



Turning Pointe Dance Studio

COVID-19 Preparedness Plan

Summer 2020

Temporary Summer Schedule and Reopening Plan

Turning Pointe Dance Studio is committed to providing a safe and healthy environment for all our staff and customers. To ensure we have a safe and healthy dance studio, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal at TPDS is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among staff and customers. Only through this cooperative effort can we establish and maintain the safety and health of our families.

The owners and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. All staff have full support in enforcing the provisions of this policy.

Staff are our most valued resource. We are serious about their safety and health and wish to keep our instructors working at TPDS. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by asking for suggestions to implement within the plan, sharing draft documents for an editing process, and then integrating concerns into the plan development. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention guidelines, Minnesota Department of Health guidelines, federal OSHA standards related to COVID-19, and Executive Order 20-48. Our plan will address:

1. The prompt identification and and isolation of sick person(s)

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2. Proper hygiene and respiratory etiquette
3. Engineering and administrative controls for social distancing in our studio and during our classes
4. Instructions for safe pick-ups and drop-offs
5. Cleaning, disinfections, decontaminations, and ventilation plans
6. Communications and training that have been provided to staff
7. Management and supervision necessary to ensure effective implementation of the plan

Turning Pointe Dance Studio will continue to abide by all guidelines and restrictions set forth by the government. We have developed a phase method to ease our staff and dancers back into the studio, allowing our staff and dancers to resume activities in a safe manner. We will determine which phase is appropriate and communicate phases to staff, dancers, and parents.

• **Phase 1 April 1st-June 1st 2020:**

Emergency conditions have halted business operations within the dance studio. “Virtual Classes” will be held, where dancers train at home guided by their instructors. TPDS will make use of Google Classroom, Zoom and other social media to help dancers continue their training during this time.

• **Phase 2 June 22, 2020-TBD:**

Private one-on-one lessons will be allowed at the dance studio with specific protocols in place to reduce the spread of COVID-19. Lessons will have proper social distancing and are limited to non-contact activities. Lessons will have staggered times to decrease traffic in common areas. All people entering the dance studio will have their temperature taken and must pass a list of entry questions without any positive responses. Dancers will enter the studio through their respected door and exit the dance studio through their assigned door. Dancers should come to the studio in dance attire, changing clothes at the studio will not be allowed. Staff who work in the front of the studio will wear masks at all times. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Food will not be allowed in the dance studio. (Please contact Gayle Myles if your dancer requires food with them for a medical reason.) Additional people will not be allowed in the dance studio lobby. Parents and others must wait in vehicles for their child.

• **Phase 3 Scheduled to begin July 13th and continuing in two week intervals:**

This phase allows for small class settings (9 students or less) with specific protocols in place to reduce the spread of COVID-19. All people entering the dance studio will have their temperature taken and must pass a list of entry questions without any positive responses. Virtual live streamed classes will be held in conjunction to in-studio classes to accommodate dancers who are immunocompromised, have a family member who is immunocompromised or have decided that

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they need to refrain from participation during this phase. Classes will have proper social distancing guidelines implemented and are limited to non-contact activities. Classes will have staggered times to decrease traffic in common areas. Dancers will enter the dance studio through their assigned door and exit the dance studio through their assigned door. Parents and others must wait in vehicles. Dancers should come to the studio completely ready, changing clothes at the studio will not be allowed. Staff who work in the front lobby of the studio will wear masks. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Food will not be allowed in the dance studio. (Please contact Gayle Myles if your dancer requires food with them for a medical reason; this will be allowed.) Additional people will not be allowed in the dance studio.

• Phase 4 TBD:

This phase allows for larger class (9 or more) settings with specific protocols in place to reduce the spread of COVID-19. Virtual classes will be held in conjunction to in-studio classes to accommodate dancers who are immunocompromised, have a family member who is immunocompromised or have decided that they want or need to refrain from participation in the studio setting during this phase. Classes will have staggered times to decrease traffic in common areas. Staff who work in the front lobby of the studio will wear masks. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Additional occupants will be allowed in the dance studio lobby on a limited basis. Visitors will be asked to wear masks.

