



ÉCOLE  
NATIONALE  
DE THÉÂTRE  
DU CANADA

NATIONAL  
THEATRE  
SCHOOL  
OF CANADA

# 2020 RE-OPENING GUIDELINES

September 2020

NATIONAL THEATRE SCHOOL OF CANADA

VERSION 2

## Table of Contents

|  |           |
|--|-----------|
| <b>NOTE</b> .....  | <b>3</b>  |
| <b>INTRODUCTION</b> .....  | <b>3</b>  |
| <b>GUIDING PRINCIPLES</b> .....  | <b>3</b>  |
| <b>SAFETY MEASURES</b> .....   | <b>4</b>  |
| ENTERING AND EXITING .....   | 4         |
| SCHOOL ACCESS PROCEDURES .....   | 5         |
| HYGIENE AND DISTANCING .....   | 6         |
| MANAGEMENT OF SCHOOL SPACES .....  | 7         |
| PERSONAL PROTECTIVE EQUIPMENT .....  | 10        |
| MAINTENANCE AND DISINFECTION .....   | 11        |
| REPORTED CASES AND COVID SYMPTOMS .....                                      | 12        |
| <b>TEACHING</b> .....  | <b>13</b> |
| TRAINING AND DISTANCE LEARNING REQUIREMENTS .....                            | 13        |
| SCHEDULE .....   | 14        |
| ROOM ASSIGNMENT .....  | 15        |
| <b>LIBRARY</b> .....   | <b>16</b> |
| ACCESSIBILITY .....  | 16        |
| OPENING HOURS .....  | 16        |
| PROTOCOL FOR BORROWING DOCUMENTS .....                                       | 16        |
| RETURN OF DOCUMENTS .....  | 17        |
| OTHER PREVENTIVE MEASURES .....  | 17        |
| <b>STUDENT SERVICES</b> .....  | <b>17</b> |
| COUNSELLING FOR NTS STUDENTS .....   | 17        |
| <b>CONTACT</b> .....   | <b>22</b> |
| HEALTH AND SAFETY COORDINATION, COVID-19 – HEAD OF REOPENING PROTOCOLS ..... | 22        |



## NOTE

Please note that this document is subject to change since it lays out the various protocols and best practices to be followed throughout the entire school year. It is the responsibility of each and everyone to read and apply them. This document reflects current recommendations of the *Commission des normes, de l'équité de la santé et de la sécurité du travail* (CNESST), Public Health, and the *Ministère de l'Éducation et de l'Enseignement supérieur du Québec*. It will be adapted, as needed, in accordance with new protocols issued over the course of the school year.

## INTRODUCTION

Our primary aim in reuniting this year is to continue our highly valued student training during a very complex time. COVID-19 will be with us for a while. In light of this, the School is developing new ways of working that will allow us to be together, learn from each other, and work towards our shared educational goals. NTS is a small school with small cohorts and, as such, can more easily implement distancing measures within the classrooms as well as limit the movements of students throughout the School.

NTS believes that our protocols are responsible and robust and, when followed strictly, will provide us all with a safe environment in which to continue learning. NTS will endeavour to maintain and strengthen these protocols throughout the school year. You will find these and other safety protocols clearly laid out in the guidelines below.

While NTS feels that these guidelines and protocols provide a solid approach that will help to maintain a safe school environment, it is clear that if students, teachers, and staff are not also careful when they are off the School premises, then the risk of bringing the virus into the School is heightened. We respectfully request that you keep this in mind throughout the school year and that you share in our efforts to maintain a safe school environment each and every day. It will take diligence and care on the part of everyone at the School.

