

## COVID-19 SAFETY PROCEDURES AND GUIDELINES

### SOCIAL DISTANCING

- The studio has three entrances into the studio. The studio will be sectioned off into three separate spaces. These spaces will be marked and roped off. Each section will be controlled with the number of students allowed at one time. Students will be assigned with which door to enter and must stay in that section of the studio. Students will also exit through the same door. All doors will be propped open to eliminate people touching the door.
- All students and staff will be required to wear masks unless a medical need is documented.
- Only students will be allowed into the business. There will be no waiting rooms. Only active classrooms. Parents will drop the students off in the parking lot or mall hallway. A staff member will walk all students into their classroom. A staff member will be monitoring this situation to make sure everyone is following the protocol. A staff member will also walk the students back out to their cars.
- Before the student enters, they must use the hand sanitizer provided and will also be required to use the hand sanitizer before leaving.
- Once the student enters the studio, designated spots will be marked on the floor where to stand. These dance spaces will be spaced 6 feet apart and large enough for the student to move while staying a safe social distance from the rest of the students. The amount of dance spots will be determined by the amount of space.
- Ballet Barres will be marked 6ft apart and will be sanitized after EVERY use.
- There will be NO contact with anything.
- Students will be prohibited on bringing large bags or anything personal into the studio. Students may have a small dance bag with only shoes and a water bottle in it. Bags will also be kept in the classroom and spaced apart from each other. Students will also be required to put on clean dance shoes before entering a studio.
- The class schedule will allow that everyone will exit before the next students may enter. This will all be facilitated and monitored by our staff.
- Our bathrooms are single bathrooms. Only one person will be in the bathroom at a time. There will be a marked spot 6 feet outside the bathroom for one person to wait. Bathroom cleaning is detailed in the sanitizing section.
- The office will be open with one employee and only one client will be allowed in at a time. The desk chair will be placed six feet from the office desk. We have added a place to pay on our website. We will have clients pay through our website and we also have a check drop box. Checks will be sprayed with disinfectant before we remove from the box. You may also drop checks to the studio to limit office usage.

## CLEANING AND SANITIZING

- The entire studio will be sanitized before opening and regularly throughout open hours. After every class, the room will be sprayed and wiped down with Cavicide by Metrix EPA# 46781-6. The wipes used will be disposable. This includes floor, door handles, Ballet barres and stereos. Our studios are open and do not have any furniture or other touchable objects.
- All entrances will be wiped down after every entrance time and after every exit time.
- Common areas will NOT be open. These will be clearly marked closed and with the sectioned off studio, students will not even be able to walk by these areas.
- All chairs will be removed. And all things that are touchable will be removed. The goal is not have anything touched.
- We have two single bathrooms. These bathrooms will be cleaned in regularly throughout hours of operation. This includes toilet, sink, floor and door handles and trash will be removed. There will also be cleaner available inside each bathroom. Soap is provided in both bathroom.
- Before the student enters, they must use the hand sanitizer provided and will also be required to use the hand sanitizer before leaving.
- Tissues will be available in the rooms and bathrooms.
- Waist receptacles will be hand free
- All staff will be required to wash hands before and after every class.
- No changing clothes in the studio. Arrive in clean clothes for class.
- No bags or personal items will be allowed in the studio.
- No food will be allowed in the studio.
- Every night the studio will be deep cleaned and sanitized by our cleaning crew.
- All cleaning will be done while wearing gloves.

## COMMUNICATION

- All of our procedures will be communicated to our clients in detail. We will be sending frequent emails, placing posters around the studio, an added section on our website, social media and YouTube videos. Anyone who does not comply with these rules and regulations will be asked leave and not return. These procedures will be strictly enforced.
- Clients and staff will be frequently reminded if they are not feeling well to stay home.
- Clients and staff will be required to report to us if they have been exposed to Covid-19. We will immediately contact the health department and anyone that may have been exposed. The studio will then shut down for cleaning and sanitizing. We will follow all health department guidelines.
- Staff will be asked to take their temperature before teaching.
- If a staff member is ill and must stay home, their shift will be covered by a healthy staff member.
- All meetings with staff and parents will be done over ZOOM.
- An owner/manager will be present on the premises at all times to monitor and communicate with everyone.

## IN CASE OF A CLOSURE

- All classes will immediately continue on Zoom at their regular scheduled day and time
- Full tuition will continue to be charged.
- If you un-enroll during a closure, it is not guaranteed you will be able to return and your spot in the class will be open. If you are able to re-enroll, you will be subject to another registration fee.
- No refunds will be given for classes, costumes or recital fees as the studio will continue to be open virtually.
- Competition fee refunds will be based on the competition company's policies.
- We will try our best not to ever cancel a recital. We have the right to change the date, procedures and venues if necessary.
- When reopening we have the right to move classes outdoors on our dance boards.
- Because these events can be a fluid situation, we have the right to continue to make policy changes and date changes to adapt to the current situation.

## PARENT RESPONSIBILITIES

- To follow ALL safety procedures and guidelines. And to follow the studio code of conduct. Both are posted on our website.
- To stay home if anyone has a temperature or any symptoms of illness.
- To notify the studio if they have tested positive or been exposed to Covid-19
- To have an updated email on file.
- To conduct any communication over email if possible.