

TDC Studio Policies & Procedures

The following has been prepared in hopes of keeping our dancers and families as safe as possible as we re-open for in-studio classes during the COVID-19 pandemic. While plans have been carefully thought out, this is all very new territory, so changes may be necessary as we progress with classes. Thank you in advance for your patience and support. GO TDC!

PREPARATION & INFORMATION:

ARRIVAL PREPARATION, WHAT TO BRING/WHAT NOT TO BRING and SOME INFO YOU MAY LIKE TO KNOW

- **DANCE BAGS:** Dancers should bring into the studio only what is absolutely necessary. Please keep bags small and as compact as possible. If the only needed items for a dancer are a water bottle and/or their dance shoes please send them to their lesson with only these items in hand. Pink and red classes will no longer have personal boxes but will be allowed to leave dance shoes in their designated space.
- **WATER BOTTLE:** Dancers should ALWAYS bring a water bottle that is able to hold sufficient water for the entire lesson duration. The bottle filler will not be available for use at this time.
- **MASKS:** Dancers are required to wear a face covering during entry, exit, and during rest periods.
- When up from the rest spot for times of exertion/activity, if you wish to remove the mask, please put the mask on the hook with the same number as the spot.
- **MASK OPTION DURING CLASS:** IF A DANCER wishes to wear their mask for the entire class, this is absolutely acceptable. If so, dancers may ask permission to step outside for breath breaks when necessary. Teachers are happy to accommodate.
- **SHOES:** Dancers not in red or pink are required to arrive with their starting dance shoes on. Further details available below.
- **ARRIVE ON TIME:** Arriving 10 minutes prior to lesson time is recommended. Arriving any less than 5 minutes prior to lesson time is considered late. Further details available below.
- **RESTROOMS:** Please encourage your dancer to use the restroom before leaving the house in order to minimize studio restroom use
- **ACCESSIBILITY:** Doors will remain locked during lesson times.

- **TEACHER MASKS:** All teachers are required to wear masks at all times while in the studio and outside upon entering and exit.
- **HANDS & FACES:** Dancers should use care to avoid touching their faces, and should also avoid touching any surfaces unless absolutely necessary.
- **TDC CLIENT SERVICE (WITH A SMILE!):** Parents or dancers who have questions, need dress help, other help, or wish to speak with the teacher(s) for any reason, should please text, email, or call. If you need to communicate something about the impending class in regards to your dancer, please feel free to text. Texts will be checked in between and before each class. If an appointment is necessary, no problem. Happy to do so. Please do not come to the studio with expectations to have a conversation or ask questions on the spot. For the safety of our dancers/families, and to keep the class flow, all studio business and communication should please be addressed via text, email, phone, Facetime, or Zoom meeting. I am MORE than happy to accommodate, and if time allows, prefer an email at the_dance_collective@yahoo.com to set up the best logistic for the situation.

- **CONTACT:** If you have an immediate or last minute need regarding class, please text 603-998-9045.
- **SAFETY:** Dancers' overall safety will be our #1 priority at all times. If an emergency situation arises, teachers will use discretion on maintaining 6 foot distance based on the situation at hand. A best effort will be made at all times to maintain the safest environment possible in all regards.
- **ICE PACKS & BAND-AIDS:** Dancers sometimes need an ice-pack or a band-aid during class. Disposable one-time use ice-packs will be on hand, and band-aids will be in a spot for dancers to safely take if needed.
- **TRASH CAN** lids have been removed. Tossing into the bin will be contactless.

STEP 1 - THE QUEUE

DROP OFF PROCEDURE, DANCER/DRIVERS, TEMPERATURE CHECKS, HEALTH SCREENING, WHO CAN ENTER & WATCHING CLASSES

- Enter from the back of Glen Road Plaza and park with the passenger door closest to TDC's side door.
- The first car should pull forward in front of the TDC side door and next arriving cars should pull immediately behind the car in front of them.
- Dancers should exit the car when the front door is propped open (with mask on.) Waiting in cars is required in an effort to minimize contact AND keep temperatures regulated for temperature check in the event of very hot or very cold weather.
- The side door will be PROPPED open when the entry procedure is ready to begin. Until then, the door will remain locked.
- Dancers should only exit their vehicle when the vehicle in front of them has left and they have moved in front of the side door.
- Dancers who drive themselves are asked to arrive 15 minutes prior to class.
- Once the dancer has entered the building, a temperature check will be completed. The CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4° F. Therefore, if someone has a fever, they will be asked to go home to recuperate. It is not uncommon for a second temperature reading to be necessary if it's hot out.
- Once temperature checks are complete and parents are given the OK from TDC staff, parents will then leave and let the other vehicles drop off their dancers in order.
- Parents will not be allowed to enter the main studio until further notice. HOWEVER, any parent who would like to walk through the entry process with their dancer the FIRST time they enter, you may do so. If you opt to do so, please stay with your dancer until they are on their REST SPOT in the studio (if it's a group class), and depart when prompted by the instructor. Please also be prepared to remove shoes when entering the studio floor.
- Following your dancer's first class, NO ONE other than the dancer should enter the studio until further notice. An option for parents to watch designated classes via ZOOM or other outlets may become available, especially if parents' entry to the studio continues to be limited. Please stay tuned for updates.