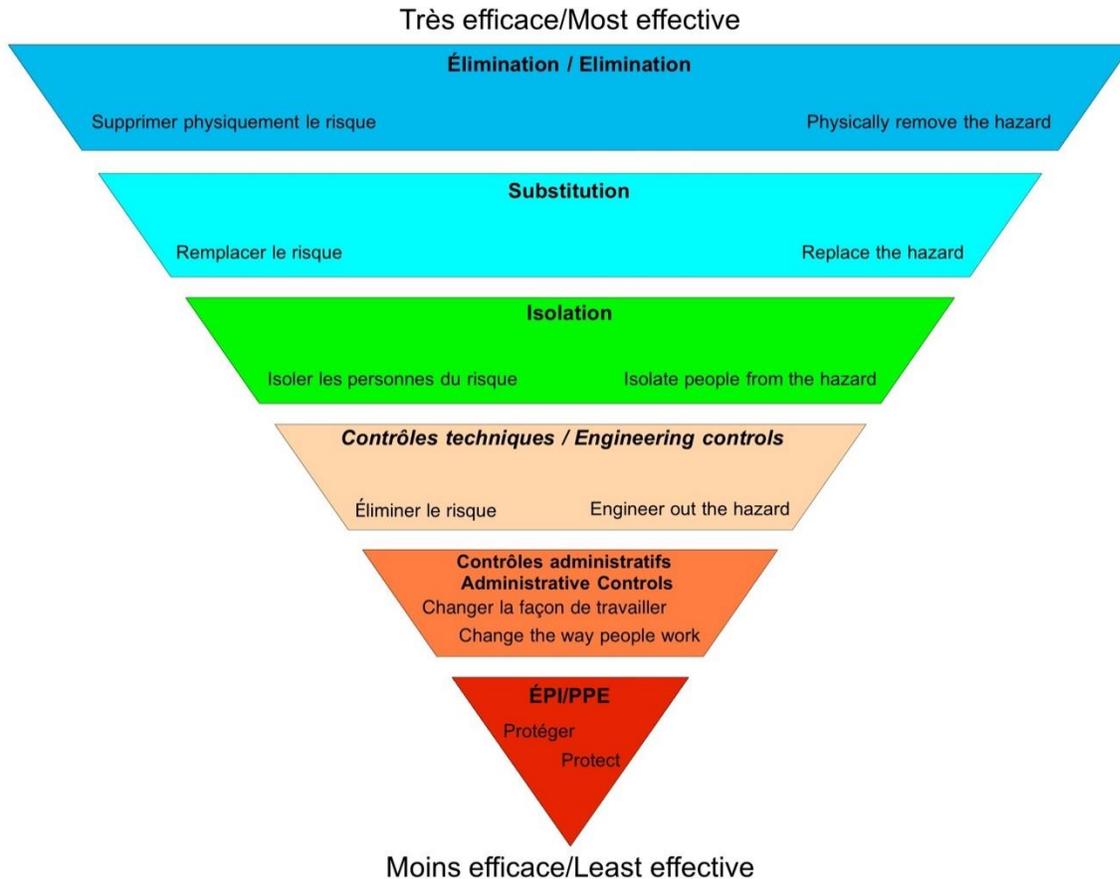
NTS recognizes that this will likely be a challenging year in terms of gatherings and social contact among students. This is the current global reality, so we are not alone in this frustration. NTS hopes to move forward with its training with flexibility and generosity, and to find ways in which to safely gather together and find joy in the process of adapting old ways to new experiences.

NTS is working very hard to ensure an atmosphere that is pleasant and calm despite this exceptional and constraining context and we request that you consider all of the protocols in this document as essential since they are interrelated and work together to create a cohesive plan.

## GUIDING PRINCIPLES

These guidelines have been developed based on the guiding principles of risk management. When a risk cannot be eliminated, then controls and protocols must be designed and implemented to minimize the risk. The chart below lays out these principles and clearly demonstrates how protocols (for example hygiene, distancing, cleaning, traffic flow) are the primary means of control

and that we should only rely on personal protective equipment (masks, visors, etc.) as the final, albeit crucial, level of risk management.



## SAFETY MEASURES

### Entering and Exiting

Course scheduling has been re-designed to reduce and control the flow of students entering and leaving the School.

#### Saint-Denis Campus:

- **Entering via Saint-Denis Street:** 5030 Saint-Denis Street – This door is to be used for entering the building only. All students, teachers, and staff must exit through the rear door located on Drolet Street (through the parking lot).

- **Entering and exiting via Drolet Street:** Each door is reserved for one-way traffic (one for entering, the other for exiting). Signs will be posted to indicate which direction to use (entering or exiting).

#### **Monument-National Campus:**

- Enter by the backstage entrance: 1170 Saint-Laurent Blvd.
- Exit by the main entrance: 1182 Saint-Laurent Blvd.

#### **Both campuses:**

- Students and teachers will not be permitted to linger before morning classes or following afternoon classes without written approval from their Program Director.
- In the event of a fire alarm, emergency evacuation protocols take precedence over traffic flow protocols. Leave the building immediately by the nearest safe exit and follow the instructions of staff.
- Until further notice the School and the Monument-National will be open Monday to Saturday, from 8:15 A.M. to 6:00 P.M.

### **School Access Procedures**

---

- Rules will be clearly posted at each entrance.
- Gel hand sanitizer dispensers have been installed at the main points of entry at both campuses.
- Handwashing is mandatory when entering and leaving the building.
- To have access to the premises once hands are washed, everyone is required to wear a mask at all times. See the section on “Personal Protective Equipment” for more details on proper mask use.

#### **The following questions will be posted for you to review upon your arrival at St-Denis and M-N:**

1. Are you experiencing any COVID-19-related symptoms (cough, fever, difficulty breathing, extreme fatigue, sudden loss of sense of smell without nasal congestion, with or without loss of taste)?
2. Have you been exposed to a person with COVID-19?
3. Have you returned from a trip outside the country within the last two weeks?



If you answer yes to any of those questions:

- You will not be allowed to enter NTS.
- You must inform your superior or Program Director of your absence.
- Consult the Quebec government's [Decision Fact Sheet](#) as well as Health Canada's [COVID-19 Self-Assessment Tool](#).
- If you have any symptoms or have been exposed to a person with COVID-19, you must contact the medical authorities using the official toll-free number, 1 (877) 644-4545. They will assist you and tell what you need to do to get tested.
- If someone in your household is experiencing one or more symptoms of the virus and is waiting for a test result, contact Public Health before going to school and follow the recommendations that will be given to
- Please keep the administration informed of any recommendations received.

