

## **Introduction**

The objective of The Dance Factory Guidelines for COVID-19 is to provide direction for the staff to reduce potential exposures to and spread of the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus that causes COVID-19. This information is consistent with the health and safety recommendations and ongoing monitoring efforts stated by the U.S. Centers for Disease Control and Prevention (CDC) in determining whether to open and operate dance classes in a studio setting during the COVID-19 pandemic.<sup>1</sup>

- 1 CDC Youth Programs and Camps During the COVID-19 Pandemic.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf>

The Guide is designed to provide staff and administrators with relevant and practical information during this COVID-19 pandemic.

- Decision making with regard to the safe opening of the studio.
- Implementing best practices to ensure the ongoing safety of the students, staff, assistants and,
- Recommendations for continued verification of safe operations throughout the period.

Implementation of the guidance and suggested practices will be in concert with the relevant and applicable state and local requirements and regulations.

As additional information becomes available through government agencies, medical authorities, academic institutions, and professional industry associations, the recommendations and suggested practices in The Dance Factory Guide for COVID-19 will be updated. A copy of this guide will be made available on The Dance Factory website, [www.dancefactorydover.com](http://www.dancefactorydover.com).

## Table of Contents

---

### Introduction

1. Communications
2. Guide Content and Resources
3. Health—Screening and Preventing COVID-19 Infections
4. Guidance on Preventing Spread
5. Facilities Management
6. Cleaning and Disinfection
7. Personal Protective Equipment for Staff
8. Class Schedule
9. Class Size

## 1. COMMUNICATION

Studio administration should be in regular contact with the students, parents/legal guardians, staff and vendors. Many of these communications may be time sensitive and may contain confidential health information. In addition, the administration should seek guidance from and work with local health organizations (e.g. town and state Boards of Health) to develop standard of communication.

### PREPARATION

- The Director will serve as the qualified person to be in contact with students, parents/legal guardians, and staff. Responsibilities include:
  - Medical matters relating the Coronavirus SARS-CoV 2.
  - Administration, engineering and personal protective equipment (PPE) controls the camp has implemented in response to COVID-19 pandemic designed to reduce risk.
  - Current events as the relate to the COVID-19 pandemic.
  - Policies and procedures the studio has implemented related to the COVID-19 pandemic.
  - Designation of a team consisting of both medical and administrative staff responsible for answering questions and concerns from students, parents/legal guardians and staff.
- Inform relevant local public health authorities of planned studio operations schedule.
- Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material.
- Prepare and distribute documentation to parents/legal guardians of students to explain rules and guidelines for students to follow during their class time at the studio.
- Prepare relevant posters and signage from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or other accredited health agencies and post in appropriate places throughout the studio space. The following signage will be posted:
  - COVID-19 Information
  - Handwashing
  - Cough etiquette
  - Symptoms associated with COVID-19
  - Stop the spread of germs
  - Physical distancing

## **STUDENT COMMUNICATION**

### **Prior to Classes Commencing**

All communication to be shared with students will be distributed to the parents/legal guardians. Communication will include:

- Rules and Guidelines for students.
- Fact sheet on common misconceptions related to COVID-19 and the facts.
- Identify all high-risk students and encourage the parents to consult with their healthcare provider prior to the student returning to classes.
- Post all rules, guides and fact sheets on the website: [www.dancefactorydover.com](http://www.dancefactorydover.com)

### **During Classes**

Upon returning to the first week of class hold small group trainings and demonstrations on behaviors and precautions students must abide by to prevent the spread of COVID-19, including:

- How and when to effectively wash and sanitize hands
- How to practice physical distancing in various settings (in the classroom, in the hallways, to and from the facility).
- Which symptoms to look out for and when to report them and to whom.
- When to stay home
- Coughing etiquette.
- Other studio rules and guidelines.

### **Conversation**

Staff consists primarily of educators, and these instructors are leaders. Therefore, students may want to express their feelings, fears and concerns. Students should be encouraged, when they begin sharing, to express how they feel and staff will be available to talk and listen. Staff should:

- Be available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Listen for underlying fears or concerns. Ask questions to find out what a concerned student knows about COVID-19.
- Let student know the fear is normal and acceptable reaction.
- Provide only honest and accurate information. Correct any false information they may have heard.
- If you do not know the answer to a question say so. Find answers by visiting the CDC website.
- Notify the director of all interactions and discussions a student has with you.
- Make sure the students know the virus can spread and how to prevent it from spreading.
- Talk about what the studio is doing to protect students from getting sick.

