

SAUGERTIES BALLET CENTER COVID-SAFETY HANDBOOK

COVID SAFETY GUIDELINES FOR SAUGERTIES BALLET CENTER

***Disclaimer** - The response to the COVID-19 pandemic is continuously evolving as we learn more about the virus and the best techniques to address the associated risks. These materials are based on currently available information and guidelines from the CDC and other resources as of September 1, 2020. This guidance may change from time to time which would require updates to procedures and requirements. This document should be used only as a general reference. Studios are solely responsible for determining the best practices to deploy within their own dance environments, and release the drafters of the guidelines from any liability for any COVID-19 situation in their dance studio.*

OVERVIEW

Not Permitted on our Sites

- You have tested positive for COVID19
- You are subject to government-issued or a healthcare provider's orders to quarantine.
- You have been identified through contact tracing as someone who needs to be tested for COVID-19. Stay home and self-isolate until you receive a negative test result.
- A member of your household has tested positive for COVID-19, or you have been notified that you have had close contact with a person with COVID-19. Close contact is defined as being within six feet of a person with COVID-19 for 15 minutes or more, even when both parties are wearing face masks.
- You are sick or have a fever. If you are sick, stay home. Even if you only have mild symptoms of illness that could be COVID-19. Contact your medical provider and follow their advice.
- A person with a fever of 100.4 F or higher is not permitted into the building or classroom.

COVID-19 Symptoms

We post the following list of Covid-19 symptoms in our studios and have sent them to our clientele.

- Unusual weakness or fatigue
- Shortness of breath or difficulty breathing
- Cough
- Fever greater than 100.4°F or feeling feverish
- Chills
- Unexplained muscle pain or body aches
- Sore throat
- Nausea or vomiting
- Diarrhea
- Congestion or runny nose
- Headache
- Skin rash
- Chest pain or pressure
- New loss of taste or smell

We have a system in place to do a mandatory health check before each of our classes. All students and instructors are required to monitor their own health care daily and screen for the COVID-19 virus. Anyone who plans to be at our studios physically is required to use and complete a web form that will include a brief questionnaire on COVID-19 symptoms and possible exposure. The health check-in is mandatory prior to entering the premises before the start of any classes.

Temperatures will be taken before entry, using a touchless thermal scanner to minimize contact and ensure adequate body temperature. A person with a fever of 100.4 F or higher will not be permitted into the building or classroom.

Face Masks/Coverings

All dance students and employees are required to wear an approved face covering when on the building, which is consistent with county and state guidelines and federal recommendations. The face covering should cover both the nose and mouth. This includes wearing a face covering outdoors while on property. If a student is not able to wear a face covering due to health restraints, it is recommended that they attend classes virtually instead of in person.

On Site Pre-Entry Survey Questions

- Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
- Do you live in the same household with, or have you had **close contact*** with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?
- Have you traveled outside of New York State in the past 14 days?
- Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?
Fever, Chills, or Repeated Shaking/Shivering; Cough, Sore Throat, Shortness of Breath, Difficulty Breathing, Feeling Unusually Weak or Fatigued, Loss of Taste or Smell, Muscle pain, Headache, Runny or congested nose; Diarrhea

If the answer to any of these questions is yes, entrance to the building or studio will not be allowed. This individual will need to provide a Doctor's note saying they tested negative for the Coronavirus or they will have to self-quarantine for two weeks.

***Close contact is defined as being within six feet of a person with COVID-19 for 15 minutes or more, even when both parties are wearing face masks.**

Enforcing Good Hygiene Before And After Entry

Staff/Teachers

- Will be required to sanitize their hands upon arriving on the premises.
- Will have their temperature taken at the door showing it is below 100.4 f degrees.
- After entry we require all students and employees to use hand sanitizer and/or wash hands frequently with soap and water for at least 20 seconds, especially:
 - o After wiping or blowing your nose, coughing or sneezing due to allergies. If possible, remove yourself from the room to cough or sneeze. If you cannot, cough/sneeze into your inner elbow. Leave the building for the day if you continue to cough or sneeze.
 - o After returning from a public place or shared common area/space
 - o After touching trash or objects frequently used by others
- After using the toilets

Students/Parents

- Will be requested to sanitize their hands upon arriving on the premises. Hand sanitizing stations will be placed by the entrance to the building and studio.
- Will have their temperature taken at the door showing it is below 100.4 f degrees.
- After entry all students will be encouraged to use hand sanitizer and/or wash hands frequently with soap and water for at least 20 seconds, especially:
 - o After wiping or blowing your nose, coughing or sneezing due to allergies. If possible, remove yourself from the room to cough or sneeze. If you cannot, cough/sneeze into your inner elbow. Leave the building for the day if you continue to cough or sneeze.
 - o After touching trash or objects frequently used by others
- After using the toilets

Physical Distancing

The following physical distancing practices should be strictly adhered to:

- Stay at least 6 feet from others at all times.
- Students should bring a dance bag or nap sack containing whatever they need for class, including a water bottle.
- For **water breaks** students must face a wall or corner away from others to hydrate between exercises at least 12 feet apart and only remove their mask for 60 seconds or less. If a longer break is needed, they must go outside of the building.
- SBC has taken steps to ensure that all individuals in our studio are able to practice safe social distancing. This includes marking off generous 8' X 7' foot squares of individual space with tape that students and instructors must adhere to.
- Class sizes will be based on the studio's square footage and the ability to physical distance students to be at least 6' apart.