## Hygiene and distancing

---

**It is essential that everyone does their part in respecting rules around hygiene and physical distancing:**

- Wash your hands often with soap in warm water for at least 20 seconds (after having first taken off any jewellery, which, if possible, should not be worn at all during your time at school
  - upon your arrival and when leaving NTS;
  - before and after eating;
  - before putting on and removing your mask;
  - before and after taking a break;
  - before and after smoking;
  - when you use the washrooms;
  - before and after touching shared equipment (for example, photocopiers and elevator buttons).
- Use an alcohol-based hand sanitizer when you have no access to water and soap.
- Avoid touching your face (eyes, nose, mouth).
- Regularly clean and disinfect your work tools and surface areas.
- Keep a 2-metre distance from others.
- In classrooms that have desks, the distance can be 1.5 metres.
- Avoid sharing personal items (tools, school material, clothes, hats, etc.), which can increase the risk of spread.
- Respect hygiene rules if you cough or sneeze: cover your mouth and nose with your upper arm to reduce the spread of germs.



- When using disposable tissues, throw them out as soon as possible and wash your hands with soap.
- Avoid physical contact such as handshaking or hugs when greeting another person.
- Goggles and/or a face shield, as well as a mask, will be mandatory when a 2-metre distance cannot be maintained.
- We encourage all students to use digital platforms to get together virtually and communicate with one another.
- No group gatherings are permitted at any of the School's campuses

## Management of School Spaces

### **Parking (car and bicycle)**

Respect the 2-metre-distance rule in the parking lot at all times.

### **Elevators, stairwells, and hallways**

- Most stairs will be set up for one-way traffic. Signs will be posted to indicate which direction to use (up or down)—please respect these directions.
- Halls will be divided with signs posted to remind you to circulate similar to regular road traffic and stay close to the walls (without touching them) to help maintain a 2-metre distance.
- The elevator at the Saint-Denis Campus will not be accessible until further notice due to renovations.
- At M-N Campus, the floors of the loading dock and elevator will be marked to help guide physical distancing.
- Floor markings will likewise be applied in waiting areas (lobby, cafeteria, common areas, M-N Café) to encourage physical distancing.

### **Cafeteria**

In order to offer students, teachers, and School staff food services in a safe environment, the cafeteria's overall set-up has been temporarily modified:

- The cafeteria has been arranged to allow for safe distancing (traffic flow protocols will be clearly marked) and will be only accessible for the purpose of buying food. Students will have to take their meals and beverages in their classrooms and teachers may go to the teachers' room (#234).
- The cafeteria will no longer accept cash. Payments online/PayPass/TouchPay will be made available. More details will be provided at the start of the school year.
- Food services will be from 8 A.M. to 2 P.M., while snack foods will continue to be available until 3:15 P.M.

- Meals and beverages will initially be served in compostable dishes/cups to avoid frequent handling of reusable dishes and utensils.

Given the current situation, the cafeteria will be offering a reduced menu. A shift towards entirely homecooked meals will ensure the strictest quality and safety based on the hygiene regulations set out by the *Ministère de l'Agriculture, des pêcheries et de l'alimentation du Québec*. While you are at school, we also ask that you to limit your trips outside to purchase food and beverages off campus.

The cafeteria is committed to reinforcing cleaning and sanitizing procedures on a frequent basis for items and products associated with food handling. All partners and food producers that are received at the School will be strictly observed to ensure that health standards are respected.

- The cafeteria's microwaves, fridges, and coffee makers will no longer be accessible. You cannot wash your own dishes in the cafeteria, either. You will need to bring a bag lunch or use a thermos. You will also need to bring your own utensils.
- No microwaves, fridges, or coffee makers are allowed in any classrooms or common areas.
- All reusable containers and food items left behind after lunch will be disposed of daily – so take everything home with you or leave the items in your personal locker.
- The M-N Café will be set up as a classroom. During meal breaks, you will only have access to this area if it is available. It is not permitted to move or add any furniture. Each person who uses the space is responsible for disinfecting any touched surfaces, before and after use.

### **Outdoor courtyards**

Outdoor courtyards will be off limits for the foreseeable future.

### **Water fountains**

It will no longer be permitted to drink directly from the water fountains. However, a device will be installed for filling water bottles.

### **Washrooms**

Washrooms will be cleaned several times a day, but you must still always wash your hands when using these facilities. There will be hand sanitizer dispensers installed at the entrance of every washroom.

### **Signage**

Signs and floor markings are in place in the appropriate locations to help remind everyone of hygiene and distancing rules.