- Tell the students that even though the COVID-19 pandemic is serious, hospitalizations and death are rare, especially in young healthy individuals.
- Speak in age appropriate language.<sup>1</sup>
  - Early elementary school age students: Provide brief, simple information that balances COVID-19 facts with appropriate reassurances that adults are there to help keep them healthy and safe. Give simple examples of the steps they make every day to stop germs and stay healthy, such as washing hands. Use language such as “adults are working hard to keep you safe.”
  - Upper elementary school age students: This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state and community leaders are making to prevent germs from spreading and keep people healthy.
  - Upper middle and high school age students: With this age group, issues can be discussed in more depth. Refer them to appropriate sources of COVID-19 facts. Provide honest, accurate, and factual information about the current status of COVID-19.
  - Do not discuss with any age group personal family information and treatment plans that may have been used for family or friends who have contracted COVID-19.
  - Reduce stigma, especially against individuals of Asian descent and those who have traveled recently or have been part of any of the outbreaks locally.
  - Direct students with questions you cannot answer and/or fears you can not assuage to administration or designated staff member(s) responsible.
  - Have follow-up conversations with students who have asked questions or expressed concerns.

### **Posters/Signage**

Relevant posters and signage from the CDC and WHO will be posted throughout the studio to encourage behaviors that mitigate the spread of disease.

- COVID-19 information
- Handwashing
- Cough etiquette
- Symptoms associated with COVID-19
- Stop the Spread of germs
- Physical distancing

1. <https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/helping-children-cope-with-changes-resulting-from-covid-19>

### **In Case of a Confirmed or Suspected Case**

The studio will use a Communicable Disease Plan (CDP) for guidance. All conversation with a student will take place with the parent present. All confirmed or suspected cases will be referred to the state health department for contact tracing. Confidentiality is to be maintained and information is not to be shared with any other student or parent.

## **PARENTS/LEGAL GUARDIANS COMMUNICATION**

### **Prior to Classes Commencing**

Prior to Classes Commencing the parents/legal guardians will be informed of the precautions and procedures the studio has implemented to minimize the risk of COVID-19 exposure. The guidelines will be disseminated through email and The Dance Factory website: [www.dancefactorydover.com](http://www.dancefactorydover.com).

Identify which students are at higher risk for complications related to COVID-19, and encourage and support them to take additional precautions. Parents/legal guardians of high-risk children should consult with their health care provider and determine if attendance is acceptable. Any student who is sick or showing symptoms should be kept home and not return until their health care provider deems it is safe. All parents/legal guardians will be asked to consent to health monitoring such as, temperature readings.

### **During Classes**

- Parents/legal guardians will be kept up to date on COVID-19 as it relates to the studio. Parents will receive regular newsletters and/or communications regarding the prevention efforts.
- All parents/legal guardians will be informed if the studio has to close due to an outbreak.

### **In the Event of a Potential Exposure**

- Parents/legal guardians will be immediately informed about any potential contact their child may have had with suspected or confirmed cases.
- Parents/legal guardians will be informed if their child is experiencing any symptoms.
- The studio will follow the CDP standards for full guidance.

## **STAFF COMMUNICATION**

### **Prior to Classes Commencing**

- Training and educational material, including this guide will be provided for all staff.
  - Camp director’s responsibilities as related to COVID-19.
  - Workplace controls, including use of PPE.
  - Individual roles and responsibilities as the relate to COVID-19.
- Determine which staff members are at higher risk for complications related to COVID-19. Determine if they should not work as instructors or have prolonged contact with the students.
- Communicate the importance of vigilantly monitoring their health for symptoms associated with COVID-19 and staying home if they show any.

**During Classes**

- Continue to provide updated information concerning COVID-19 and any new or changed guidelines.
- Be available to hear concerns and answer questions related to these issues.

**GUIDE CONTENT AND RESOURCES**

**U.S. Centers for Disease Control and Prevention (CDC)**

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

**American Academy of Pediatrics**

[www.aap.org](http://www.aap.org)

**National Resource Center for Health and Safety in Child Care and Early Education**

<https://nrckids.org/files/CFOC4pdf-Final.pdf>

**HEALTH-SCREENING AND PREVENTING COVID-19 INFECTIONS**

**PRE-SCREENING**

- Parents/legal guardians will be asked to self-monitor 14 days prior to attending their first class by:
  - Taking and recording their child’s temperature for 14 days prior to coming back to the studio.
  - Screen for the presence of symptoms (fever of 100.4°F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
  - Determine if within the last two weeks the student has traveled nationally or internationally.