• Phase 5 TBD:

This phase allows for resumption of dance classes as we knew it prior to March 16, 2020. Monitoring of potential hazards will be ongoing.

As we navigate through the reopening of our dance studio, there will likely be changes to expect during each phase. We appreciate your help and understanding as we work through this time together.

Resumption of dance classes will fill a much needed social and physical need in the lives of dancers and families alike. We recognize that individual families within TPDS may have circumstances or views that compel them to refrain from participation and we understand this. No staff or dancers will be penalized or otherwise pressured should they choose to not participate under these guidelines.

Every staff, dancer and parent who participates in the dance studio must sign an updated studio policy addendum and waiver form noting that you are aware of these policy changes.

Pick up, Drop off, and Entrance Policies

TPDS is taking a variety of precautions to ensure the safety of our staff and dancers. A large part of that includes our new policy for the pick-up and drop-off of students. This

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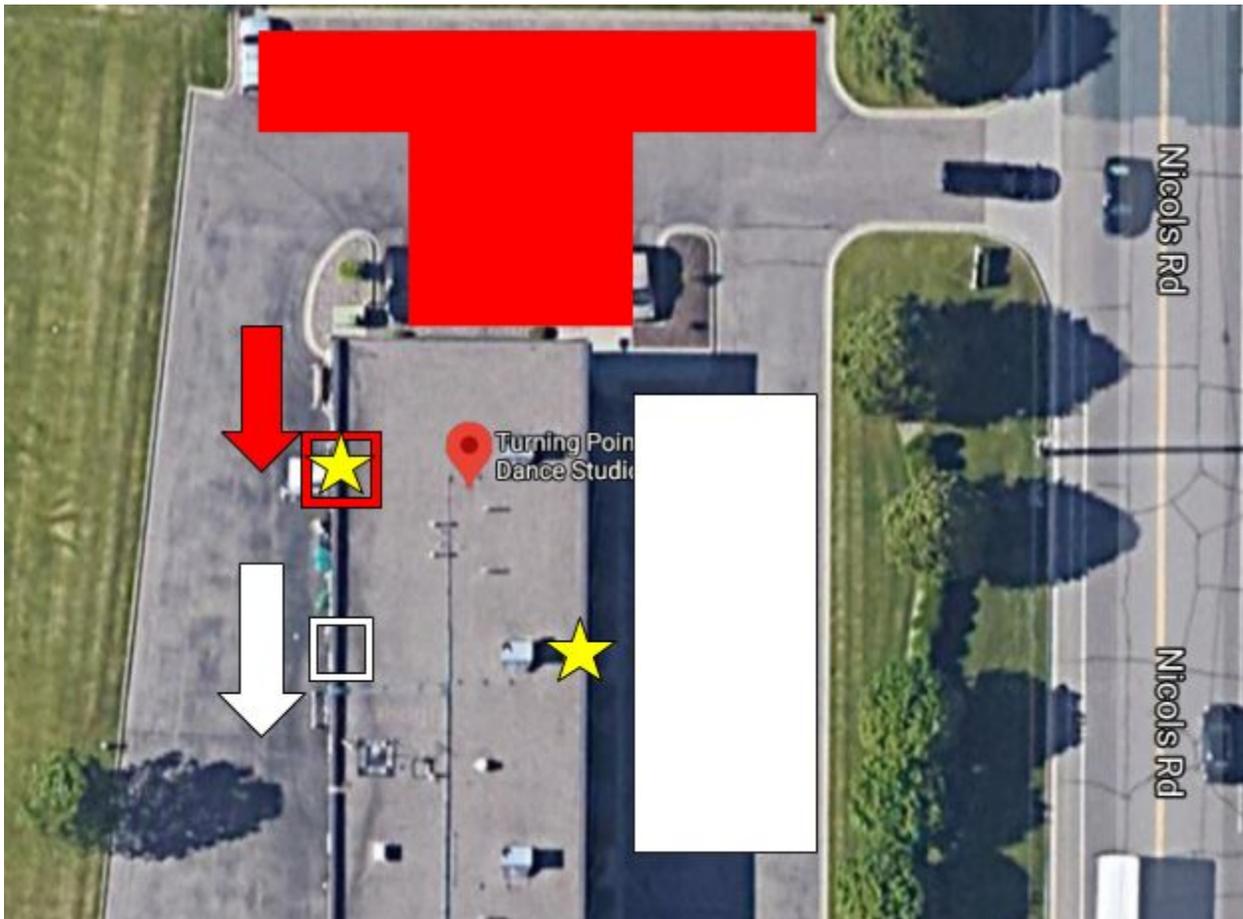
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new policy includes specific drop-off and pick-up zones around the building, new entrances and exits for dancers, and our mandatory screening process upon entering the building. All information regarding these new changes are included in the points listed below:

