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The Dance School (TDS) is committed to providing a safe space for our staff and students. The studio safe start plan follows the state and county guidelines for re-opening in relation to COVID-19 .

The Dance School's safe start plan includes:

- Health Protocol
- Staff Safety and Health Protocol
- Student Safety and Health Protocol
- Social Distancing Protocol
- Sanitization Protocol
- Other Standards

Health Protocol

COVID-19 has a wide range of symptoms reported – ranging from mild symptoms to severe illness. People with the below symptoms, a combination of these symptoms or are around someone with these symptoms are encouraged to stay home.

- Cough or Sore Throat
- Shortness of breath or difficulty breathing
- Fever
- Chills or repeated shaking with chills
- Muscle Pain
- Loss of taste or smell

A face covering is required for all staff member and students while at the studio. All staff and students will enter through a single point of entry, the front door on Rockefeller Avenue, where a mandatory temperature check will be given. Temperature checks will be provided by a staff member wearing gloves and mask with a contactless thermometer. Upon confirmation of a temperature less than 100.4 degrees – staff will complete the temperature log wich includes name, date and confirming that temperature was taken. Staff will not recorrd the temperature (confidential health data), but will only note that a temperature was taken before entering The Dance School.

If any staff or student begins to experience symptoms during a class, staff will immediately inform the admin on duty. Staff and admin will let the students know that they should prepare to leave the studio. When the final student leaves, post the sign noting an unexpected closure – found on the office desk.



Staff Safety and Health Protocol

All staff will be given instructions on preventing the spread of COVID-19. Included in this instruction will be the use of masks, hand-washing, and maintenance of supplies.

All staff must self-monitor for symptoms of COVID-19. If staff is experiencing any of the symptoms they can immediately contact admin by email admin@thedanceschool.org or call Melinda, Marika or Wendy to cancel classes.

Before/Arrival to shift:

- Masks will be worn at all times while others are on site. Masks will be provided by TDS for all staff, or staff may choose to wear their own masks.
- Staff will be instructed to wash their hands on arrival to the studio and will wash between each class. Staff is instructed to wash their hands for at least 20 seconds with soap and water. Always wash your hands before and after your shift, and before and after meal breaks and using the restroom.
- Staff will clean commonly touched surfaces (including but not limited to barres, door handles, handrails)
- All employees will be screened and their temperature taken upon arrival at The Dance School. Any employee showing symptoms, feeling sick, or running a fever will be asked to return home. Employees will use a no-touch thermometer to take temperatures.
- Staff may choose to remain teaching classes from home with no repercussions.
- Staff will inform TDS if they are experiencing any symptoms related to COVID-19 for a substitute instructor to be found or for their classes to be cancelled.

During Shift

- Staff will maintain a six-foot distance in all interactions with fellow staff and students.
- Staff should not handle other staff members or students belonging – including dance bags, cellphones and other personal belongings.
- Staff will report to the Admin on duty if they are experiencing symptoms during classes – class will be cancelled and students will be asked to leave the studio, and a sign placed noting the unexpected closure.
- Admin will be designated to monitor the health of employees.
- Staff should avoid touching their face.
- Hand sanitizer will be available in both studios.
- Staff will use respiratory etiquette including covering mouth and nose when coughing, and sneezing with a sleeve or tissue. Staff will wash their hands following coughing and sneezing and dispose of tissues in the trash.

After Shift/End of Day

- Staff will complete a deep clean of all used spaces at the end of the night. This includes studios, restrooms, lobby, stairway and entry door.
- Staff should wash their hands at the end of their shift.
- Staff will wipe down all touched areas during their classes.

Student Safety and Health Protocol

All students returning to TDS will need to sign or have a parent sign our updated waiver form.

- Students are asked to bring a mask from home and wear it during class. If you do not have access to a mask, please contact admin@thedanceschool.org.
- Students are asked to remain outside with a parent before and between classes. Admin staff will be at the front door to screen students and admit them into The Dance School.
- All students and parent guardians will be screened and their temperature taken upon arrival at The Dance School. Any students showing symptoms, feeling sick, or running a fever will be asked to return home. Employees will use a no-touch thermometer to take temperatures.
- All students will be asked to wash their hands upon entering The Dance School. Students should wash their hands for at least 20 seconds with soap and water.
- Dressing rooms will be closed. Students should come to The Dance School prepared for class. Hair ready and dance clothes on. Students may use the lobby to change shoes and take off over-layers of clothing.
- Students are asked to bring their own water bottle with them.
- Studio floors will be taped at six-foot distances and while in the studios students will stay on their assigned mark/area.
- TDS will not provide yoga mats for class. Students in Stretching and Conditioning class will be asked to bring a yoga mat if they have one at home.

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Social Distancing Protocol

- TDS will observe strict spatial regulations to ensure close contact is limited.
- Authorized access to The Dance School will remain through the front door, the only point of entry. All staff and students will enter at one point of entry.
- Dressing rooms and communal areas will be closed.
- Both restrooms will be available for hand-washing. If the door is closed, students should not open it as it is being used for non-hand washing purposes. The kitchen sink located in the back of the lobby is also available as a hand washing station.
- Windows and studio doors will be open to allow air flow and a no-touch entry.
- Floors will be taped off to maintain social distancing of six-feet in the lobby, bathrooms, and by the water fountain.
- Barre areas will be taped for six-feet social distancing and will remain in place to avoid moving barres.
- The studio will be limited to Phase 3 guidelines for occupancy; as determined by the fire code.
- No more than five people will be allowed in common areas.
- All parents are asked to drop off their student(s) and remain off-site for the duration of class with the following exceptions: students in Duet, Creative Movement or Prep, or students with special circumstances may have one parent guardian present during class. Parent guardian is required to follow all protocols listed in this plan.

Sanitization Protocol

- Restrooms will be cleaned and disinfected multiple times per day.
- Tissues and trash cans will be readily available throughout the lobby, office, and dance studios.
- The water fountain will be used for refilling water bottles only. Students will be required to bring their own water bottles.
- Soap and running water will be provided in both bathrooms and the kitchen.
- Hand sanitizer with at least 60% alcohol will be available throughout the studio and lobby.
- Barres and equipment will be cleaned after each class.
- A deep cleaning of all spaces will occur at the end of each day. This includes studios, restrooms, lobby, staircase and front entry door.
- Staff must keep a sanitization log of all cleaning performed.
- TDS will not provide yoga mats for students to use in class. Students can bring their own mat from home.
- Certain dance props will not be available for use during classes. Props that are used in class must be cleaned by staff after each use.
- The kids' play area will be put in storage until Phase 4, as it is a highly touched area.
- Dressing rooms will be closed – students should arrive to the studio in their correct dance attire, hair and shoes.
- No large classes will be allowed until the Phase allows for it.

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Communication Protocol

- All current TDS staff and students will receive updated safety plan if any changes are made.
- Students will receive email reminders regarding any studio safety updates.

Other Standards

- Zoom classes will continue to be available for any class in which at least one student or instructor is unable to be at The Dance School. This does not include normal class absences, but is instead based on comfort in Safety of returning to The Dance School.
- Please be aware that due to allergies and/or chronic health conditions some of our students may have a natural cough that is unrelated to COVID-19.

