

MOCEAN DANCE COVID-19 HEALTH AND SAFETY PROTOCOLS

Studio Procedures and Considerations for Artistic Practice

September 1, 2020

Mocean Dance has created this document in accordance with the Province of Nova Scotia's Communities, Culture and Heritage recommended guidelines. We recognize our critical role and responsibility in preventing the risks of COVID-19, and the health and safety of our staff, artistic associates, and when working with the community. We are committed to offering a safe space for creative practice in the dance milieu.

As recommended by Communities, Culture and Heritage this document outlines what Mocean Dance as an organization is doing to prevent the spread of COVID-19 and the plan is customized to our studio and creative practices and considers the care for the artist.

THE HEALTH AND SAFETY PROTOCOL PLAN INCLUDES:

1. A workplace COVID-19 Health and Safety Team
2. Managing workplace safety
3. Workflow and physical distancing requirements
4. Cleaning and hygiene protocols
5. Equipment usage
6. Staffing and Contract Artist Considerations
7. Communications Plan

Appendix A: Communication Tools for Studio Ethics and Safety in the Creative Practice

The COVID-19 Health and Safety Plan is organized in two parts:

1. **Pages 1 - 11:** A health and safety plan that considers working within the studio to support creative practice and physical training with our creative associates and contract dance artists.
2. **Pages 12-13:** A health and safety plan specifically for the 1313 Building where the Mocean office is housed. Mocean is the main point of contact for 1313 Hollis and acts as the building steward when building owner Susan Hunter is out of town, this plan will be reviewed with Susan Hunter and circulated to the building tenants.

1.

MOCEAN DANCE COVID-19 HEALTH AND SAFETY TEAM:

Sara Coffin (Staff, until October 15 2020),
Susanne Chui (Staff),
Andrea Smillie, Pamela Scott Crace (Board Members),

Roles and Responsibilities of the Team:

Reopening Plan Action	Headed by
Health and Safety Plan Development	Sara with the Board
Implement and enforce the plan	Staff with help from dancer rep
Keep up-to-date with best practices and public health guidance	Staff, Board
Communicate the plan and any updates from the public health guidelines	Sara, plus Staff with the Board
Identify who will liaison with Halifax Dance	Sara (until Oct 2020), Susanne/Dancer Rep

PREPARING TO REOPEN - Welcoming Back Employees and Contract Artists

Outline the duties and responsibilities for understanding, implementing, and enforcing the Mocean Dance COVID-19 Health and Safety Plan to all staff and contract artists.

This will include:

- Review the COVID-19 Health and Safety Plan with all staff;
- Review the COVID-19 Health and Safety Plan with all contract artists on the first day of each working period and prior to community training/studio use. When working in the studio, delegate collectively who will be responsible for what cleaning and hygiene precautions on EACH day of the working session;
- Mocean Dance will also review with staff and all contract artists the COVID-19 Health and Safety Protocols issued by Halifax Dance, who is our partnering studio where Mocean Dance rehearsals take place.

Halifax Dance COVID-19 Health and Safety Protocols:

<https://static1.squarespace.com/static/58b833676a4963750a9b53d5/t/5f048e30fc15123032b8d874/1594134064158/COVID-19+Health+%26+Safety+Protocols.pdf>

2. MANAGING WORKPLACE SAFETY: SCREENING and SELF-MONITORING POLICY

Mocean Dance will provide self-monitoring screening guidelines provided by the Nova Scotia Health Authorities. All staff, contract artists, and creative associates will review the screening questions as laid out by the NS Provincial Health Authority prior to entering the Halifax Dance building and Mocean Dance worksite.

For all studio based work, all staff, contract artists, and creative associates must also sign the Halifax Dance COVID-19 Waiver and review the Halifax Dance COVID-19 Health and Safety Protocols.

1. Waiver: <https://www.hfxdance.ca/covid-waiver>
2. [Halifax Dance COVID-19 Health and Safety Protocols](#)

Staff, Contracted Artists, and Creative Associates visiting the studio must stay home if they answer yes to any of the below questions or are showing any symptoms of COVID-19.