1. The TPDS main entrance and lobby are closed until we can move to phase 4.
2. Only dancers, teachers, and TPDS staff are to enter the building.
3. No touch temp is taken upon entrance into the studio by Turning Pointe staff along with entry questions. Mask and gloves are worn by all admin staff during this process.
4. Pick up and drop off areas are assigned in the parking lot. Please see the diagram below for reference. Dancers are to enter using the outside side doors of the room their class is in. Lobby will be closed off. No entrance or exit through lobby doors.
5. Designated cubbies for dancers
 - a. Sanitized between use with CDC approved disinfectant.
 - b. One cubby assigned to each dancer.
 - c. Dancers must bring their own filled water bottle--Water cooler/fountain is not available for student use.
6. Handwashing: Wash your hands immediately upon entering the studio.

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Golden Stars: Room 1 & 2 entry for dancers.

Red Block: Room 2 drop-off zone.

Red Arrow: Room 2 pick-up zone.

Red Square Frame: Room 2 exit for dancers.

White Block: Room 1 drop-off zone.

White Arrow: Room 1 pick-up zone.

White Square Frame: Room 1 exit for dancers.

Social Distancing

Social distancing is required in order to use the studio space and conduct classes. Proper social distancing guidelines will be adhered by the following guidelines:

1. Assigned 7 ft. x 10 ft. boxes are taped on the dance floor in each studio.
2. Staggered class time to allow proper entry into the studio.
3. Maximum of 10 people per studio (including all dancers and teachers).
4. Zero in-person physical contact at all times until we reach phase 5.
5. Minimum 6-foot distance must be maintained at all times, dance teachers are to help students abide by this guideline.
6. Traffic patterns: Students will enter their room, place their bag in cubbies, wash their hands, and go to their assigned dance space, after class they will gather their items, sanitize hands, and exit through the designated door for their cohort.
7. No across the floor movement or shared dance space is permitted until phase 5.
8. Bathroom policies.

Bathroom should only be used upon entering to wash hands and when absolutely necessary. No changing of dance attire or street clothes is permitted in the restroom.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

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 staff's health status prior to entering the dance studio and for staff to report when they are sick or experiencing symptoms.

- **Scenario 1:** The staff member is clinically evaluated for COVID-19 and is lab confirmed COVID-19. In this case, the Minnesota Department of Health will provide instructions to the individual and household contacts about when it is safe to return to the dance studio.
- **Scenario 2:** The staff member is clinically evaluated for COVID-19 and is clinically diagnosed COVID-19. In this case, the individual will stay at home at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.
- **Scenario 3:** The staff member is clinically evaluated and an alternative clinical or laboratory confirmed condition exists. In this case, the individual will follow provider directions and recommended treatment and return guidance to the dance studio.

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- **Scenario 4:** The staff member has not been clinically evaluated and is monitoring symptoms at home. While self-monitoring, the staff member observes one or more of the following symptoms: fever, new onset or worsening cough, or shortness of breath. The individual will stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.
- **Scenario 5:** The staff member has not been clinically evaluated and is monitoring symptoms at home. While self-monitoring, the staff member observes symptoms not consistent with COVID- 19. In this case, the staff member will follow the individual sick leave policy of the dance studio.