- Dancers should take note to remember their rest space number. They will use this number several times during class. LINEUP numbers do not have to be the same each studio visit, and probably will not be the same.

STEP 2 - STUDIO ENTRY & MASKS

WHERE & HOW TO DROP PERSONAL ITEMS ON FIRST ENTRY & BEYOND + MASKS

- Once temperature checks are complete, dancers should allow the teacher to enter first, and follow.. (Markers will be present in the studio to assist.)
- Dancers should follow the instructor, and proceed to drop their personal items at their BAG DROP spot when prompted. BAG DROP spots are marked.
- Dancers should remain observant and follow teacher instructions carefully once in the studio.
- ALL personal items, except water bottles and masks, should be left at the BAG DROP spot.
- Teacher may opt for the dancer(s) to bring hard shoes or opposite shoes into the studio instead of leaving them in bags.
- After initial studio visit, dancers of age and/or maturity level may be released one at a time from the side door.

STEP 3 - REST SPOT DROP & HAND SANITIZER

- After the BAG DROP is made, dancers should immediately proceed WITH mask on and WATER BOTTLE in hand to their REST SPOT in the studio. REST SPOTS are distantly numbered spots, which will be sanitized in between each lesson.
- Dancers should leave masks on until prompted.
- Dancers are encouraged to wear masks during class if tolerated.
- Dancers should place their water bottle at their rest spot, and remain in rest spot until prompted. REST SPOTS are at least 6 feet in distance apart.
- Dancers will sanitize hands with hand sanitizer, delivered by the masked teacher.
- Dancers should not leave REST SPOT for any reason until prompted.

STEP 4 - THE DANCING & SHOE CHANGING

- When up from the rest spot for times of exertion/activity, if you wish to remove the mask, please put the mask on THE NUMBERED HANGING SPOT.
 - Dancing patterns will be executed in a way in which 6 foot distancing can be maintained.
 - Shoe retrieval and changing should be directed in an orderly fashion in order to maintain distancing while using time as effectively as possible.
 - Shoe changes and sitting should be done only in the REST SPOT.
 - Dancers will sanitize hands before leaving the studio.

STEP 5 – PICKUP

- Chauffeur should arrive NO LESS THAN 5 minutes prior to pick up time, and should PARK IN THE ASSIGNED SPOTS IN FRONT OF THE STUDIO FRONT DOOR.
- Dancers will be released from the side door at the class end time, and should go directly to their chauffeur's car.
- Please clear the parking spot as quickly as possible to prepare for the next pick up.

ARRIVE ON TIME

ON TIME ARRIVALS, DEFINITION OF LESSON END TIMES & ON TIME PICK UPS

Definition of “ON TIME” drop off = At the studio, waiting in the car at least 5 minutes before class start time.

Definition of “ON TIME” pick up = At the studio, waiting in the car, no more than 5 minutes before lesson end time.

- Late arrivals during this time, will significantly take away class time from other dancers during shared lessons, and may significantly take away from your own time if attending a private lesson.
- Hence, PLEASE MAKE YOUR ABSOLUTE BEST EFFORT TO BE ON TIME FOR DROP OFFS AND PICKUPS.
- This being said, in the rare occurrence of an unexpected or emergency situation in which you are late for drop off or pick up, please text 603-998-9045.
- Classes will be let out promptly. Dancers will be walking out of the studio AT end times. EG, if a class ends at 3:15, dancers will be walking out the side door AT 3:15 or perhaps a minute or two earlier. This is in an effort to leave ample time for cleaning in between classes and preparation for the following class.

HEALTH SCREENING QUESTIONS

If you have experienced any of the following within the past 72 hours, please remain on your number when the rest of the dancers enter the studio:

- Fever?
- New or worsening cough?
- Shortness of breath or trouble breathing?
- Sore throat, different than seasonal allergies?
- New loss of smell and/or taste?
- Diarrhea or vomiting?
- Within the past 2 weeks, have you been in contact with a person with a confirmed case of COVID-19?

If the answer is yes to any of these questions, the dancer will not be permitted in the studio building and will be asked to return home until they are clear of any of these symptoms.

COVID POSITIVE PLAN

Should a dancer, immediate family member, or person in which a dancer has come in contact with be tested positive for Covid-19, it is required that Ally be notified at The_dance_collective@yahoo.com.

Likewise, the following plan will be set into motion:

- Classes will be cancelled for a minimum of 24 hours.
- We will follow guidelines as updated by the CDC.