Self-Monitoring Screening Questions

1. Do you have current symptoms of COVID-19, such as:
 - a. a fever or chills,
 - b. a new or changed chronic cough, or shortness of breath or difficulty breathing that is not related to a known or preexisting condition,
 - c. a sore throat or difficulty swallowing that is not related to a known or preexisting condition,
 - d. a runny nose or nasal congestion that is not related to a known or preexisting condition,
2. Have you or any members of your household traveled outside of the Atlantic provinces within the last 14 days?
3. Have you had unprotected close contact with individuals who have a confirmed or presumptive diagnosis of COVID-19?

Call 811 for assessment if in the past 48 hours you have had, or you are currently experiencing:

Fever (i.e. chills/sweats) OR Cough (new or worsening)

OR

Two or more of the following symptoms (new or worsening):

- Sore throat
- Runny nose/nasal congestion
- Headache
- Shortness of breath

NS Health Authority List of Symptoms:

<https://novascotia.ca/coronavirus/when-to-seek-help/#symptoms>

3 - 5: ADDRESSING WORKFLOW AND PHYSICAL DISTANCING

COMPANY PROTOCOL FOR REDUCING THE RISK OF COVID-19 EXPOSURE/SPREAD

All Mocean personnel; staff and contract artists/creative associates, and company work spaces must adhere to the following:

- All Mocean Dance personnel and creative associates will self-monitor their state of health and will refrain from visiting the workspace if they feel ill.
- A symptom-free staffing and contract artist policy will be implemented to support Mocean Dance personnel and creative associates to stay home when feeling ill (see page 7).
- Where possible, 6ft/2m physical distance will be maintained between individuals at all worksites (office, studio, shared common spaces). Worksites that are too small to ensure physical distancing can have no more than 10 people on their premises at a time.
- Mocean Dance will respect the provincial gathering size limit for all creative practices, studio work, and public events. Updates on gathering size restrictions can be found on the [provincial website](#) at: [Gathering Restrictions](#) , [Gatherings for Performing Arts Practice \(Sept 18\)](#)
- Disinfectant wipes/sanitizer will be available for all touch points in the Halifax Dance studios (Barre, Equipment, etc) and the 1313 Mocean Dance office space and shared common spaces (doorknobs, telephones, etc.)
- Signage and other notices related to hygiene procedures and physical distancing will be posted in collaboration with Halifax Dance, and at Mocean's office building on 1313 Hollis Street.

Physical Distancing Considerations

- Mocean Dance will limit unnecessary physical contact between employees, contract artists, and creative associates.
- Mocean Dance will make use of non-medical masks or face coverings in all public indoor locations and in situations where physical distancing cannot be maintained or when the workspace contains more than ten people. In the event employees, contract artists, or creative associates cannot provide their own mask, Mocean will have extra available.
- When physically active in the studio, mask use is at the discretion of the contract artist(s), and will be discussed with the group ahead of time, should group dynamics/spacing need to be considered.

- In the studio, non-physical distancing measures must be mutually agreed, where clear verbal consent must be exchanged, and clear and safe protocols before and after touching will be established.
- Studio and washroom occupancy limits as outlined in the Halifax Dance COVID-19 Health and Safety Protocols will be respected by all Mocean personnel, contract artists, and creative associates.

Halifax Dance COVID-19 Physical Distancing Studio Capacity

Studio 1: 16, Studio 2: 20, Studio 3: 12, Studio 4: 19, Studio 5: 12

The Halifax Dance staff room occupancy limit is 3 people

Working in the Community - Outside the Studio

- Mocean Dance will provide clear spacing designation and visible floor markings to accommodate and support physical distancing while working in the community.
- Where possible, when working with community partners, clear signage and space flow to incorporate physical distancing will be discussed. As an example: a single point of entry and a separate exit with appropriate spacing between them could be established and clearly communicated with the community partner and Mocean associates while working onsite in the community.