### **Classrooms**

- Each class will have a classroom assigned to them for the year. Students will not be permitted access to other classrooms unless you have a scheduled shared class.
- Classrooms for students in Production Design and Technical Arts and Set and Costume Design will be reorganized to allow for physical distancing.
- Reserving classrooms for personal use will not be permitted.
- Meetings of more than four people in person (such as those concerning production or coordination) must be avoided as much as possible. Try to find alternative ways to meet virtually (Zoom, TEAMS, etc.). If meeting in person is unavoidable, please communicate with your Program Director or superior

### **Meeting rooms**

- For meetings of 4 people or less, you may use room 128 by reserving in advance at the reception booth.
- At the M-N, the Salon Rouge is available for meetings of 14 people or less. You may reserve it in advance by email: [location@monumentnational.com](mailto:location@monumentnational.com) or at the reception booth.

### **Changing room and showers**

These areas are out of bounds. There will be lockers or hooks installed for each student in their respective classrooms. It is important not to leave your personal items in a pile with items belonging to others.

### **Sound Studio and Video Lab**

There will be special protocols to follow when using these resources. Please check with your Program Director or Technical Director.

### **Venues (Pauline McGibbon Studio, André-Pagé Studio, LAB LX, Studio H-Q, Ludger-Duvernay Theatre, the Rehearsal Room, Le Café at M-N)**

There will be special protocols to follow when using these venues. Please check with your Program Director or Technical Director.

### **Gym**

- The Gym will be reserved for classes that require large numbers of students (voice, table and drawing classes, etc.).
- There will be hygiene protocols to follow before and after using this area.



## Personal Protective Equipment

- Wearing a mask is mandatory at all times when inside any of the School's campuses;
- Each person is expected to have a sufficient number of masks at the School to last the week and is responsible for keeping them clean according to the manufacturer's guidelines;
- The School recommends that everyone plan on using a minimum of 2 masks per full school day;
- Face shields will be supplied by the School unless you prefer to bring your own;
- Every student will be assigned one face shield for the year and will not be allowed to share it;
- Goggles and/or a face shield will be mandatory when a 2-metre distance cannot be maintained;
- Gloves will be mandatory when working on production (wash your hands before and after wearing them);
- Students are to provide their own gloves and goggles as part of their personal gear;
- Instructions for [hand washing](#) and [wearing a mask](#) will be posted around the School;
- NTS will ensure that enough hand sanitizer dispensers will already be in place. Additional dispensers have also been installed in appropriate locations;
- REQUIRED tool kits – Production and Set and Costume Design students must supply their own equipment as listed below. These items will not be provided by the School and must not be shared among students:

### **Carpentry shop and onstage – Production student's personal tool kit:**

- 25' tape measure
- Adjustable wrench with tether
- Safety goggles
- Hard hat
- Steel-toed boots
- Multitool
- Carpenter pencil
- Heavy-duty mechanics work gloves
- Toolbelt – if desired

### **Costume shop M-N and S52 – Costume Design student's personal tool kit:**

- Scissors
- Measuring tape
- Seam ripper
- Thimble

Depending on the equipment used, various other protocols may need to be followed for voice and movement classes.



## Maintenance and Disinfection

- **Access to all campuses will be restricted during the evenings when cleaning takes place.**
- **The following locations must be cleaned each time they are used and before the next group can have access to them:**
  - Pauline McGibbon Studio (Saint-Denis)
  - André Pagé Studio (Saint-Denis)
  - LX Lab (Saint-Denis)
  - Gym (Saint-Denis)
  - Sound Lab (Saint-Denis)
  - Video Lab (Saint-Denis)
  - Room 128 (Saint-Denis)
  - Salon Rouge (M-N)
  - Café (M-N)
  - Studio Hydro-Québec (M-N)
  - Ludger-Duvernay Theatre (M-N)
  - Verrière (M-N)
  - Balustrade (M-N)
  - Rehearsal Room (M-N)
  - Production offices (M-N)
- Additional cleaning tools have already been supplied and the frequency of cleaning and disinfection has been increased.
- Public areas (e.g., washrooms, cafeteria) and frequently touched surfaces (door handles, taps, telephones, computer accessories, etc.) will be cleaned more often and, depending on their use, this may be done at a greater frequency in certain areas. Moreover, a complete and thorough cleaning will be carried out each night.
- Cleaning products and disinfectants will be available to staff, teachers, and students in all areas of the School so that they can clean their workspaces, materials, or equipment as needed, even if offices are closed and the equipment is cleaned each night.
- Each day, a designated person will make the rounds of the School to check:
  - the availability of disinfectant products;
  - cleaning lists filled out by staff for the various studios, suites, and technical environments;
  - the position of the signs installed to help with traffic flow within the School.
- Cleaning products and disinfectants must be used according to the instructions written on their containers (regarding concentration, dilution, time limit, rinsing, etc.). Product Safety Data Sheets will be available wherever products are kept and must be consulted before the products are used.
- Shared workplace equipment (photocopiers, filing cabinets, keys, etc.) must be disinfected as regularly as possible. Before using any equipment, hands must be thoroughly cleaned

or disinfected. To make this process easier, hand sanitizers have been installed in the appropriate locations.

- When using other shared work tools (e.g. ladders, Genie, consoles, tools), these must be disinfected between each user. Before using any equipment, hands must be washed or disinfected. To make this process easier, hand sanitizers have been installed in the appropriate locations
- Teachers and students are expected to leave cleaning products in their assigned room and not move them from room to room.

