



INTERNATIONAL MUSIC ACADEMY

Unlocking human potential through music.

CREATING A SAFER SPACE FOR MUSIC EDUCATION

Health and Safety operations protocol

EXECUTIVE SUMMARY

While many things have changed over the past weeks and months, one thing has remained the same: our commitment to you and to your child's music education. With your help and support, we have made an excellent progress together and we look forward to welcoming you back in person to continue delivering programs and services at the highest professional level.

The easing of government restrictions will inform *when* we reopen and, to some degree, *how* we operate. We are focusing on implementing the protocols, practices and advice of public health authorities to maximize safety and to identify and implement the best solutions to support our continuous operations.

The Government of Ontario has provided two levels of guidelines for public health and safety: required (mandatory) and recommended (optional). In the best interest of our students, teachers, and staff, we have implemented both protocols: the mandatory as well as the optional.

The guidelines below are intended to ensure we continue working together to keep everyone healthy and safe. We thank you for your patience and support as we continue to swiftly implement any new best practices as advised by the authorities.


We will provide all teachers and staff the required personal protection equipment (facial masks, gloves, alcohol-based hand sanitizer, disinfecting wipes, maintenance and cleaning supplies). As suggested by some teachers, we will also allow more freedom in their choice of fashionable facial coverings.

Through collaboration, transparency, and most importantly, listening and learning, we'll address the fear and uncertainty head on. If you have any questions, please don't hesitate to contact the IMA Director Mr. Kristian Alexander at director@InternationalMusicAcademy.ca or at 905.489.4620 (in Markham) and 905.640.6363 (in Stouffville).

Thank you, as always, for your continued support. We look forward to seeing you back soon.

FOR STUDENTS AND PARENTS

- Music educators across Canada have been able to successfully use distant teaching tools and ensure continuity in learning during a state of emergency. After several weeks of on-line lessons, students and teachers would be happy to meet in person again and achieve a higher level of efficiency using professional quality acoustic pianos instead of digital keyboards, leaving behind technology-related issues and limitations, and focussing entirely on music making, sophistication and style.
- While we encourage students to resume taking their in-person lessons as soon as it becomes possible, we will also provide certain flexibility and continue offering online lessons "by appointment", during the first two weeks after we reopen. Students who would like to take some of their lesson(s) online would notify the IMA Office 24 hours in advance by sending email to Office@InternationalMusicAcademy.ca.


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- Upon arrival at the school, adult students and parents of students under the age of 18 will complete a wellness screening questionnaire (*see below*). Paper copies will be available in a box beside the front door. Please use your own pen.
 - Parents and students are encouraged to review the wellness screening questionnaire prior to their lesson. If the answer is “yes” to any question, please call or email the IMA Office to reschedule the lesson.
 - Parents are encouraged to drop off their children at the front door of the school 5 minutes prior to the beginning of their lessons.
 - Once inside the school, the body temperature of the students will be taken by our Office staff, using an infrared contactless thermometer.
 - We will ask students to use our alcohol-based hand sanitizer when they enter inside the school.
 - Parents of all students are asked to consider staying outside the school to help minimizing the number of people gathering indoor. Parents are welcomed to enter inside the school, provided they complete the wellness screening questionnaire and consider wearing a facial covering or a mask. We recommend using phone and email for any questions or requests that Parents may have.
 - Once the lesson begins, the same care, professionalism and dedication to perfection that you have come to expect from our teachers will be there for you and your child.
 - At the end of the lesson, Parents can pick up their children at the front door of the school.
 - In order to facilitate contact tracing, the names of all visitors, teachers, students, parents, management and staff will be entered in a log, together with the time of entry/exit and the person(s) they will be seeing inside the school.

FOR TEACHERS

- Upon arrival at the school, teachers will complete a wellness screening questionnaire.
- Teachers will be asked to use our alcohol-based hand sanitizer.
- Teachers are encouraged to wear a facial covering or a mask while teaching. They may bring their own masks or request a new one from the IMA front desk.
- Teachers may wear protective gloves when they touch the piano keys.
- Teachers will disinfect with cleaning wipes the piano keys before each lesson.
- Teachers will use their own pens/pencils.
- The doors of all teaching studios will be kept open at all times to limit touching the door handles and facilitate air circulation.
- All lessons will be offered strictly one-on-one.
- The maximum number of teachers working at any of our locations will be limited to 3 on weekdays and 4 on weekends.
- At IMA – Markham, the large (10’ x 10’) reception area will be used by one instructor teaching his/her non-piano students. Similarly, at IMA – Stouffville, the reception area (20’ x 16’) will be used by one instructor teaching his/her non-piano students. In addition, the recital hall (32’ x 24’) at IMA – Stouffville will be used by one instructor for teaching his/her students (all instruments).