Guest Artists

- Mocean Dance is prepared to adhere to and/or enforce any self-isolation measures as required by the Province of Nova Scotia. For example, any contract artist or guest collaborator travelling to NS from out of the Atlantic provinces must self isolate for 14 days while this regulation is in place by the province.

Cleaning and Hygiene and Equipment Usage

- All high touch surfaces will be disinfected after each studio use.
- Disinfectant wipes/sanitizer will be available for all touch points in the Halifax Dance studio (Barre, Equipment, etc) and 1313 Building (office, washrooms, common spaces).
- Mocean Dance will increase staff breaks and rehearsal breaks to create opportunities for more frequent hand-washing and disinfecting of high touch surfaces.
- Halifax Dance studio floors will be cleaned daily by the organization's hired cleaner and specified government approved disinfectant. If required (as in the case of multiple renters of the

same studio), additional disinfecting throughout the day will take place. (See Halifax Dance COVID-19 Health and Safety Protocols).

- Mocean Dance will work with Halifax Dance to ensure the floors are mopped before each use by the company. Additional mopping be required by Mocean staff or with the help of hired contract artists/creative associates. Prior to each workday, the studio cleaning strategy should be reviewed with the creative team using the studio.
- If there is equipment or props necessary for a creative project, Mocean Dance will aim to limit the number of people who come in contact with that object and designate one person to each prop so cross-sharing does not occur.
- Mocean Dance will provide handwashing and hand sanitizer stations at the entrance and throughout key areas to encourage regular hand-washing.
- Mocean Dance will procure, store, and maintain necessary cleaning supplies, PPE, and other critical supplies at both the rehearsal studios and office spaces.

The above safety protocols will apply to the following workspaces and workflow considerations:

- Studio (floor surfaces, designate number of people allowed in each studio)
- Equipment in Studios - stereo, barre, exercise props
- Artistic Props (working with material related to a creation process with Mocean Dance)
- Washrooms - (in conjunction with operation procedures at Halifax Dance)
- Dressing Rooms - (in conjunction with operation procedures at Halifax Dance)
- Staff Room - (in conjunction with operation procedures at Halifax Dance)
- Office Spaces and Shared common rooms at 1313 Hollis Street

PROTOCOL FOR PUBLIC EVENTS AND PERFORMANCES

A separate COVID-19 Performance and Public Events Precautions and Operations Policy will be developed and issued at a later date, prior to any scheduled events.

6. STAFFING AND CONTRACT ARTIST CONSIDERATIONS

PROTOCOL FOR SICK PAY, PROGRAMMING ADAPTATIONS and CANCELLATION OF REHEARSALS, PROGRAMS OR EVENTS WITH CONTRACT ARTISTS

Cancellations

In the event that rehearsals or programs need to be immediately cancelled for health and safety precautions or immediate event and program cancellation is mandated by the Province of Nova Scotia or the Nova Scotia Health Authority, Mocean Dance will pay a cancellation fee equal to 50% of the contract or 50% of the remaining time within the contract, whichever figure is higher. If a contract is cancelled with more than one month notice, a cancellation fee will not be paid.

Program Adaptations

In the event that programming or events need to be altered drastically to follow new precautions or health and safety regulations mandated by the Nova Scotia Health Authority, Mocean Dance will aim to alter the programming to a format that falls within the new regulations. Mocean Dance will also aim to ensure that the altered programming compensates as closely as possible the originally agreed income for all contract artists. For example: if a rehearsal period and a performance are planned, and the alteration results in cancellation of the performance, Mocean Dance will still hold the rehearsals or equivalent hours at 100% capacity. As stated previously, if full programming cancellations are mandated by the Nova Scotia Health Authority a 50% cancellation fee will be paid.

Sick Pay Policy: COVID-19 potential illness - Supporting Staff

During the phased reopening of Nova Scotia, designated by the Provincial Health Authorities and the Province of Nova Scotia, Mocean Dance will support all staff to stay home when feeling ill and will support staff to work remotely. If experiencing symptoms of COVID-19 as designated by the Health Authority of Nova Scotia, staff must work from home (if able) or they are on sick leave. All employees self-monitoring and if working remotely will still receive full compensation.