Reopening orientation seminars regarding these protocols (online and on-site) will take place during the week of August 31. **These seminars are mandatory for all students.**

## Reported Cases and COVID Symptoms

### Vulnerable individuals with underlying health issues

If you have specific health issues (immune deficiency, chronic health condition, etc.) that would put you at a greater risk contracting COVID-19, you must communicate with your Program Director before coming to the School.

### What will happen if I experience COVID-19 symptoms while I am at NTS?

The health and safety of all students, teachers, and staff are paramount.

- Any person who arrives at the School exhibiting symptoms of COVID-19 will not be allowed to enter.
- If a staff member, teacher, or student begins to experience any of the typical COVID symptoms while on campus (cough, fever, difficulty breathing, extreme fatigue, sudden loss of sense of smell without nasal congestion, with or without loss of taste), they must immediately self-isolate in the room that has been reserved for this purpose
  - Saint-Denis Campus: room 233 on the 2<sup>nd</sup> floor of the main building.
  - Monument-National Campus: Cloakroom situated near the Box Office.
- The person must then call the toll-free COVID-19 number, 1 (877) 644-4545, and follow the instructions issued by Public Health.
- The event will be recorded in an incident report.

**There will be no pedagogical repercussions for missing school due to illness.**

### **What do I need to do if I receive a positive diagnosis for COVID-19?**

- Inform Marc-André Durocher, Student Services Manager, by email as soon as possible at: [services@ent-nts.ca](mailto:services@ent-nts.ca). Also inform your Program Director or superior;
- In your email, include a list of people that you have been in contact with over the previous 14 days, specifying those with whom you were in close contact;
- Without mentioning your name, Student Services will inform those people and ask them to monitor their state of health, and to immediately report the appearance of any symptoms.
- Consult the [Quebec government's guide](#) for people with COVID-19.
- Follow the recommendations you receive from Public Health and the health professional who follows up with you after a diagnosis of COVID-19.

### **When can I return to the School following a COVID-19 diagnosis?**

Follow the instructions from Public Health and the health professional that follows up with you after your COVID-19 diagnosis. You may only return to the School once you have received an official authorization from Public Health or the health professional. In the interest of everyone's health, it is essential that you abide by this rule.

### **Do I need to present a medical note when I return?**

No. To avoid overtaxing healthcare services, a note from a medical practitioner will not be required.

## **TEACHING**

### **Training and distance learning requirements**

Each program has developed a hybrid training plan with a combination of online learning and in-person classes. The first 4 weeks of school will accommodate a maximum of 30% of students at the School at any given time. After those first 4 weeks, we will move towards increasing in-person classes as the situation allows. Please refer to the schedule notes below for the entire year.

- Each student and teacher will need to secure reliable internet service at their residence to enable ONLINE learning
- A computer or other suitable device for the online training is also required.

- Production and Set and Costume Design students will need a good working computer AND second monitor (the School will provide the 2nd monitor). Please make sure that you have the appropriate adapter to convert an HDMI cable to the output from your computer
- Set and Costume design students will need to have their own tool kit (see your Program Director for more details) and a place set up at home where they can work (drawing, small-scale models, etc.)
- Acting students need to have an adequate electronic device for their online needs; a computer or iPad/Tablet are best suited because they have larger screens, but a phone will do if it is the only device you have. In addition, Acting students should try to secure a quiet space to work, one where they will have room to move
- Playwriting, Directing and Residency students require a good working computer and a reliable internet connection.

In the event of another school closure, you will be informed by email regarding the details, including what you need to bring home with you from your classroom. Your Program Director will also provide you with information about how your training will be modified over this period until we are allowed to return to the school.

## Schedule

---

The School schedule is split into 3 Time Zones to ensure that traffic flow through the building is managed within safety protocols. All teachers and students must adhere to the schedule according to the Time Zone assigned to their class. Free time slots are for students to be able to move through the School for practical purposes such as getting a book at the library or meeting with staff.

If classes end earlier than planned, students and/or teachers must stay in their classroom until the end of their Time Zone period, unless they are leaving the School for the day.

Classes will take place from Monday to Saturday inclusively.