Class Options

- We've adjusted our class offerings to include a hybrid format that allows our clientele to participate in group classes either in studio, online virtually, or a combination of both while adhering to county and state mandates on indoor gatherings.

Instructor Protocol

- During class instructors will **monitor and remind** students to keep their distance by following barre and floor markings.
- Instructors will follow and enforce "**No Contact**" policy for students. Choreography will be adjusted to allow for "No Contact" between students, partnering, etc. Instructors will demonstrate and instruct with minimal touching and wear masks at all times.
- If contact is absolutely necessary instructors must:
 - 1-Disinfect their hands,
 - 2-Limit contact to only one student,
 - 3-After contact disinfect hands again
- **Sanitize all high touch surfaces** and **ballet barres** after every use and at least between classes. Swiffer and **Sanitize dance floors** as needed between classes. (For Marley Dance Flooring you can use Simple Green by following the directions on the bottle). Instructors can ask a responsible student to assist in cleanings. Disposable gloves are recommended for cleaning to avoid exposure to chemicals.
- If a student or instructor **discloses information about feeling sick**, recent travel, or Covid exposure, staff will notify the Studio Owner immediately so they can take necessary steps to protect other students and staff.
- If a **Student is reporting breathing issues** while exercising with a mask, they can move to a spot away from others, pull down their mask to catch their breath and return to class when they feel better. In extreme cases they can be escorted outside the building by a staff member, instructor, or assistant. When outside they can safely remove their mask to regain their breath. Suggest for them to either put their hands on their head to open up airways or bend their knees, lean forward and put their hands on their knees to get more air into their lungs.
- All students are required to **bring their own water bottles** and no sharing.
- **Instructors must sanitize work stations** before the start of classes and before they leave.

Reducing Capacity to maintain Social Distancing

- No parents or spectators will be allowed in the building. Parents are asked to drop off children and either wait for them outside, or return to pick them up when class is over. Students should be dressed and ready to dance.
- Dressing rooms will be closed.
- For young children aged (4-7) students, parents may enter to help get them ready for class. We recommend at least one parent remain on-site (outside or in their car) to be close, in case the little ones need extra help. **MASKS MUST BE WORN INSIDE AT ALL TIMES.**
- Due to limited class sizes, students who wish to attend classes in person need to register in advance.
- Walk-Ins are not permitted at this time.

Cleaning and Disinfecting our space

SBC does the following to clean our facility:

- Clean and disinfect high-contact surfaces frequently.
- Minimize floor work, use towels/yoga mats for stretching and disinfect floor surfaces that have been touched after use.
- Provide hand sanitizer upon entry to studio.
- Props, mats, and equipment will not be shared between instructors or students. Everyone is responsible for bringing their own personal equipment / yoga mats. They are responsible for disinfecting these items after every use.
- UV lights are used at the end of the day to disinfect the studio.
- Only cleaning and disinfecting products approved by the Environmental Protection Agency and the CDC for use against COVID-19 are allowed.
- Stock at least 30 days of cleaning supplies, EPA-approved disinfectants, hand sanitizers, and disposable gloves.
- SBC has disposable face masks on hand in case an individual forgets to bring one, misplaces, or their personal mask becomes unusable because it broke or does not provide sufficient protection against virus spread.

Communication Protocol for Positive and Suspected COVID-19 Cases (Contact Tracing)

If and when a positive Covid case occurs in our building or to any person in our organization, we will determine when that person was in our building or was exposed to anyone in our building for more than 15 minutes and within 6 feet. We will have an online registration and take attendance to keep accurate records. We will notify all students and families in our program of our findings while maintaining the anonymity of that individual according to HIPPA privacy laws.

Studio Protocol For COVID-19 Cases

We will close for 7 days and have a Covid specific deep cleaning of the building. We will notify all families and specify the days and times that the individual was in the building so that they can isolate at home, contact trace as necessary, and get the advice of a medical professional on how to proceed.

Reconfiguring our Spaces

The layout of our studio is reconfigured to ensure safe physical distancing of at least six feet.

- The maximum number of students allowed in a dance class will be determined by the square footage of the dance area in the classroom. Each student requires at least 36 square feet of space which represents a 6' X 6' square, but we are using 8' x 7' / 56 square feet to use utmost caution.
- Tape markings on floors indicate at least 6 feet of social distancing.
- Signage will be posted reminding everyone to social distance and markings on barres and floor will designate where to stand.
- We will minimize floor work and eliminate the use of shared props (like scarves). Students are encouraged to bring their own towel or yoga mat for stretching. SBC will disinfect any surface that is commonly touched, including any borrowed yoga mats.

Ventilation

We will monitor the air conditioning and heating ventilation in our building ensuring that all mechanical installations are working at an optimal standard. While weather permits, we will keep windows open as much as possible and use fans to bring in outside air.