

# 2021 COVID-19 Stay Safe Plan for NorthEast Dance Center

**NorthEast Dance Center** (NEDC) is committed to providing a safe and healthy workplace for all our workers and clients. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our studio. The NEDC faculty and staff are responsible for implementing and complying with all aspects of this Preparedness Plan.

Our primary concern is the safety and well-being of our students, their families, our faculty and our staff. Our faculty and staff have worked together to brainstorm and develop our plan during weekly online meetings as well as text and email communication. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines related to COVID-19 and addresses:

- General Guidelines for Employees and Clients
- Handwashing, Hand Sanitizing and Cleaning
- Social Distancing and Respiratory Etiquette
- Screening Policies for Employees and Clients
- Communications and Training (that will be provided to faculty and staff) and
- Management and Supervision (necessary to ensure effective implementation of the plan)



## General Guidelines for Staff, Students, and Families

- Prior to the start of a dance class or youth summer dance day camp, families will receive an info packet via email informing them of NEDC's Stay Safe Policies and Procedures
- Staff members will not work at the studio if they are currently experiencing or have experienced any new symptoms consistent with COVID-19 within the last 72 hours
- Students may not attend classes/camps if they or a member of their household are showing any new symptoms consistent with COVID-19 now or within the last 72 hours
- As 6/30/2021, face coverings are no longer required, however it is strongly encouraged that dancers and guests ages 6 & up wear face coverings when they are within 6 feet of one another
- Staff members and clients can communicate with the business owner (Abbie Montermini) regarding health issues or concerns (including "calling in sick") in person (if healthy), via email, text or a phone call
- Prior to leaving their homes to come to the studio, parents should assess if their student has any new symptoms consistent with COVID-19
- If possible, parents of dancers age 8 & older should not wait for their dancers in the building
- For parents of dancers under age 8 or those not able to wait outside, we ask that only 1 parent or guardian enter the building and that they follow social distancing and respiratory etiquette, including but not limited to maintaining 6 feet of separation from others in the building and wearing a cloth face covering
- Dancers should come dressed and ready for dance class/camp-use the restrooms only for going to the bathroom and handwashing, not changing clothes unless absolutely necessary
- Please only bring a small bag with required dance items (dance shoes, skirt or other accessory) and a full, labeled water bottle to class-please leave other items at home or in your vehicle

- Dancers and staff will utilize tape markings on the floor to maintain 6 feet of separation during classes
- Students will be instructed to wash their hands upon entering and exiting the dance studio as well as after eating, drinking, coughing, or sneezing as those events occur
- If during a class or camp session a student begins to exhibit symptoms of COVID-19, that student along with his or her belongings will be taken to the Suite 103 waiting area to wait to be picked up by a parent or guardian
  - After that student has left, the waiting area and studio will be sanitized with Clorox or Lysol spray/disinfecting wipes
- The dance studios have minimal surfaces for dancers to touch, and those few surfaces will be easily disinfected before, after, and during classes/camps as needed with a Lysol wipe or spray



## Handwashing and Hand Sanitizing

The most crucial measure that staff members and clients can take is to wash their hands for at least 20 seconds with soap and water throughout the day, including at the beginning and end of a class and before and after food consumption. The following handwashing/hand sanitizing procedures will be implemented:

- The dance studios have minimal surfaces for dancers to touch, and those few surfaces will be disinfected before, after, and during classes/camps as needed with a Clorox/Lysol wipe or spray
- Upon entering and exiting each dance studio, students will remove their street shoes, sanitize their hands with (60% or more alcohol solution) hand sanitizer, and be directed to a tape mark (X) on the floor where all the dancer's small bag of belongings (dance shoes, water bottle, etc...) will remain for the entire class
- Each studio is equipped with hand-sanitizer dispensers (with greater than 60% alcohol products) that should be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled
  - If a student or parent does not wish to use alcohol-based hand sanitizer, the student's parent or guardian should take the student to the building bathroom to carefully wash hands with soap and water before and after dance class
- If a student or staff member sneezes or coughs during class, he or she will be directed to wash his or her hands with hand sanitizer or by going to the building bathroom to be washed with soap and water and change his or her face covering (disposable masks are available in studios)
- Prior to eating, staff and students should wash hands for at least 20 seconds with soap and water, however, students will be encouraged to not bring snacks to the dance studio



## Respiratory etiquette: Cover your cough or sneeze

The following respiratory etiquette policies and procedures will be implemented:

- As 6/30/2021, face coverings are no longer required in the state of MN, however it is *strongly encouraged* that dancers, families, and guests (ages 6 & up) wear face covering when they are within 6 feet of one another, including while participating in dance classes

- All staff, students, and families will continue to be instructed and reminded to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands
- Anyone needing a tissue should dispose of tissues in the trash and wash or sanitize their hands immediately after tissue use
- If a student or staff member sneezes or coughs during class, he or she will wash or sanitize his or her hands



## Social distancing

The majority of classes and camps at NEDC focus on teaching movement to individuals; though groups of students are taught at one time, dancers are not required to touch or interact with one another, rather, they follow the instructor's movement from a safe distance for the instructor and other students. Nevertheless, NEDC Social Distancing has been implemented in the studio through the following phases:

### 1. Online Instruction

NEDC will continue to offer dance class instruction via an online platform for students who are not yet ready to take class in-studio or when they are not able to attend in-person due to illness

### 2. In-Person Instruction

- Staff & students (ages 6 & up) are strongly encouraged to wear a face covering while dancing (unless an exemption exists)
- During classes, younger dancers will spread out with the aid of tape or marks on the floor
- Older dancers have exceptional spatial awareness that will aid them in staying a safe distance apart, however tape markings will still be available for a visual reminder
- Instructors will maintain a safe distance as well, demonstrating dance steps and providing instruction away from dancers to maintain social distancing standards
- Staff will continue to use their own music devices (ipods/phones/laptops) and other class planning tools (pens/notebooks, etc...) and will wipe down any shared surface (such as a speaker or desk) before and after each class
- Family members will be encouraged to wait outside or spaced out at least 6 feet apart with in the common areas of the building

## Cleaning

Since our studio mainly serves students under age 18, we have always been vigilant to keep common areas sanitized, and we will continue to do so. The dance studios have minimal surfaces for dancers to touch, and those few surfaces can be easily disinfected before, after, and during classes/camps as needed with a disinfectant wipe or spray.

The following cleaning measures will be our minimum standard when students are taking class in the studio for in-person classes and camps:

- Frequently touched surfaces including but not limited to doorknobs and handles, light switches, music playing equipment, countertops, furniture, and ballet barres will be sanitized by staff as needed during & before/after each class Lysol/Clorox Wipes
- Common areas will be limited to benches/chairs, desks, and end tables that can be easily sanitized
- Toys, books, and games from the studio waiting area have been moved to storage until further notice

## Drop-In Classes

- Staff & students (ages 6 & up) are strongly encouraged to wear a face covering while dancing (unless an exemption exists)
- Drop-In classes may be attended in-person or via an online platform
- All drop-in classes will require a weekly RSVP for in-person attendance
  - RSVP should be made no later than 1-hr prior to each class start-time (for example, for a 7 pm start time, in-person class rsvp must be received by 6 pm)
- If you are experiencing any symptoms consistent with COVID-19, please take class virtually
- Upon entering the dance studio, participants must wash hands using soap & water or hand sanitizer (available in each studio)
- Drop-in cards will be punched by the instructor or staff virtually using Dance Studio Pro (DSP)
- Drop-in or card class payments may still be made by cash, check, or online payment PayPal, Venmo, or Merchant Services), in-person credit card payments will not be available at this time
- Face coverings should be worn during dancing
- Social distancing will be maintained during all classes (floors have been taped to give spacing reminders)
- Instructors will maintain a safe distance as well, demonstrating dance steps and providing instruction away from dancers to maintain social distancing standards and staff members will wear a cloth face covering
- Ballet barres as well as frequently touched surfaces will be sanitized as needed, during, before and after classes

## Screening Policies for Employees and Clients

Our staff has been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess our staff members' and students' health status prior to entering the studio and for staff and families to report symptoms or illness:

- Staff members will not work at the studio if they are currently experiencing or have experienced any new symptoms of COVID-19 within the last 72 hours
- Staff members will not work at the studio if they have been notified of coming into close contact with a person diagnosed with COVID-19 within the last 72 hours

- A list of healthy substitute class/camp instructors is readily available for staff to utilize in case they or someone in their immediate family becomes sick or begins experiencing symptoms of COVID-19
- Should a staff member begin to notice new symptoms during a dance class,
  - That member will contact management (NEDC owner) so a healthy staff member may supervise the end of the class so the ill member may leave the studio
  - All dancers in that class will be informed of the staff member's potential illness and that they should monitor for symptoms
  - As soon as the students have left, the studio will be sanitized by a healthy staff member
- Should it be determined that a staff member has come in contact with anyone infected with COVID-19, that staff member will work from home (teach virtually) for 14 days from the date of contact
- Should a staff member become diagnosed with COVID-19, that staff member shall not work at the studio until they are symptom-free for 72 hours
  - If a staff member has come in contact with other staff members or clients, those clients/staff members will be notified so that they can take the necessary precautions
- Prior to entering the building, parents should assess that their dancer has been symptom free for 72 hours and that their dancer is not currently ill or running a fever
- If during a class or camp session a student begins to exhibit symptoms of COVID-19, that student along with his or her belongings will be taken to the Suite 103 waiting area to wait to be picked up by a parent or guardian
  - After that student has left, the waiting area and studio will be sanitized with Clorox or Lysol spray/disinfecting wipes
- Staff members and clients can communicate with the business owner (Abbie Montermini) regarding health issues or concerns (including "calling in sick") in-person (if healthy), via email, text or a phone call

## Communications and training

This updated plan was shared in writing with all staff members on Tuesday, September 7, 2021 and will be available to our clients as requested. It is also stored in each dance studio for review and reminders will be given verbally and by signs/posters, and parent and staff email communication. Prior to students returning to in-person classes, families will receive a written copy of this plan via email. Staff members must read and agree to this plan before returning to the working at the studio. This plan will be updated as needed and staff members will be retrained as the plan changes.

Certified by:

**Abbie Montermini, Owner, NorthEast Dance Center**