FOR OFFICE STAFF

- Upon arrival at the school, members of staff will complete a wellness screening questionnaire.
- Members of staff will be asked to use our alcohol-based hand sanitizer.
- In the beginning of each shift, the computer keyboard / mouse and phone handsets will be wrapped in plastic.
- Front desk staff will be responsible for maintaining the IMA Entry Log.
- Office staff will be available for helping Parents and Students with completing the wellness screening questionnaire and will take students’ body temperature with a contactless thermometer.

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- When speaking, staff has to maintain 2 m (6') physical distance or wear a facial covering or a mask.
 - When receiving items from suppliers or handling items to students, staff has to wear protective gloves.
 - At the end of the shift, the plastic from the computer keyboard / mouse, and phone handsets will be removed and safely disposed.

FOR ALL STUDENTS, PARENTS, TEACHERS AND STAFF

- Please do not enter inside the IMA if you, or a member of your household, have been tested positive or have been awaiting test results for COVID-19.
- Please do not enter inside the IMA if you have been in contact with someone who has been tested positive or have been awaiting test results for COVID-19.
- Please do not enter inside the IMA if you are having a fever, a cough, or shortness of breath.
- Please do not enter inside the IMA if you have traveled outside Canada in the past 21 days.
- Signage will be present at the IMA front doors defining requirements for entry, and advising that entering inside the school is an implied acknowledgment of compliance with all requirements.
- Wash your hands often, with soap and water, for at least 20 seconds.
- If soap and water are unavailable, use an alcohol-based hand sanitizer.
- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the garbage bin. If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid handshake.
- Stay home if you are sick, self-isolate and seek medical attention, if needed.

RECEPTION AREA

- The area will be available only to teachers and students who have a regularly scheduled lesson.
- The area will be temporarily unavailable for Parents and Visitors.
- High touch-point items (coffee-maker, water kettle, beverages and mugs) have been temporarily removed.
- Selected chairs will be marked as a “non-sitting” area to provide ample personal space.
- Magazines and books will be temporarily unavailable as these are difficult to disinfect.
- Children’s toy and colouring books, children’s corner chairs and tables have been temporarily removed.

DELIVERY OF FRESH AIR

- Our HVAC systems have been optimized to deliver higher than average rates of fresh air.
- Antimicrobial / antibacterial HVAC filters have been installed to constantly purify the air intake.
- The air ventilation units in all teaching studios will be kept permanently on.

MAINTENANCE AND CLEANING

The frequency of cleaning in our most high-touch and high-traffic areas has been increased. Maintenance staff will be wearing masks and gloves at all times. Every morning, maintenance staff will:

- disinfect piano keys in all studios
- disinfect all piano benches
- disinfect handrails, door handles and knobs
- disinfect tables, chairs and couches
- disinfect computer keyboard, computer mouse and telephone handsets

Signage will be present throughout the school reminding of the importance of handwashing hygiene. A waste bin will be located in the reception areas for the safe disposal of masks, gloves and wipes.



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WELLNESS SELF-ASSESSMENT QUESTIONNAIRE

1. Have you tested positive for having COVID-19? Yes ☐ No ☐
2. Have you traveled outside Canada in the last 21 days? Yes ☐ No ☐
3. Have you been in a contact with someone who tested positive for having COVID-19? Yes ☐ No ☐
4. Are you currently experiencing any of the following:
- fever ? Yes ☐ No ☐
- cough ? Yes ☐ No ☐
- shortness of breath ? Yes ☐ No ☐

I certify that, to the best of my knowledge, the information above is correct.

Print Name

Signature
(if under 18 y.o., signature of Parent/Guardian)

Body
temperature:

Date

°C

Protect yourself and your family

Wash your hands regularly



1

Wet your hands.



2

Put soap on
your hands.



3

Rub the soap over all
parts of your hands for
at least 20 seconds.



4

Rinse your
hands under
running water.



5

Dry your hands thoroughly
with disposable paper towel
or hand dryer.

Stay germ free and healthy