To support all these scenarios, the studio owner will ask qualifying questions as a means of health screening upon any staff member's arrival back to the dance studio. "Yes" answers to any of the following questions will deny entry to the dance studio. The staff member will be advised to stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.

- Have you tested for COVID-19 with a positive confirmation?
- In the past 72 hours, have you had a fever above 100.4 Fahrenheit?
- In the past 72 hours, have you had a cough or a worsening in your cough?
- In the past 72 hours, have you had shortness of breath in conjunction with a cough or a worsening in your cough?
- In the past 72 hours, have you had a change in smell or taste?
- In the past week, have you knowingly been exposed to a person who has a confirmed case of COVID-19?

Should a staff member notice new symptoms during a shift, that staff member will immediately leave the dance studio. Any area used by the staff member will be closed to others. There will be a 24-hour waiting period before cleaning and disinfecting the affected area to minimize potential for others being exposed to respiratory droplets.

TPDS has implemented leave policies that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Staff is required to contact the studio owner via a phone call or text prior to their scheduled classes so that a substitute instructor may be obtained to direct the classes. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions will be implemented on an individual basis.

TPDS has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at the dance studio and requiring them to quarantine for the required amount of time. Staff will be informed in writing while protecting the privacy of others. TPDS has implemented a policy to protect the privacy of staff's health status and health information.

Screening and policies for dancers and family members exhibiting signs and symptoms of COVID-19

Signs will be placed on the dance studio's entrances asking individuals to stop and not enter the building if they are experiencing listed symptoms. During Phases 2 and 3, additional people will be asked to wait in their vehicle. Also, during Phases 2 and 3, dancers will enter the dance studio in their assigned entries and will exit through their respected exits. During Phases 2 and 3, all people entering the dance studio will have their temperature taken and must pass a list of entry questions without any positive responses

Dance families have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Parents should test their dancer's temperature before entering the studio each day. Parents should also monitor their dancer daily for a new onset or worsening cough or shortness of breath. If a dancer is ill, the same procedures will be enacted as listed above in the five scenarios for staff. Parents should contact TPDS by phone or email whenever their dancer is ill (or a family member is ill) and the dancer will be required to stay home.

TPDS has purchased a no-touch infrared thermometer to test temperatures of dancers who develop a fever when they are at the dance studio.

TPDS staff will ask qualifying questions as a means of health screening upon any dancer's arrival back to the dance studio. "Yes" answers to any of the following questions will deny entry to the dance studio. The dancer will be advised to stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.

- Have you tested for COVID-19 with a positive confirmation?
- In the past 72 hours, have you had a fever above 100.4 Fahrenheit?
- In the past 72 hours, have you had a cough or a worsening of your cough?
- In the past 72 hours, have you had shortness of breath in conjunction with a cough or a worsening in your cough?
- In the past 72 hours, have you had a change in smell or taste?
- In the past week, have you knowingly been exposed to a person who has a confirmed case of COVID-19?

TPDS has also implemented a policy for informing dancers if they have been exposed to a person with COVID-19 at the dance studio and requiring them to quarantine for the required amount of time. Dance families will be informed in writing while protecting the privacy of others. TPDS has implemented a policy to protect the privacy of dancers' health status and health information.

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If TPDS is notified that a dancer entered the dance studio while asymptomatic, the dance studio may be closed for a period of time to be deeply cleaned before reopening.

Handwashing

Basic infection prevention measures are always being implemented at our dance studio. Staff is instructed to wash their hands for at least 20 seconds with soap and water in between classes and private lessons during phase 2 and 3, at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All staff, dancers and visitors to the studio will be required to sanitize their hands immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at each entrance for the dance rooms and the front desk. Dancers and visitors may use them for hand hygiene in place of soap and water, as long as hands are not visibly soiled. We do ask that dancers wash their hands upon entering the studio before they start their class for the day. Signs will be placed in the restrooms describing best practice handwashing techniques.

