

COVID19 Response Policies & Procedures

Health and Safety Guidelines & Expectations for Management, Staff, and Participants



Introduction

Art with HEART Studio (AWHS) has always strived to maintain the highest of standards for youth arts programming, and during the COVID-19 global pandemic is no exception. We have meticulously researched and planned our policies and procedures based on the Ministry of Health's COVID-19 Guidance documents in order to keep staff and participants as safe as possible. Although the programming itself will be vastly different with the lack of group activity and typical program closeness, we hope our creative solutions will help everyone start to adapt to the new "normal" while enjoying days full of art, imagination, and learning!

Health & Safety

1. In conjunction with the Ontario Ministry of Health Guidelines, the studio is set up to ensure physical distancing between participant work stations. To ensure physical distancing, programs will be capped at 10 participants. Each participant will have their own “bubble” for the duration of the program and will keep their tools and personal belongings within their “bubble.”
2. Masks or face coverings must be worn by both staff and participants as per AWHs's Mask Policy.
3. Frequently touched surfaces will be cleaned often and frequent hand washing will be encouraged throughout programs.
4. Art with Heart Studio programs may be required to cease operation at any time by order of the local health unit or in case of outbreak or personal contact with the virus. Reserved spots will not be invoiced until the week prior to camp.

Daily Screening

1. All participants must be signed in by a caregiver at the front desk and pass a quick self assessment questionnaire, have their temperatures taken and logged, and sanitize their hands. Hand sanitizer containing 60% alcohol content will be placed at the Screening Area.
2. Masks or face coverings must be worn by all parties during this procedure. If a participant is showing symptoms or has come into contact with anyone showing symptoms or waiting for COVID-19 test results, they will not be allowed to attend the program.
3. Personal belongings brought into the studio must be minimized and only handled by the participant. Personal belongings are limited to a mask, water bottle, outerwear (hat, coat, etc.), program specific supplies, and backpack. All personal belongings must be clearly labelled and kept in each participant's designated “bubble” and are not to be shared between participants.
4. Nobody outside of the participants and staff members are allowed in the program area of the studio.
5. Staff must also undergo a daily temperature check and self assessment.

Sanitization of Tools and Equipment

1. Tools, equipment, and supplies are not to be shared between participants. Any tools, equipment, and supplies provided by AWHHS will be sanitized between uses. Anything that cannot be disinfected (e.g paper, books) will be removed from the program and stored in a sealed container for a minimum of 7 days before being used again.
2. A cleaning log will be kept ; All frequently touched surfaces will be cleaned and disinfected a minimum of once per hour.

Management Expectations

1. Facilitate the use of Daily Attendance Logs, Cleaning Logs, Contact Tracing Logs and
2. Supply staff with anything they will need for activities, distancing and sanitizing.

Staff Expectations

Encouraging Physical Distancing

1. Staff will encourage proper physical distancing is maintained for the duration of programming by ensuring:
 - a. Participants work in their “bubble” and their tools and personal belongings will remain inside their bubble, underneath their desk or in the cabinet provided.
 - b. Participants follow the visual cues which are clearly marked to establish walking tracks in order to direct flow of traffic.
 - c. Games and activities are designed in such a way as to maintain physical distancing.

Reporting an Illness or an Outbreak

1. If a child who is attending a program begins to experience symptoms of COVID-19, the child will be isolated from the group immediately (with supervision) and their parent/guardian notified and asked to pick them up.

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2. Staff will notify management, who will be responsible for notifying the local public health unit of a potential case and will seek their advice regarding the information that should be shared with staff, parents/guardians of other participants in the program.
 3. Symptomatic staff and program participants are to be referred for testing, after which the procedures under “Testing for COVID-19” in the Ministry of Health’s COVID-19 Guidance- Summer Day Camps document will be followed.
 4. Environmental cleaning/disinfection of the space and items used by the participant should be conducted once the participant has been picked up. Anything that cannot be disinfected (e.g paper, books) will be removed from the program and stored in a sealed container for a minimum of 7 days before being used again.
 5. Other participants and staff who attended the program with the participant or staff member who became ill should be identified as close contact and recommended to self isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.
 6. Program participants or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the program setting for 14 days.

Participant Expectations

1. Pick up and Drop Off of participants will occur at the front desk.
2. Pick up and drop offs may be staggered depending on the number of participants attending the program.
3. Frequent hand washing will be highly encouraged.
4. Ensure that all information shared by Art With HEART Studio to prepare participants for the safety measures being used are shared and discussed with participants prior to the start of the program.
5. A “three-strike rule” will be in place for participants who are not following safety guidelines. This is not meant to be punitive. The rules are put in place for the safety of our staff and participants, and we want to give participants the chance to learn this new way of doing things.
6. Participants’ guardians and AWHs are cooperatively responsible for the safety of our staff and campers. We have implemented many safety measures to keep everyone

safe while in the studio, but we also need our participants and their guardians to do their part as well. We ask that as long as your child is attending programming, you abide by the physical distancing, social circle limitations, and hygiene recommendations set forth by the government and local health unit outside of program hours.

Conclusion

We believe in our hearts that if we all work together; AWHs management, staff, participants, and their families; we can keep everyone safe and make some beautiful memories together! We are all responsible for each other's safety and well-being. By following these rules and guidelines, we're showing how much we care about our friends. Let's keep each other safe because we're all in this together!