



# COVID-19 Operational Plan for Charlottetown Yoga Space

This plan outlines the COVID-19 specific policies and procedures that Charlottetown Yoga Space has put in place to operate under the updated Public Health Order issued May 1, 2020. Each phase of *Renew PEI Together*, beginning May 1st, includes a further relaxation of restrictions for business allowed to operate, but still includes the same general principles outlined in this template.

Name of Business: Charlottetown Yoga Space (CYS)

Civic Address: 49 Pownal Street, Charlottetown, PE

Owner/Manager Name: Erika Killam, manager

Signature: \_\_\_\_\_

Phone: 902-314-2619

Email: chtownyogaspaces@gmail.com

Date: June 1, 2020

## 1. Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 meters separation)
Between instructors	Only one instructor to lead class and they must arrive 15-30mins before clients
	30 minute transition time between back to back classes for cleaning and social distancing
Between clients	directional signs upon entry to the main hall to observe social distancing
	Directional 2m "wait" signs upon entry to the studio reception, floor signs provided by Fast Signs
	Directional flow arrows to maintain 2m distance while leaving belongings and gathering personal items
Between instructors and clients in studio	Instructors must arrive 15-30mins before arrival and maintain 2m distance in entry hallway to help direct clients before clients into space.
	Designated mat placement pre-assigned/taped off on floor of studio observing 2+ meter distance between clients and instructor
	15 people maximum in studio including instructor while observing 2m distancing including instructor
	If client must pay in-studio, POS is on instructor's phone – physical distance can be maintained during this transaction, client does not need to touch phone they can also pay via e-transfer through their own account.
	Instructor required to wear mask if they plan to move within 2m of clients during class. Otherwise they are required to stay on their own mat to

	observe proper social distancing. With directional entry and designated mat placements all clients will be able to maintain physical distance. No masks would be necessary for clients. No hands-on assists will be permitted at this time by instructors.
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## 2. Policy for Exclusion of Instructors & Clients Requiring Self-Isolation

With every class reservation (clients are required to reserve their spot online in advance) the client will receive the following email:

*"I declare by reserving this spot that I have not been outside of PEI within the last 14 days and am not required to self-isolate. I am not experiencing any symptoms of Covid-19. To my knowledge, I have not been around others who are required to self-isolate or are exhibiting symptoms. I will cancel my reservation and not attend class in the case of any above. I will arrive at least fifteen minutes before class & observe social distancing directions."*

Instructors required to verbally screen each client the same upon entry. Illness 'Stop Sign' also visible (Fast Signs)

**CONTACT TRACING:** All persons attending class provide email and phone number and are signed in to each class at reservation and confirmed by the instructor upon arrival through the reservation system.

## 3. Illness/Exclusion Policy

Management will clearly communicate to all instructors and clients the exclusion policy in place for any instructor or client displaying symptoms of COVID-19.

- All instructors must self-monitor for symptoms and cancel, find a substitute, or Zoom from home if they have concerns about possible COVID exposure or possible symptoms.
- All clients must self-monitor for symptoms and must not attend class if they have concerns about possible COVID exposure or possible symptoms. CYS has online class options to minimize unnecessary attendance.
- Symptomatic instructors will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- Instructors and clients asked to call 811 to arrange testing.
- If the test results are negative for COVID-19 but the instructor remains ill and/or symptomatic, they must cancel, find substitute, or Zoom from home.

*Symptoms of COVID-19 include:*

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches
- runny nose

#### 4. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

**PROPS/GEAR/PERSONAL BELONGINGS:** All studio props have been cleared of the space. Clients are required to bring their own mats and props. Regular clients are permitted to leave their props at the space so long as they are labeled clearly with the clients' name. Large cubbies are available for temporary or long-term space for personal belongings.

<b>Cleaning product</b>	Vinegar, water, essential oils
<b>Mixing instructions</b>	10oz/22oz/20drops
<b>Disinfecting product</b>	EP66
<b>Mixing instructions</b>	.3oz/32oz (as per label)

<b>Cleaning – Location</b>	<b>Frequency</b>	<b>Disinfecting - Location</b>	<b>Frequency</b>
Floors – studio & bathrooms	Daily - midday	Door handles – entry, studios, bathrooms	after each class
Shelving & alter	Daily - midday	Light switches – bathrooms & studio	Each class
		Key pad	Each class
		Bathroom fixtures	Each class
		Toilet seat	Each class
Ventilation: two heat pumps with fresh air ventilation option plus can open windows			

#### 5. Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

<b>Hand Washing Stations</b>	<b>Location</b>
<b>Staff &amp; Public</b>	2 single occupancy washrooms / shared with one other business / single use paper towel available  Public will be directed to the facilities prior to entering the studio as to control flow into the studio and encourage hand washing. Wash Hands signs visible.
<b>Hand Sanitizer Stations</b>	<b>Location</b>
<b>Staff &amp; Public</b>	On shelving upon entering the studio