Sick Pay Policy: COVID-19 potential illness - Supporting Contract Artists

During the phased reopening of Nova Scotia, designated by the Provincial Health Authorities and the Province of Nova Scotia, Mocean Dance will support contract artists to stay home when feeling ill.

If experiencing symptoms of COVID-19 as designated by the Health Authority of Nova Scotia all contract artists must refrain from entering the workplace. All contract artists who are self-monitoring and choosing to stay home will be paid for sick days to the equivalent of 20% of the contract engagement hours. If the contract artist is sick for more than 20% of the contract engagement, the contract artist will receive full compensation as stated in the original contract engagement if the sick time is made up within 30 days of the working period. Making up lost time will be discussed and approved on a case-by-case basis by the Co-Artistic Director.

In the event staff or contract artists decide to stay home for health reasons, they will need to notify Artistic Leader Susanne Chui at susanne@moceandance.com and the Mocean office at office@moceandance.com.

7. COVID-19 WORKPLACE HEALTH AND SAFETY COMMUNICATION PLAN

- Mocean Dance will designate a platform and communicate this information where employees and contract artists can expect updates from the company. Any updates to the Health and Safety plan will be circulated by email to the appropriate Mocean personnel (staff and contract artists).
- Mocean Dance will support staff to answer questions about new policies and procedures that may arise during the multiple reopening phases designated by the Province of Nova Scotia.
- The company will maintain up-to-date important medical contact information (e.g., medical officer, health department, health clinics, etc.).
- Mocean Dance will make sure visiting artists, suppliers, facility rentals, production and technical service providers know the Mocean Dance COVID-19 Health and Safety Protocols.
- Mocean Dance will identify actions that will take place to postpone or cancel programming, rehearsals, or events should the need arise. These actions will be communicated prior to such a decision or event taking place.
- Mocean Dance will create a plan to address an outbreak or respond if public health measures are tightened again and will communicate this plan to all Mocean Dance personnel.

APPENDIX A:

1. Communication Tools for Studio Ethics and Safety in the Creative Practice

MOCEAN'S COMMITMENT TO SAFE AND EFFECTIVE REHEARSAL SPACES

1. CO-OPERATIVE CARE: Include in each rehearsal, sufficient paid time so that all participants can attend or contribute to a COVID safety check-in as part of the rehearsal process/day.
2. SURFACES/FLOORS: Disinfect all surfaces that hands, face or droplets come into contact with at start and end of rehearsal. Monitor contact of faces, hands, droplets on floor and if necessary, mop/wash floors with soap at end of rehearsal.
3. MASKS: Request that dancers bring masks or provide disposable masks and discuss what is the group consensus on wearing masks for activities that have close physical proximity.
4. PROXIMITY: Avoid close physical proximity where possible. Non-physical distancing measures must be mutually agreed before engaging in close proximity. Clear verbal consent must be exchanged, and documented in the studio log. Clear protocols before and after physical contact will be established.
5. DIMENSIONS: Measure rehearsal space and make sure that number of people in space is well within COVID health guidelines, calibrated via size of space versus number of people in space. Use this equation to determine the ability for participants to stay 2 meters apart and do not bring more people into the room than this equation allows.
6. HEALTH AND WELLNESS CHECK-IN: Begin each rehearsal with a health and wellness check-in - **invite open discussion** about how people are feeling physically and mentally. If anyone has any signs of illness, request the attendee return home and self-monitor. If COVID-19 symptoms arise and persist, consider and support this person to get tested for COVID-19. If the test is positive, then all members of the group will need to isolate for the prescribed time. Rehearsals may need to be suspended. Include in contract, the payment protocols around possible work suspension so that everyone is in agreement about potential outcomes.
7. TRANSPORT: Request that those who commute to rehearsal on Public Transport pay especially rigorous attention to physical boundary guidance and signage that are already in place.
8. TIME AND DIALOGUE: Make time for conversation around emotional and physical safety, as part of the paid rehearsal.
9. VISION: Adjust creative vision as needed. Whatever this means, think creatively to consider Safety First when approaching the creative process.

