



COVID-19 Safety Plan

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Letter from our Director	3
COVID-19 Protocols	4
Physical Distancing	4
Region of Waterloo Face Covering By-Law	4
Screening / Illness	4
Cleaning and Sanitation	4
Contact Tracing	5
Music Lessons	5
Online / Hybrid Alternatives	5

Letter from our Director

We are so excited to be planning towards our 2020-2021! We are excited to be able to hold classes in studio again!

While most businesses and activities have been approved to resume, we know that COVID-19 has not been eliminated. The health of Spark families and our broader community is very important to us. As we reopen our facility we will be implementing some changes to how we operate to ensure that we follow the guidelines established by the [Province](#) and the Region of Waterloo. More details of our plan are included in the next section. As stage 3 progresses in our region, we will continue to monitor the guidelines and let you know of any changes to our operations.

Spark instructors remain committed to ensuring that classes can carry on whether in-person or online. Therefore, as you plan your year ahead we expect minimal disruption to your ongoing Spark classes since we can pivot to an online or a hybrid approach if needed.

We are praying for the health and safety of our Spark families in this time and we look forward to seeing you back at Spark soon!

Sincerely,

Remiah Towns
Spark Director
info@sparkarts.org

COVID-19 Protocols

The following list includes some of the main COVID-19 related guidelines we are implementing at Spark.

Physical Distancing

- Group class sizes will be capped to support physical distancing.
- Class times will be adjusted and shortened to allow for student exit and extra cleaning prior to the entry of the next class.
- Drop-off / pick-up will occur outside with students not permitted to enter the facility until the previous class exits.
- Family members are not permitted to come in and wait in the waiting room during class except in situations where your child is the only student in the class/lesson. If you require an exception to this rule, please contact us.
- For group classes, floor markings will indicate each student's spot so that physical distancing can be maintained.
- As per [Ontario guidelines](#), we will endeavour to maintain physical distancing at all times, except as needed for personal training or instruction.

Region of Waterloo Face Covering By-Law

- The [Region of Waterloo Face Covering By-Law](#) is in place at Spark (currently until September 30).
- Exemptions are in place for those under five years of age, those with medical conditions or disabilities, and those engaging in a sport or other strenuous physical activities.

Screening / Illness

- As per our illness policy found in our [general policies](#), students who are feeling ill or have symptoms of COVID-19 are to stay home. Those who have come in contact with someone with COVID-19 within the past 14 days, and those who have come in contact with anyone who is feeling ill in the past 48 hours, are also to stay home.
- Those who have traveled and are required to self-isolate are to stay home.
- For those who are ill or are required to self-isolate and will miss more than one week, contact us for the option to attend class online. This includes music lessons. We do not want people returning to the studio if they are not fully recovered.

Cleaning and Sanitation

- Common surfaces such as door handles will be disinfected regularly.
- Shared surfaces such as piano keys and ballet barres will be disinfected in between each use.

- Hand washing with soap & water / hand sanitizer will be available as you enter/exit the studio.
- The washroom will be cleaned regularly, however, we request that students use the washroom prior to arriving at Spark.
- We have made changes to increase air circulation and ventilation in the facility.

Contact Tracing

- All class participants must be pre-registered for class and attendance will be taken to aid in any future contact tracing should a student test positive.
- We have asked parents/guardians to do drop-off / pick-up outside Spark. If an exception is made, attendance will be taken for any parent/guardian who has to enter the facility for longer than 5 minutes.

Music Lessons

- As per [Ontario guidelines](#), plexiglass or some other impermeable barrier will be utilized for any instruction that involves singing or playing wind or brass instruments.
- We will be working with each music instructor to develop a specific plan for their lessons and will be in touch with their students about the plan. This plan may include changes to lesson scheduling to promote staggered entry along with other changes.
- Some music instructors may choose to continue their lessons online and delay their return to in-studio lessons. We will respect and support this personal decision.

Online / Hybrid Alternatives

- Spark instructors will teach all classes live online should the need arise throughout the year.
- Spark class sizes are already reduced, but if class sizes need to be decreased further, we will be ready to shift to a hybrid approach where half the students participate online one week while the other half participate in studio. These two halves would then switch places the following week.
- Online classes are available for students who will be ill or in isolation longer than one week. Please contact us as soon as possible so that we can make arrangements for you to attend online. We are providing this option so that you can still participate in class at home until you are fully recovered.
- We will respect the decision of any student or instructor who makes the personal decision to delay returning to in-studio classes. Please contact us right away to discuss online class options at Spark. We want everyone to be able to continue to participate in Spark classes.