- Determine if the student has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.
- If they are flagged during this pre-screening, the studio will follow the CDP guidance.

### **INITIAL HEALTH SCREENING**

The initial health screen will occur the first time a student returns to the studio. The questions asked will be the same as the pre-screening, including a temperature check. All information gathered is to be kept confidential and not shared.

### **ONGOING SCREENING**

Ongoing screening will be conducted each time a student returns for a class. The questions asked will be the same as the pre-screening, including a temperature check. All information gathered is to be kept confidential and not shared.

### **Response and Management of Case(s) or Probable Case(s)**

If a staff member or student is identified as having a potential or confirmed case of COVID-19, they will not be permitted to enter the studio space. Parent/legal guardian will be advised to consider testing and seeking the guidance of their health care provider.

It will be critical to insure that “contact tracing” is carried out immediately and all contacts from previous classes are notified. Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group population. CDC defines close contact as interactions within 6 feet for more than 15 minutes.<sup>1</sup>

Key CDC suggestions for contact tracing include:

- Always follow established core principles of contact tracing.
- Conduct contact tracing with only trained staff or trained volunteers.
- Identify contacts quickly and ensure they do not interact with other students.
- Communicate with local and state health officials.

### **PREVENTING THE SPREAD OF COVID-19**

#### **HAND HYGIENE**

When to Wash or Disinfect Hands-Students and Staff

- Before entering the studio dance space
- After being in contact with someone who may have been sick
- After touching frequently touched surfaces (railings, bars, doorknobs, light switches, etc.)
- After using the restroom
- After using common items, any equipment

1. <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>

- After coughing, sneezing or blowing your nose
- After wiping any counters or surfaces
- Before and after breaks

### **How to Wash Hands**

1. Wet your hands with clean, running water. Turn off the tap and apply soap.
2. Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel.
6. You may use the paper towel to turn off the faucet and/or open the doors of the bathrooms.

### **How to Use Alcohol-Based Hand Sanitizer**

Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are NOT a substitute for handwashing and only used when soap washing is not feasible or available.

- Hand sanitizer will be available to all.
- Sanitizer stations will be located in each studio and at the front entrance.

### **How to Apply Hand Sanitizer**

1. Apply the product to the palm of one hand.
2. Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers and fingertips.
3. Continue to rub your hands together until your hands are dry (about 20 seconds).

### **PHYSICAL DISTANCING**

Physical distancing is also known as “social distancing.” Physical distancing can allow individuals to safely interact with others. Physical distancing is not a substitute for using cohorts, a method of isolating groups that can be integrated over time if conditions are met.

The studio will create an increase in spacing, small groups and limited mixing of groups. There will be staggered scheduling of arrival and dismissal of students. Class sizes will be reduced to no more than 10 students plus staff working in any one area. All classes will be reduced from 1 hour to 45 minute classes to ensure that 15 minutes is set aside to disinfect the area before another new group can enter the space.

Groups will be defined as a level. Therefore, Level 1 will not be permitted to attend a Level 2 class and Level 2 cannot attend a Level 3 class until further notice. When students are dismissed, they will be assigned a space to remain in until it is determined their parent has arrived to pick them up. No parents will be permitted to enter the building until further notice. Students will be assigned a space to store

their dance supplies during class, again with physical distancing of 6 feet between any other student being exercised.

## **FACILITIES MANAGEMENT**

Prior to students returning the entire studio space has been deep cleaned, Enviro-Master has treated the entire facility and staff has been trained on the disinfecting and cleaning procedures.

Following recommended methods for cleaning a two-stage cleaning and disinfection has been implemented.