GROUP CREATIVE PRACTICE HEALTH AND SAFETY DISCUSSION POINTS

What to consider as we return to the studio and start each new work session:

Please share your personal context with the group and what should we know about your extended family and health bubble:

- I hold other jobs or work with other people.
- I am with child/family, roommates, partner. Who is in your close circle?
- I live with a person with a precarious state of health.
- I take care of a person/people with a precarious state of health.
- I have a precarious state of health.
- Other?

PROCEDURES

Are there any additional health and safety procedures you would like to recommend that are not laid out in the Mocean Dance COVID-19 Plan to insure a safe return to the studio given the present situation? (Hygiene, schedules, sharing of rental space, etc.)

RISKS

Considering your personal situation, what are you willing to accept in the course of an artistic process? What limits do you set for yourself? (Touch, proximity, number of people, etc.)

For example : Normally our work requires proximity and touching between the dancers. Do you feel comfortable maintaining this type of activity in this context? Do you feel comfortable if people breathe heavily or sweat in the room? If not, can you think of alternative ways of working together?

ETHICS

In regards to returning to the studio, what would be the essential ethical practices to be adopted by all, given the current context to insure a safe return to the studio given the present situation? Is there anything missed or not covered in the Mocean Dance COVID-19 Health and Safety Plan or other ideas you would like to share? (protocol, contracts, consent, etc.)

RESPONSIBILITIES

How can we collectively share the responsibility of cleaning the studio? Can the disinfecting/cleaning tasks be delegated within the group? How much time do we need to leave at the end of each rehearsal to address this necessity? Who is responsible for enforcing all new hygiene measures? What is an ethical protocol in order to share or carry out these responsibilities together?

VOICING CONCERNS

What process, procedure or methodology would you need to be able to feel comfortable to express any concerns surrounding Mocean Dance's COVID-19 workplace health and safety? (ex: I can speak anonymously, a mediator is present at the meetings or a mediator is present at all times during those discussions, etc.)

**1313 BUILDING OPERATIONS
COVID-19 HEALTH AND SAFETY PROTOCOLS**

1313 will be open to tenant use only and the gallery space may be rented to outside groups at the discretion of the building owner, Susan Hunter. The building will remain closed to the larger public and open events until further notice.

Susan Hunter will inform Mocean Dance when the building is open to non-tenant use, and will inform all non-tenants of the safety protocols outlined on page 12-13.

Building tenants can book studio space in the ground level gallery by emailing Susan Hunter directly at 1313hollis@gmail.com, please also cc: office@moceandance.com. This is to ensure the space booking is in the 1313 calendar, double-bookings or cross-over use does not occur, and to allow adequate time for cleaning by the user after each use.

All tenants will follow COVID-19 Health and Safety Protocols as laid out on pages 12-13.

1313 COVID-19 BUILDING PROTOCOL

All 1313 Building Tenants, Non-Tenants (Renters) and 1313 Workspaces must adhere to the following to help reduce the risk of COVID-19 exposure/spread:

- 6ft/2m physical distance will be maintained between individuals at all worksites (office, studio, shared common spaces). Worksites that are too small to ensure physical distancing can have no more than 10 people on their premises at a time.
- Ground level gallery occupancy limit to accommodate 6ft/2m physical distancing is 16.
- All 1313 Building Tenants will respect the provincial gathering size limit for all creative practices, studio work, and in the tenant's private office space. Updates on gathering size restrictions are updated on the [provincial website](#) at: [Gathering Restrictions](#)
- If physical distancing is not possible, a face mask must be worn.
- Signage and other notices related to hygiene procedures and physical distancing will be posted.
- All 1313 Building Tenants will self-monitor their state of health and will refrain from visiting the workspace if they feel ill.