Respiratory etiquette: Cover your cough or sneeze

Staff, dancers, and visitors are being instructed to cover their mouth and nose with their arm or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Trash receptacles will have covers removed during Phases 2 – 4 to be no-touch containers.

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, dancers, and visitors. Please notify staff if the dance studio is out of tissues or if trash receptacles need to be emptied. Reminders will be given verbally in addition to signs and parent and staff email and newsletter communication.

Cleaning, disinfection, and ventilation

We continue to follow stringent sanitation protocols for proper disinfection, operation, and maintenance, as well as adding additional procedures to achieve a new level of cleanliness. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces (i.e. dance floors and dance barres), equipment (i.e. mats, yoga balls, balance balls), and areas in the dance studio environment, including restrooms, break room, staff room, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, copy machines and

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printers, credit card readers, HVAC controls, door handles, light switches, toilets, faucets, sinks, etc. A Studio Disinfecting Policy with Phase Levels and daily and weekly cleaning and disinfecting tasks will be posted in the dance studio.

Staff and dancers must bring and wear separate shoes for all classes on dance floors. TPDS will not provide or borrow shoes to dancers from the bin during these phases. Dancers are not allowed to dance with bare feet during Phases 2 and 3. There may be limited times during Phase 4 that dancers may be allowed to dance with bare feet.

Common areas will be limited to benches, tables and chairs that can be cleaned at the end of each day. The dance studio lobby will be closed during Phases 2 and 3, it will be open on a limited basis during Phase 4 and will be completely reopened during Phase 5. Benches and chairs in dancer gathering areas will be blocked off during Phases 2 - 4 and will open in Phase 5. The dancer break room will be closed during Phases 2 and 3, it will be opened on a limited basis during Phase 4 and will be completely reopened in Phase 5. The water fountain in the common area will be shut down during Phases 2 - 4 and will reopen in Phase 5. Dancers will be required to bring their own water bottles labeled with their name. All drinks must be taken out of the dance studio at the end of each class. Any water bottles that get left after any class will be thrown away. No items may be shared. The Lost and Found will be eliminated during Phases 2 – 4 and will return in Phase 5. All items left in the studio will need to be discarded – please make sure you have your items before leaving the dance studio. Toys, books, and videos from the studio lobby waiting area will be moved to storage during Phases 2 – 4 and they will be returned during Phase 5. Floors will be cleaned daily, and the dance studio will undergo a deep cleaning once a week.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

- Surfaces will be cleaned daily with soap and water before being disinfected. Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- Latex gloves will be used when using all cleaning and disinfecting products.

The maximum amount of fresh air is being brought into the dance studio rooms (classroom doors must remain open), air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Additional fans may not be used in the dance studio at this time.

Communications and training

This COVID-19 Preparedness Plan was communicated via email to all staff and parents on June 5th, 2020 and necessary training will be provided via email, text and in-person training. Additional communication and training will be ongoing via emailed messages and/or video training and will be provided to all new staff who did not receive the initial training. Staff must read and agree to this COVID-19 Preparedness Plan before returning to work at the dance studio. Dancers must also sign a new waiver before attending their first lesson or class.

Instructions will be communicated to dancers and visitors about: how to drop-off and pick-up dancers; how dance classes will be conducted to ensure social distancing between the staff and dancers; required hygiene practices; and recommendations that visitors use face masks when dropping off and picking up dancers. Dancers and visitors will also be advised not to enter the studio if they are experiencing symptoms or have contracted COVID-19. Signs will be placed on each entrance asking individuals to stop and not enter the building if they are experiencing listed symptoms.

TPDS owners and staff are to monitor how effective the program has been implemented by daily conversations during Phase 2 and weekly conversations during Phases 3 and 4. The owners and staff are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by Turning Pointe Dance studio owners, Gayle and Robert Myles, and was posted throughout the dance studio, the TPDS website, and social media sites on the week beginning June 8th, 2020. It will be updated as necessary.

Certified by:

[Signature]

Robert and Gayle Myles
Owners

Turning Pointe Dance
Studio