COVID-19 cases in the workplace in order to:

- determine if the infection was acquired at the workplace;
- assess the risk of transmission to others; and
- provide timely advice to TDF to ensure the health and safety of others is protected.

The Toronto Dance Foundation (TDF) must immediately notify Toronto Public Health when they become aware of two or more people who test positive for COVID-19 within a 14-day period in 80 Winchester Street, Toronto.

TDF will also be included in notifications to Toronto Public Health when Toronto Dance Theatre (TDT) or The School of Toronto Dance Theatre (STDT) become aware of two or more people who test positive for COVID-19 within a 14-day period in their workplace.

TDF will report any work-related illness and exposures to the Ministry of Labour, as required under the Occupational Health & Safety Act.

Cleaning Protocols

TDF is responsible for cleaning the building, as follows:

- Daily cleaning of restrooms and touch surfaces in common areas (door handles, light switches, railings, etc...).
- Sterilizing of studio dance floors, touch surfaces and sound equipment before use each day and during the day if the studio will be used by more than one group. Instruments should be cleaned by the musicians before and after use. Sterilizing wipes are provided in each studio.
- Office cleaning is provided by TDF on a per request basis. Sterilizing wipes are available in all offices
- Sterilizing studio dance floors and touch surfaces before any external rental where there will be barefoot contact with the studio floors. Sterilizing takes about one hour to allow floors to dry from the spraying solution.
- Maintaining station with hand sanitizer, spray cleaner, extra non-medical facial masks, and gloves at main entrance and station with sanitizer, spray cleaner, and wipes in each dance studio.
- Maximizing clean and fresh airflow.
- Toronto Dance Foundation will be responsible for monitoring and evaluating sanitation and cleaning protocols in collaboration with TDT and STDT.
- Providing personal protective equipment where applicable (acrylic barriers in lobby, gloves for cleaning staff, etc.)
- Company members, students and renters will be responsible for wiping down high-touch surfaces before and after their classes (ballet bars, chairs, shared equipment, etc.)

Distancing and Safety

- Facial masks must be worn at all times. Facial masks may be removed to eat or drink in studios and in offices only.
- Physical distancing (minimum 6 feet) must be maintained at all times in class, in common areas and at meetings.
- Hallways and common areas must remain clear. Please refrain from lingering and/or socializing in these areas.
- Studio use will resume when public health guidelines allow and will follow distancing protocols.
- Common amenities such as lockers, microwaves, change rooms, greenroom and lounge areas will not be available.
- To reduce the number of people in the building, some staff with TDT and STDT will work remotely and start/stop times will be staggered.
- TDF will set up the main entrance (southwest door) as the sole entrance, placing signage inside the building, and setting up the southeast doors as the primary exit to minimize hallway contact.
- The inner security door will remain closed and can only be accessed with an entry code.
- Visitors and contractors must complete a prescreening document located in the lobby entrance. Staff and renters must complete the online prescreening process before coming to the building.
- Change rooms, lockers, showers and the sauna will remain closed to STDT and to renters. TDT will continue to use these facilities and practice distancing and limiting of 2 persons allowed at one time.

Facial Mask Best Practices

(via Sunnybrook Health Sciences Centre)

Wearing a non-medical mask helps to prevent one's mouth and nose droplets from reaching other people or shared surfaces. It is important to wear your mask properly. Follow these steps to make sure you wear it right:

- Clean your hands - Be sure to clean your hands with soap and water or alcohol-based hand rub before you touch your mask to put it on, and again after you have put it on.
- Cover your mouth and nose - Use the ear loops or ties to put on the mask. Make sure the mask covers both your mouth and nose.
- Leave it be - Once you have your mask on, do not touch it. Leave it be
- Remove it carefully - When it is time to remove the mask, clean your hands again before you touch it. Remove it from the ear loops or ties.
- Do not touch the front of the mask
- Store it safely - If you remove your mask to eat or drink, or because you are at least 2 metres (6 feet) away from others, you should place it carefully on a clean surface or in a clean container (e.g., Tupperware) with the part that was on your mouth and nose facing up.
- If you use a container, be sure to clean it regularly.
- Remember to always clean your hands before and after touching your mask.
- Put it in the garbage or washing machine - Once you are finished with your mask, put it in the garbage.
- If you are using a cloth mask, put the mask in the washing machine. It should be washed after each day it is worn.
- Bring an extra mask with you - Masks are no longer effective when they get wet. Please bring an additional mask with you so you can replace yours if necessary.

Hand Washing Best Practices

(via Sunnybrook Health Sciences Centre)

Follow these steps when washing your hands with soap and water:

- Wet your hands with clean, running water.
- Water temperature should ideally be warm as you are more likely to spend long enough scrubbing if the water isn't too cold or too hot.
- Lather your hands by rubbing them together with the soap.
- This means friction on the backs of your hands, between your fingers, on your thumbs and under your nails.
- Scrub for at least 20 seconds.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean paper towel or towel.
- Avoid using hand dryers as the action of blowing from the hand dryers stirs up bacteria from the floor and other parts of the room.
- Use the paper towel to turn off the taps.
- What if you do not have access to running water and soap?
 - Use an alcohol-based hand sanitizer to kill germs.
 - Apply enough hand sanitizer to the hands to create 15 seconds of friction to kill germs.
 - Do not touch your face. Germs enter your body through your eyes, nose, and mouth.

Sources

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