- Cleaning by washing all surfaces with a detergent and water to remove all soil, organic matter, and some microorganisms.
- Disinfection has been accomplished by using a U.S. Environmental Protection Agency (EPA) approved disinfectant.
- All communal spaces will be cleaned daily.
- All communal spaces will be disinfected between groups each time a room is used.
- There will be no shared items between students. All props will be personal props and will be labeled with that student's name to insure no one else using the item.
- The studio dressing rooms are closed until further notice. Students will have to bring a dance bag with them each time they attend class, place it in the assigned storage area and take it away at the end of class.
- All students are expected to come to class with clean masks, clean dance clothes and all personal items (such as hair ties, brushes, hair spray, etc.) There will be absolutely NO SHARING of personal items allowed.
- All bathroom surfaces will be wiped down after each user.
- The entire studio space will be cleaned and disinfected daily and once a week ENVIRO-MASTER will treat the entire facility.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR STAFF AND STUDENTS**

### **General Guidance**

All staff and students must wear cloth face coverings during class time, except when actively participating. No contact is permitted. Holding activities outside (such as warm-ups in the parking lot) is recommended. All cohort groups must remain the same for each class, Level 1 students only. No mixing of cohorts is permitted until further notice, (Level 1 and Level 2 together). Students will be required to bring their own personal yoga mat for any floor work, and a personal water bottle for hydration during class.

All staff will be provided with the necessary PPE to accomplish their tasks, such as non-latex gloves for disinfection.

All students will be expected to follow the CDC and local state health requirements for the wearing of cloth masks during classes.

- Children under 2—NO FACE COVERING
- Children ages 2-4—RECOMMENDED (When feasible)
  
- Children ages 5-12—STRONGLY RECOMMENDED
- Ages 13 and above—REQUIRED

Children should NOT wear a face covering:

- if the face covering presents a possible choking hazard (e.g., buttons, stickers, etc.) or strangulation risk (e.g. certain activities or for certain children);
- if the child has difficulty breathing with the face covering on, or is unconscious
- if wearing the face covering puts the child at increased risk of being exposed to the virus because they are touching their face more frequently;
- if it causes the child significant anxiety or panic attacks due to a behavioral, developmental or medical condition;
- while napping;
- during meal/snack times;
- while playing outside if social distancing can be maintained.

How Cloth Face Coverings Should Be Worn

A cloth face covering should:

- be worn to cover the nose and mouth;
- never be worn around the neck or over the head;
- never be shared with other children;
- be stored in a paper bag with the child's name or replaced between uses if disposable; and
- be stored carefully if re-usable, to prevent cross-contamination when not being worn and should be washed as needed.

Parents/legal guardians play a critical role in making sure their child understands the importance of facial coverings during this pandemic. Teach them to avoid touching their face, wash their hands after before and after removing a face covering. Practice at home if they have not worn one prior to returning to the studio. If possible, purchase face coverings that have special imprints, or are their favorite color to wear. Make sure your child's face covering is labeled with their name. Wash regularly using regular laundry detergent and the warmest possible water setting for cloth. Dry in the dryer using the highest heat setting and leave in the dryer until completely dry.

## **CLASS SCHEDULE**

To ensure that groups do not interact when coming and leaving the studio class times will be staggered and parents will receive a personal schedule on when to arrive for check-in screening and when to return for dismissal for their child.

Class time will be reduced by 15 minutes to allow for disinfection in between groups (cohorts). Classes will follow a timeline in the exact order below:

- 10 minutes—Outdoor warm-up (weather permitting)
- 20 minutes—Inside dance movement with physical distancing
- 10 minutes—Choreographic movement (rehearsal of dances), masks are mandatory because physical distancing may involve area limitations.
- 5 minutes—Questions and Review (with physical distancing)
- 15 minutes—Staggered dismissal and disinfection process begun

During class time no other students from other groups (cohorts) will be permitted to visit or join the class. Students must remain in the classroom at all times, unless they need to use the restroom or have a medical emergency. Students will be educated on all the rules and guidelines the studio has enforced. All students will be expected to follow the rules and guidelines or they will be asked to refrain from attending classes until they can adhere to what is being asked of them.

Posters and signage will be posted throughout the studio. Additional information and guidance for the parents/legal guardians will be made available on the studio website and printed copies will be provided for anyone unable to access the internet.

All staff will be required to hold First Aid and CPR certification.

## **CLASS SIZE**

The Dance Factory's fire code capacity is for 150 people, with a dance floor space between two rooms of a 2100 square feet. (The studio will only permit 30% capacity of the fire code capacity allowing for only 45 occupants per class.)

Dance classes will remain at 10 students per class until further notice.

## **TUITION PAYMENTS/STUDENT ARRIVAL AND DISMISSAL**

All payments for tuition will continue to be received online upon receipt of your invoice. This method of payment will continue until further notice. Parents/legal guardians will not be permitted in the studio and must agree to drop off student outside at the entry door at the time of check-in screening. Students will be escorted to their vehicles upon release from class once the parent/legal guardian has established they are parked outside the studio.