### Horaires et zones de classe / Class hours and zones

|                                     |                       |             | Acting                           | INT         | PW  | ED  | PDTA         | CP         | DIR | MES | SC         | RES |
|-------------------------------------|-----------------------|-------------|----------------------------------|-------------|-----|-----|--------------|------------|-----|-----|------------|-----|
| École<br>Zone 1                     | Session AM            | 8:30-11:30  | A1<br>254                        | INT3<br>332 |     |     | PDTA1<br>229 | CP1<br>241 |     |     | SC1<br>322 | 312 |
|                                     | Dîner/Lunch           | 11:30-12:30 |                                  |             |     |     |              |            |     |     |            |     |
|                                     | Session PM            | 12:30-15:30 |                                  |             |     |     |              |            |     |     |            |     |
|                                     | Temps libre/Free time | 15:30-16:30 |                                  |             |     |     |              |            |     |     |            |     |
| École<br>Zone 2                     | Temps libre/Free time | 8:30-9:30   | A2                               |             | PW1 |     | PDTA2        |            |     |     |            |     |
|                                     | Session AM            | 9:30-12:30  | 329                              |             | PW2 |     | 222          | CP2        | DIR | MES |            |     |
|                                     | Dîner/Lunch           | 12:30-13:30 | A3                               |             | PW3 |     | PDTA3        | 230        | 247 | 328 |            |     |
|                                     | Session PM            | 13:30-16:30 | 251                              |             | 126 |     | 311          |            |     |     |            |     |
| École<br>Zone 3                     | Temps libre/Free time | 9:30-10:30  |                                  | INT1        |     |     |              |            |     |     | SC2        |     |
|                                     | Session Am            | 10:30-13:30 |                                  | 338         |     | ED1 |              |            |     |     | 323        |     |
|                                     | Dîner/Lunch           | 13:30-14:30 |                                  | INT2        |     | ED2 |              | CP3        |     |     |            |     |
|                                     | Session PM            | 14:30-17:30 |                                  | 336         |     | ED3 |              | 236        |     |     | SC3        |     |
| Monument<br>Atelier<br>Workshop     | Session AM            | 9:00-12:00  | Toutes les classes / All classes |             |     |     |              |            |     |     |            |     |
|                                     | Dîner/Lunch           | 12:00-13:00 |                                  |             |     |     |              |            |     |     |            |     |
|                                     | Session PM            | 13:00-17:00 |                                  |             |     |     |              |            |     |     |            |     |
| Monument<br>Répétition<br>Rehearsal | Session AM            | 9:00-13:00  | Toutes les classes / All classes |             |     |     |              |            |     |     |            |     |
|                                     | Dîner/Lunch           | 13:00-14:00 |                                  |             |     |     |              |            |     |     |            |     |
|                                     | Session PM            | 14:00-18:00 |                                  |             |     |     |              |            |     |     |            |     |
| Production                          | Session Am            | TBD         | Toutes les classes / All classes |             |     |     |              |            |     |     |            |     |
|                                     | Dîner/Lunch           | TBD         |                                  |             |     |     |              |            |     |     |            |     |
|                                     | Session PM            | TBD         |                                  |             |     |     |              |            |     |     |            |     |

### Room assignment

Everyone must respect the schedule and room use as outlined on their Chronos timetable. The following room assignments will be in place for the entire 2020-2021 school year.

|                 | Étage    | #             | Classe              |
|-----------------|----------|---------------|---------------------|
| ANNEXE          | 3e étage | 328           | MES                 |
|                 |          | 329           | Acting 2            |
|                 |          | 332           | Interprétation 3    |
|                 |          | 336           | Interprétation 2    |
|                 | 2e étage | 338           | Interprétation 1    |
|                 |          | 247           | Directing           |
|                 |          | 248           | Interprétation 4    |
|                 |          | 251           | Acting 3            |
| St. Denis Ouest | 3e étage | 254           | Acting 1            |
|                 |          | 322           | Sceno 1             |
|                 | 2e étage | 323           | Sceno 2             |
|                 |          | 222           | PDTA2               |
|                 |          | 229           | PDTA1               |
|                 |          | 230           | CP2                 |
|                 |          | 236           | CP3                 |
|                 |          | 323           | Sceno 3             |
| 1er étage       | 241      | CP1           |                     |
|                 | 126      | Playwrighting |                     |
| St. Denis Est   | 3e étage | 127           | Écriture Dramatique |
|                 |          | 311           | PDTA3               |
|                 |          | 312           | Resident Artists    |



## LIBRARY

### Accessibility

In the interest of protecting all library patrons as well as library staff, only 8 visitors will be allowed in the library at any given time. Before entering, please ask a staff member if the maximum number has been reached. If so, please wait at the entrance for a person to leave and for your turn to enter, keeping in mind to respect the physical distancing rules that are in place.

Due to the impact that physical distancing measures will have on the activities of staff members, library hours have been reduced to a total of 36 hours per week.

### Opening Hours

Monday to Thursday: 10 A.M. to 6 P.M.  
Friday: NOON to 4 P.M.

Please note that due to the maximum number of patrons allowed in the library at one time, priority will be given to members from the general public from 10 A.M. to NOON and from 4 P.M. until 6 P.M. Students and School staff will have priority from NOON to 4 P.M.; they can also use the library outside of those hours, depending on the number of people in the library at the time.

Course-related group research activities will need to be planned for in advance by the Program Director.

Specific hygiene protocols will be communicated/posted at the entrance to the library.

### Protocol for borrowing documents

Requests for books and other documents can be made using the library catalogue, by email, or at the circulation desk.

Those who request documents through the library catalogue or by email will need to wait until they receive a message back from the library confirming that their documents are ready for pick-up. (Because of the high number of requests, delays could be up to a 1 day.) The person will then have five (5) working days to pick up the item that has been set aside for them at the library.