Cleaning and Hygiene

- All high touch surfaces must be disinfected by building tenants who are in or use the common areas or by those renting the lower level gallery space after each use.
- All high touch surfaces must be disinfected by those renters using the lower level gallery space after each use.
- Disinfectant wipes/sanitizer will be available for all touch points in the downstairs gallery, shared common spaces, and washrooms. This includes: door knobs, lightswitches, handrail, kitchen area, sink and faucets, etc.
- The 2nd floor washroom is only open for office tenant use. All office tenants must disinfect after each use.
- Mocean Dance, as stewards of the building, will wash the studio floor on the ground level gallery space weekly and will restock disinfecting supplies as needed.
- 1313 will procure, store, and maintain necessary cleaning supplies, and other critical supplies for both the gallery and shared common spaces.

The above safety protocols will apply to the following workspaces and workflow considerations:

- Studio (all high touch surfaces in the lower gallery space)
- Equipment in Studios - stereo, tables, sink, chairs, etc.
- Washroom and Shared Common Spaces (Waiting area upstairs, Stairwell, Kitchen)

(This section is an internal Document)

MOCEAN DANCE STAFF AND BOARD COVID-19 HEALTH AND SAFETY PLAN
****ACTION ITEMS/CHECK LIST****

CLEANING SUPPLIES TO PURCHASE (staff)

	Disinfectant Wipes with 70% alcohol x 5-10 packages (depending on size) (4 for studio, 4 for office, 1 for common area at 1313, 1 for bathroom at 1313, plus extras)
✓	Extra masks x 1 package of disposable PPE masks
✓	Hand Sanitizer Pump Bottles x 4 bottles
	Review what needs to be bought for 1313 Hollis and who will manage/cover cost (Susan or Mocean)

REOPENING TASKS: 1313 Hollis

✓	Clean 1313 Office and common spaces
✓	A weekly cleaning schedule for all common areas at 1313 will be determined and delegated to appropriate Mocean Dance staff to ensure it is completed.
	A weekly cleaning schedule for the downstairs gallery floor will be determined and delegated to appropriate Mocean Dance staff to ensure it is completed.
✓	Measure out and determine the number of people permitted in the downstairs gallery space at 1313 Hollis that allows for sufficient physical distancing protocol. 36 x 20 = 19 people
	Identify who will buy cleaning supplies for Halifax Dance/ Mocean use at studios, Mocean office, and 1313. Identify who will keep an eye on supplies and repurchase as necessary.

INFORMATION TO COLLECT OR PRINT (staff)

	The company will maintain up-to-date important medical contact information (e.g., medical officer, health department, health clinics, etc.)
	Print Self-Monitoring Guidelines to share with all staff/contract artists
	Print proper hygiene and physical distancing signs for 1313
	Post protocol for the 1313 building around all common use areas.

BOARD ITEMS TO DISCUSS (board)

✓	Refine, discuss, approve COVID-19 Health and Safety Plan
✓	Discuss and implement sick day policy for contract artists when self-monitoring and payment considerations for those working in the gig economy

COMMUNICATION PLAN - ACTION ITEMS (staff with the board)

	Develop a communication strategy for contract artists to explain the actions Mocean Dance is taking to reduce the risk of spreading COVID-19;
	Post the COVID-19 Health and Safety Plan on the moceandance.com website for easy accessible reference by creative associates/contract artists;
	Print and attach a copy of COVID-19 REOPENING PLAN with all artists contracts in the 2020-2021 season;
	Share the Mocean COVID-19 Health and Safety Plan with all community partners and ask to view their respective COVID plan and review the site protocols that apply to their worksite;

	Throughout the year, each work period must begin with a staff/contract artist meeting reviewing the COVID-19 Health and Safety Plan;
	Create a plan to address an outbreak or respond if public health measures are tightened again and will communicate this plan to all Mocean Dance personnel. (See page 9)
	Identify what actions need to take place to postpone or cancel a rehearsal, program, or event should the need arise. These actions will be communicated prior to such a decision or event taking place. (See page 9)