

# COVID-19 Safety Plan – Snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

**Business name: Merriam Music**

**Division/group: n/a**

**Date completed: July 3, 2020**

**Revision date: September 18, 2020**

## Measures we're taking

### How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Ensure our procedures are up to date by a weekly review of Ministry of Health guidance (Rumiko Sokolowski)
- Distribute Safety Plan in the following ways (Rumiko Sokolowski to coordinate):
  - Email to all staff
  - Post most current version digitally in the following locations:
    - [Staff Central](#) website, accessible to all teachers
    - [SharePoint](#) website, accessible to non-teaching staff
    - [Merriam Music website](#), accessible to all students and customers

### How we're screening for COVID-19

- Consult government website for updated list of symptoms and update screening questionnaire as needed (Rumiko Sokolowski)
- Ask staff and students to complete a screening questionnaire before their first lesson on-site and submit electronically, to be saved in the family's file (Minh Federation to coordinate)
- Screening questions will also be posted on the front doors (Minh Federation)
  - Anyone who answers "YES" to any of the questions will be asked to have their lesson online.

## How we're controlling the risk of transmission in our workplace

### Physical Distancing and Separation

- Tape markers on the floor indicating 2m distance, arrows on floor indicating direction to walk (David MacDougall)
- One-way directional entry and exit (Everyone)
  - Oakville: Enter through school doors, go up or down the stairs to classrooms. To go back downstairs, use staircase beside the staff lounge at east end of building and exit through the door at the bottom of the stairs. For lessons downstairs, exit through bookstore, up bookstore staircase and through main showroom doors.
  - Vaughan: Enter through school doors, exit at back of building using door beside photocopy room
- Remind students after every lesson which direction to exit (Teachers)
- Where possible, move lessons to larger rooms, giving priority to vocal and woodwind instruments. Convert kid's lounge to a classroom. (Management)
- Plexiglass shield installed at front desk (David MacDougall)
- Shower curtain barriers used between each piano in group rooms and in smaller rooms as required (David MacDougall)
- All waiting areas/chairs will be removed/off-limits (Management)
- Maximum of one parent to accompany student into building for lessons and where possible, older students are asked to enter building on their own (Parents and students)
- Parents and siblings to wait in car for duration of lesson (Parents)
- Logins set up allowing for online lessons, should students choose to have their lessons virtually (Luiz Breves)
- Teachers trained on how to book one-time online lessons, should students choose to have lessons virtually on a sporadic basis (Rumiko Sokolowski)
- Staff Lounge in Oakville will have limit of 3 people eating at a time, reserved for vocalists and woodwind teachers as their students aren't wearing masks. Empty rooms can be used as well – please contact Rumiko Sokolowski to book a room to eat.
- Teachers who teach instruments that allow both teacher and student to wear masks, are asked to eat in their rooms. Empty rooms can be used as well – please contact Rumiko Sokolowski to book a room to eat. (Teachers and staff)

- Voice and woodwind instrumental teachers, pending room availability, can request to move to another room to teach online or piano lessons to air out the room (Teachers)
- Students to bring own pencils (Students)
- Teachers to use scanned music to follow along instead of using student's book (Teachers)
- Teachers to use electronic homework assignment sheets on Google Drive instead of using book to write in (Teachers)
- Stagger lesson start times for group classes to allow for a gradual trickle of students coming in and to alleviate congestion (Minh Fedoration and Hadley Bernard)

### Cleaning

- Hourly wipe-down of high-touch surfaces, including door handles and staircase railings (Admin staff)
- Hand sanitizer readily available for use before and after lessons (Students and teachers)
- Clean instrument after each student using alcohol wipes (Teachers)
- Nightly sanitization process (Cleaners)

### Other

- Masks are mandatory for all staff members and students (All)
  - Masks will not be required for vocal or woodwind teachers when they are singing/playing their instrument, but will be physically distanced by at least 2m with barrier. Masks are only to be taken off when singing/playing – keep mask on at all other times as much as possible, like during homework check, theory, warm-ups, etc.
  - Masks will not be required when in rooms alone, but must be worn if another person enters
  - Students who are exempt from wearing a mask due to medical conditions must notify the school in advance, as alternate arrangements may need to be made (ie. switch to online lessons, move to larger room with barriers, etc.)
- Face shields may be used in addition to the barrier for those who can't wear masks due to the nature of their instrument (Vocal and woodwind teachers)
- Face shields may be used in addition to face masks for those who can't physically distance 2m (Teachers)

- Teachers to leave teaching room doors open after students leave to encourage air flow exchange and during parts of lessons where door doesn't have to be closed, like homework checks, theory, etc. (Teachers)
  - Personal belongings will have to be kept on each person or left at home
- Fans to be placed in rooms in voice/woodwind rooms that are not group piano rooms (Management and teachers)
  - Direct fan to blow towards the student
  - When leaving door open to promote air exchange, direct fan towards door
- Water cooler will be disconnected or moved to prevent student use due to lack of adult supervision

### **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

- Contact information for Halton Region Health Department:  
1151 Bronte Road  
Oakville, ON L6M 3L1  
  
Tel: 905-825-6000  
Toll: 1-866-442-5866  
TTY : 905-827-9833
- Use attendance records and staff schedule to see who entered building (Management)
- If potential case is reported, if staff member, they will not be allowed to enter until they have been cleared to return to work (Management)
  - The teaching room will be cleaned and sanitized and placed out of use for 1 week (Cleaners)
- If someone gets sick while at work, alert the Manager on Duty and isolate in an unused classroom (Manager on Duty)
  - Determine whether the person is able to continue working or if they should go home
  - Lessons can be conducted virtually if employee has to go home, front desk staff can notify students and set up online classrooms

## **How we're managing any new risks caused by the changes made to the way we operate our business**

- Employees can contact Rumiko Sokolowski for any questions, concerns or feedback about the new procedures

## **How we're making sure our plan is working**

- Review Safety Plan weekly (Rumiko Sokolowski)
- Ask for and encourage feedback (Rumiko Sokolowski)
- Communicate changes to employees via email, Staff Central, SharePoint (Rumiko Sokolowski to coordinate)
- Communicate changes to students via email and website (Minh Federation to coordinate)
- Update Safety Plan snapshot in all locations (Rumiko Sokolowski)