When a person receives a confirmation message that the documents are ready, they can go to the library in person to borrow the requested items. Books that have not been picked up within the five (5) days following the message will be put back into circulation and a new request will have to be made.



## Return of documents

To reduce congestion at the circulation desk, all returns must be done using the blue returns box ONLY. Please note that the box has been moved and is now in the School lobby, near the reception booth. Please do not return any books directly to the circulation desk.

Please always disinfect your hands before opening the blue box to return any documents.

Returned library items will be quarantined for a period of 3 days (72 hours) before being put back into circulation. To further minimize the risk of spread, documents will receive a general cleaning with disinfectant before being put into quarantine.

## Other preventive measures

To reduce the risk of spreading the virus, students must avoid sharing borrowed library books among themselves.

In addition, students are not permitted to pick up documents for other students

## STUDENT SERVICES

In light of this year's unusual circumstances, please communicate with Marc-André Durocher, Student Services Manager, by email at [services@ent-nts.ca](mailto:services@ent-nts.ca). Depending on your specific needs, an adapted meeting will be arranged. If he is unable to answer your questions in a brief email, he will be available to discuss your issue by telephone, videoconference, or in person at the School.

Marc-André will also be able to help direct you to the School's various resources. Do not hesitate to contact him directly for all matters relating to tuition fees, to request signed official documents from the School, or any other questions relating to your general well-being, throughout your time at NTS.

Here is a list of some of the counselling services offered at NTS. This information is also found in the Student Guide on Chronos. The School's group insurance plan for students (ASEQ) also covers various services and gives you access to numerous resources.

## COUNSELLING FOR NTS STUDENTS

**NTS NOW PROVIDES YOU FIVE OPTIONS TO OBTAIN PSYCHOLOGICAL AND EMOTIONAL SUPPORT**



|                        |  |   |  |
|------------------------|--|---|--|
| <p><b>OPTION 1</b></p> | <p><b>Consulting a School-designated psychotherapist</b></p> | <ul style="list-style-type: none"> <li>• A quickly accessible resource providing professional and respectful support in French or English.</li> <li>• Services available: Individual therapy and counselling on a short-, medium-, or long-term basis.</li> <li>• Can help with the following: performance-related stress, anxiety (particularly in connection with the student's artistic practice), burnout, depression, relationship issues, separation and transition, mourning, and more.</li> </ul> | <p><b>Procedure:</b> Occasionally, during their training, students may experience emotional difficulties. When a teacher identifies a student in distress and suspects that they may require professional support for their mental wellness, the teacher will refer the student to the Program Director. The Program Director will meet with the student to assess whether a referral for psychological support should be considered. Students may also self-identify a need for assistance and go directly to their Program Director. The School provides the necessary details for making an appointment with a designated therapist and pays the fees directly to the specialist. The School covers the cost of up to three (3) consultations per student, per school year. The two psychotherapists designated by the School are:<br/><b>Michel Brais</b><br/>and<br/><b>Lise Rowell</b></p> |
|------------------------|--|---|--|

|                        |                                    |  |  |
|------------------------|------------------------------------|--|--|
| <p><b>Option 2</b></p> | <p><b>The Argyle Institute</b></p> | <ul style="list-style-type: none"> <li>• A quickly accessible resource providing support in French or English.</li> <li>• Available services: Individual therapy and counselling.</li> <li>• Direct and confidential.</li> </ul> | <p><b>Procedure:</b> The student makes an appointment online (under the "Make an Appointment" tab) or by calling (514) 931-5629. They will then be put in contact with one of the Institute's highly trained and dedicated therapists.<br/><a href="http://argyleinstitute.org/appointment/">http://argyleinstitute.org/appointment/</a></p> |
|------------------------|------------------------------------|--|--|



|  |  |  |  |
|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Life can feel overwhelming at times. Talking can be very effective in solving some emotional difficulties. Counselling and therapy go further by addressing the core of any given emotional struggle, relational discord, or inner turmoil. The Argyle Institute can help you in various situations such as:             <ul style="list-style-type: none"> <li>• problems following difficult early life experiences</li> <li>• traumatic events</li> <li>• depression</li> <li>• anger</li> <li>• stress and anxiety</li> <li>• obsessive-compulsive disorder</li> <li>• coping with sexual issues</li> <li>• coping with mental illness</li> <li>• the psychological well-being of Lesbian, Gay, Bisexual &amp; Transgender persons</li> <li>• workplace/educational difficulties</li> <li>• difficulties in maintaining relationships</li> <li>• eating disorders</li> </ul> </li> <li>• The Argyle Institute offers excellence in counselling at affordable rates, tailored to your individual needs &amp; income. They serve individuals from all cultures, religions, financial means, sexual orientations, and gender identities. Their flexible rates are made possible through the generosity of their donors.</li> </ul> | <p>The Argyle Institute is located at 4150 Sainte Catherine Street W., suite 328, Montreal (Westmount), near the Atwater metro.</p> <p>The School has made arrangements with the Argyle Institute and agrees to pay: 1 – the one-time registration fee (\$ 30), and 2 – up to three (3) consultations per student, per school year. The Argyle Institute sends invoices directly to the School's Student Services that include the student's name (for monitoring the maximum amounts permitted). Reasons for consulting are not shared with the School.</p> <p>To maximize the chances of success, The Argyle Institute requires from students that they commit to completing their prescribed treatment (i.e. continue consultations beyond the three visits paid by the School). The fee then charged to the student will be \$ 40 per consultation (the fee is subject to change as per the Argyle's fee structure).</p> |
|--|--|--|--|

