



# OUR COLLECTIVE RESPONSIBILITY



*We Are All Responsible for the Health and Safety of Each Other  
In order for all of us to be as healthy as possible, we must do our part to support a healthy and safe learning environment at Backstage, and in turn healthy and safe homes for our family and friends.*

*Responsible for ensuring our facility policies are being executed, as well as being responsible for the guidelines outside of work, their own health, and their travel and leisure activities.*

## STUDENTS



*Responsible for making sure your family is following good hygiene as a habit, following all CDC policies, and helping our staff with your patience and support as we return.*

## STAFF



*Responsible for following the guidelines, helping support their classmates, and following all directions given by staff on site to ensure a low-risk environment for everyone.*

## PARENTS



## COVID-19 Policies and Procedures

Our mission at Backstage Dance Studio is to build self-esteem, confidence, and discipline, as well as promote teamwork and creativity in a fun, yet challenging learning environment that encourages high expectations for success.

The health and safety of our students will always come first. As we return to dance after the disruption due to the COVID-19 outbreak, every decision, policy, and procedure is made in the interest of our students safety and health, both mental and physical. We cannot and will not make any decisions that favor financial needs at the cost of reasonable safety.

### **This Document is as Fluid as the Situation -**

Everything about the disease, its spread, governmental guidelines, social responses, the needs of our families, and the financial environment have been in constant flux. Our plan and procedures for how we address all of these things must be adaptable, purposeful, based on science, according to the regulations put forth by state and federal governments, and effective. In order to be all of these things we cannot be afraid to constantly evaluate our policies and procedures, seek out new and sound information, and adjust our responses accordingly. Backstage Dance Studio will alter this guideline as needed to fulfill these goals.

## **Everyone Must Be Their Own Advocate -**

One thing we have learned in our communication with our families is that everyone is approaching this recovery differently. In navigating as best we can, each of us has had to find a unique plan for the individual circumstances of our family and environment. While we as a team will continue doing everything we can to meet and exceed state and federal guidelines, while also minimizing interruption of 'normal life' as much as possible, we understand that certain solutions or policies will not be the most appropriate for every family. While we will try to create the best environment for everyone, we respect families who have to make the difficult decision to delay their return until the global situation, or a certain policy at Backstage is changed.

## **Mandatory Adherence to This Handbook -**

Given all the above, and in the interest of protecting the health and safety of the children entrusted to our care, Backstage Dance Studio will be enforcing all policies and procedures listed within this document during our return to dance. If a family, student, or employee is unwilling to abide by these policies and procedures, they will not be allowed to attend classes at Backstage, until our policies have changed or their level of cooperation has changed.

Regardless of what phase we are in, maintaining a healthy and safe environment for all of our students and families is going to take work and cooperation from our staff, students, and parents. We need every family to do their part to practice good hygiene, follow our policies and procedures, and be patient and supportive of our dancers and instructors during this time. This is a stressful, unprecedented, and challenging situation for all of us. It is important to remember we all share the same goal - **the safe and quick return of our children's lives to a sense of normalcy.**

## **How We Limit The Spread**

### **Proactive Prevention of Exposure -**

The first step to limit spread is preventing those with confirmed (or a high probability of having been in contact with) COVID-19 from entering the facility. We do this through our screening procedures, including questions regarding symptoms, close contact with a COVID positive person, and on site temperature screening for all staff and students prior to entering the building. If a dancer or staff member is awaiting results on COVID testing, he/she should not attend any classes at the studio until receiving a negative test result.

### **Symptoms -**

- Fever/Chills
- Cough
- Shortness of breath
- Diarrhea (watery)
- Sore throat/congestion
- Headache
- Muscle and joint pain (multiple)
- Nausea or vomiting
- Loss of smell/taste

### **Staff Policies -**

- Must stay home if they or anyone in their household shows symptoms
- Must stay home if temperature is over 100.4° F
- Must wear a mask whenever out in public
- Must sanitize hands upon entry and between classes
- Good hygiene habits encouraged at home and in public

### **Family Policies -**

- No parents, guardians, or siblings permitted in the building
- No students with symptoms permitted in the building
- If anyone in a student's household is showing symptoms, they cannot attend
- If a student's household is not practicing social distancing and wearing a mask in public, student cannot attend for 10 days after said event
- Good hygiene habits encouraged at home and in public
- All students will be dropped off at the main entrance, and picked up at the south emergency exit if class is in the main building, or they may be picked up at the south entrance/exit of the satellite building where studio 5 and 6 are located

### **Student Policies -**

- Temperature checks at door, no one allowed with temperature over 100.4° F
- No students with symptoms permitted in the building
- If anyone in a student's household is showing symptoms, they cannot attend
- If a student's household is not practicing social distancing and wearing a mask in public, student cannot attend for 10 days after said event
- Students must sanitize hands upon entry
- Good hygiene habits encouraged at home and in public

### **Facility Policies -**

- Practice Social Distancing in the lobby, dance rooms, and bathrooms
- Masks required to be worn for anybody in the building, all staff and students
- Regular cleaning of high touch areas, including but not limited to doors, light switches, stereo equipment, tables, and countertops, bathroom surfaces, barres
- Cleaning/disinfecting after every class for personal use items...mats, therabands, balls
- We have fresh air circulating throughout our building with our HVAC system already in place, and will keep exterior doors open as much as possible
- All students will be dropped off at the main entrance, and picked up at the south emergency exit if class is in the main building, or they may be picked up at the south entrance/exit of the satellite building where studio 5 and 6 are located

### **Limiting the Spread of Germs through Surface and Skin Contact -**

We have enhanced the complete surface disinfection policies we had in place prior to our closure. As we reopen, we will limit the areas and surfaces that our students are exposed to, and increase the frequent disinfection of those surfaces they do touch, and the washing/sanitizing of hands as they move between rooms. We have closed the water fountains and dressing room area, and ask that all students arrive fully dressed and prepared for their class to limit time in restrooms. Students must bring their own water bottle, the refill station is open but fountains are closed.

### **As a general rule, anybody within the walls of Backstage Dance Studio must -**

- Wash hands upon entering the facility
- Sanitize hands throughout any extended time at BDS (multiple classes)
- Practice social distancing while waiting in the lobby and during class time
- Wear a mask covering nose and mouth at all times
- Instructors must ask students if it is ok to give hands on corrections prior to making adjustments
- Encourage, reinforce, and teach good hygiene habits

### **In Case of Infection -**

In the event that a staff member or student tests positive for COVID-19 we ask to be informed as soon as possible, so we may communicate with classmates and/or anybody that may have been in contact with the infected person. We will adhere to HIPAA rules. As always, our goal is to keep everyone safe, healthy (both mentally and physically), and growing!