|                        |   |   |  |
|------------------------|---|---|--|
| <p><b>Option 3</b></p> | <p><b>Consulting a psychotherapist chosen by the student.</b></p> | <ul style="list-style-type: none"> <li>• Direct and confidential.</li> <li>• The student may already know a psychotherapist or has sought one out themselves, thus facilitating the process.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Procedure:</b> The student communicates directly with the therapist of their choice and pays the fees themselves.</li> <li>• When the student provides Student Services with an invoice from a licensed professional psychotherapist, the School will reimburse to a maximum of \$150 per student, per school year.</li> </ul> |
|------------------------|---|---|--|



|                            |  |   |  |
|----------------------------|--|---|--|
| <p><b>Option<br/>4</b></p> | <p><b>Le Transit<br/>Crisis<br/>Centre</b></p> | <ul style="list-style-type: none"><li>• Direct and anonymous <b>available 24 hours a day / 7 days a week</b></li><li>• An instantly accessible, free resource providing professional and respectful support in French or English.</li><li>• The crisis centre provides services to adults in distress and to those around them.</li><li>• A telephone crisis line leading directly to a counsellor 24 hours a day, 7 days a week.</li><li>• A psychosocial assessment to take measure of the situation and provide the required services or referral to other resources.</li><li>• Monitoring for sustained support of the person in their environment.</li><li>• A short-term accomodation service, if needed.</li></ul> | <ul style="list-style-type: none"><li>• <b>Procedure:</b> In an emergency, the student calls the <b>Le Transit Crisis Centre at (514) 282-7753</b>. NTS has an agreement with them to facilitate the process for our students.</li><li>• They can quickly assess the situation with you online and provide the necessary support, as required.</li></ul> |
|----------------------------|--|---|--|



|          |   |   |   |
|----------|---|---|---|
| Option 5 | <b>The Student Support Program (My SSP)</b> | <p>A confidential volunteer support service available any time to <b>talk about a variety of issues, including:</b></p> <ul style="list-style-type: none"><li>• Relationships with friends and family;</li><li>• Being successful at school;</li><li>• Addictions;</li><li>• Stress, anxiety, sadness, and loneliness.</li></ul> <p><b>24 hours a day, 7 days a week by phone or chat;</b></p> <ul style="list-style-type: none"><li>• In <b>English</b> or <b>French</b>;</li><li>• <b>Provided by a Student Support Advisor</b> that understand challenges students face;</li><li>• At <b>no cost</b> to you.</li></ul> | <p><b>Access support by:</b></p> <p>Downloading the <b><u><a href="#">free My SSP App</a></u></b></p> <p>Through the app, you can <b>start an instant chat with a Student Support Advisor</b> (no appointment needed) or browse useful articles and videos. Download the 'My SSP' app from either the Apple App Store or Google Play.</p> <p>Call: <b><u><a href="tel:18556498641">1 (855) 649-8641</a></u></b></p> <p><b>Immediate or scheduled sessions</b> via phone or video are available with a Student Support Advisor <b>in English and French</b>, at no cost to you.</p> <p>Visit: <b><u><a href="http://www.mystudentsupport.com">www.mystudentsupport.com</a></u></b></p> <p><b>Chat with a Student Support Advisor online</b> or browse student-related resources, articles, and videos.</p> |
|----------|---|---|---|

## CONTACT

### Health and Safety Coordination, COVID-19 – Head of Reopening Protocols

A designated staff member will be responsible for ensuring that the protocols of this guide are respected, and that classes and other school activities run smoothly during this particular time. One person will be assigned to the Saint-Denis Campus and another to the M-N Campus. They will be responsible for adapting the protocols throughout the year to the current Public Health guidelines. It is very important that all staff members, teachers, and students carefully follow the instructions provided by the person in charge to maximize our chances of pursuing our training programs in the best possible way.

For all questions concerning reopening protocols, communicate directly with the person responsible:

- Saint-Denis Campus: [coordination@ent-nts.ca](mailto:coordination@ent-nts.ca) (Health and Safety Coordination, COVID-19)
- M-N Campus: [jasminlouisseize@monumentnational.com](mailto:jasminlouisseize@monumentnational.com) (Jasmin Louis-Seize, Logistics and guest experience manager)

\*For questions concerning courses: communicate directly with your Program Director.

\*\*For urgent questions concerning your school records, admission, or loans and bursaries contact: Marc-André Durocher at [services@ent-nts.ca](mailto:services@ent-nts.ca).