GIBNEY REOPENING PLAN
RESPONSE TO COVID-19
AS OF OCTOBER 29, 2021

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INTRODUCTION

GIBNEY REOPENING PLAN CONTEXT

Upon reopening Gibney, the health and safety of those who work at and visit its Centers are top priority. Gibney has embraced a phased-in approach, ensuring it tries to follow government guidance, incorporating advice from medical experts and colleagues across the performing arts field, and implementing appropriate policies and procedures. Special thanks are due to The Altman Foundation, Winston & Strawn LLP, and Kennedy Berg LLP for their support of Gibney’s ongoing planning and reopening process.

Gibney’s Reopening Plan prioritizes the safe return of its staff, students, renters, dancers, teachers, and visitors. Policies and procedures put forth in response to the COVID-19 pandemic will be assessed throughout each phase of Gibney’s reopening. Measures will be adjusted on an ongoing basis as new health and safety information becomes available. Gibney will make its working Reopening Plan readily available and will communicate any new, edited, and/or updated adjustments to the Plan as it happens.

For the staff, Gibney’s Reopening Plan marks its commitment to providing a safe and secure space for its 70-member staff as work forges ahead across Gibney’s fields of action: its Company, Community, and Centers. First and foremost, Gibney will limit on-site capacity. For its on-site, essential, frontline staff, Gibney has coordinated flexible workspaces and training in COVID-19 management, de-escalation, and customer service. Some Gibney staff will have the option to work remotely under revised remote work policies until further notice. In addition, protocols are in place to promote security and efficiency of data, networks, and internal systems.

For all who visit Gibney’s Centers, Gibney’s Reopening Plan incorporates comprehensive operations strategies for reopening both its 890 Broadway and 280 Broadway locations. These plans are forward-thinking and flexible, incorporating knowledge and resources made available by the state of New York, the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the collaboration with experts in the fields of medicine, operations, HVAC, and sanitation. Furthermore, they will be regularly updated in adherence with state guidance and new information.

For all, please familiarize yourself with Gibney’s Code of Conduct and Exposure to COVID-19 Disclaimer prior to returning to Gibney’s Centers. Gibney expects the full cooperation of its entire community, staff and visitors included, as we work together to reduce the spread of COVID-19, keep everyone safe, and make space for the performing arts field to resume activity.

Thank you.
GIBNEY CODE OF CONDUCT

Gibney is committed to building a respectful and open community. Our aim is to create a space where all members of our community feel welcome and comfortable. As such, negative and inappropriate behaviors are not acceptable at Gibney, including verbal abuse, hate speech, physical assault, disrespect, intimidation, or other forms of misconduct.

Gibney reserves the right to refuse service and/or to restrict access to any visitor whose presence or participation at Gibney jeopardizes the welcoming and inclusive culture the organization is working to establish, or detracts from the safety, welfare, and wellbeing of other patrons or staff.

Gibney seeks to create an equitable, inclusive, and diverse community representative of the core values of our organization. Any forms of discrimination based on race, ethnicity, gender identity, sexual orientation, religion, national origin, age, physical or mental disability, or any other grounds are not permitted on the premises. Gibney reserves the right, at its own discretion, to reprogram any Gibney activity and to dismiss any individuals or groups who infringe upon this Code of Conduct.

EXPOSURE TO COVID-19 DISCLAIMER

COVID-19 can exist in any public place where people are present. Gibney has implemented health and safety procedures recommended by the State of New York, The City of New York, the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), as well as independent experts. However, Gibney cannot guarantee that an individual will not be exposed to COVID-19 while at Gibney’s Centers.

By visiting Gibney’s Centers, you agree to adhere to its Code of Conduct and voluntarily assume all risks for yourself, understanding that although Gibney is taking many precautions, you may be exposed to or infected by COVID-19 by entering Gibney’s Centers.

Please note that currently, the City advises that individuals with exacerbating health conditions avoid public spaces and gatherings.

Testing also remains an important part of reducing the spread of COVID-19. All New Yorkers should get tested for COVID-19 if they have symptoms or were recently exposed to someone with COVID-19. How often you should get tested depends on whether or not you are vaccinated against COVID-19. People who are not fully vaccinated should get tested more often, even if they do not have symptoms or a recent exposure. There are many health care providers, pharmacies, and government facilities, including mobile and pop-up testing sites, offering testing—often free—throughout the city. Please find a comprehensive list here.

The following has been adapted from NYS’s “Gyms & Fitness Centers Guidance” & “Sports & Recreation Guidance” & “Low-Risk Indoor Arts & Entertainment Guidance,” “Low-Risk Outdoor Arts & Entertainment Guidance,” “Media Production Guidance” & “Office-Based Work Guidance”
PERFORMANCES AND MEDIA & PRODUCTION

Guidelines for Performances and Media and production are outlined in separate addendums to this plan and are available on request by reaching out to operations@gibneydance.org

PEOPLE

LATEST CDC GUIDANCE

July 27, 2021

The CDC added a recommendation for fully vaccinated people to wear a mask in public indoor settings in areas of substantial or high transmission.

CDC Interim Public Health Recommendations for Fully Vaccinated People

LATEST NYC GUIDANCE

August 16, 2021

Vaccination Proof for Indoor Activities (Key to NYC)

June 15, 2021

Governor Cuomo Announces COVID-19 Restrictions Lifted as 70% of Adult New Yorkers Have Received First Dose of COVID-19 Vaccine. State's COVID-19 Restrictions and New York Forward Industry Guidance Lifted Across Commercial Settings, including Retail, Food Services, Offices, Gyms and Fitness Centers, Amusement and Family Entertainment, Hair Salons, Barber Shops, Personal Care Services, Among Others

PHASED REOPENING

Gibney will phase-in reopening activities to allow for operational issues to be resolved before production or work activities return to normal levels. Gibney will limit the number of employees, hours, and number of patrons/dancers/teachers/audience members served when first reopening as to provide operations with the ability to adjust to the changes.

In determining a path for reopening Gibney, we considered its four core business units—Rentals, Training, the Company, and Performance—both individually and collectively regarding how COVID-19 has impacted them. Additionally, and much more importantly, we considered the people.
Keeping the staff, visitors, renters, teachers, students, and Company members safe and healthy is our top priority. The reopening of 890 and 280 will be gradual. We greatly appreciate your patience and support throughout this process.

COMMUNICATIONS PLAN
Gibney has developed a communications plan for employees and patrons/dancers/teachers/audience members that includes applicable instructions, training, signage, and a consistent means to provide employees and patrons with information.

Gibney has developed a webpage to help disseminate safety information. Gibney will strive to offer comprehensive and consistent communication around its reopening policies, procedures, and safety measures. Gibney’s website, and particularly its new “Plan Your Visit” webpage will serve as the go-to for the most up to date information.

Gibney Company, staff, teachers, visiting artists, general visitors, and renters will further receive tailored email communication in advance of onsite engagements with instructions and reminders as well as pertinent follow up information, as needed. On-site, Gibney’s staff will be equipped to clarify and answer questions around all policies and procedures and ample signage, space markers, and directional indicators will be present.

PHYSICAL DISTANCING & PERSONAL PROTECTIVE EQUIPMENT

OCCUPANCY FOR STUDIOS AND OFFICES
Capacity within Gibney studios and theaters will vary depending on the type of use. Rehearsals, class, and workshop rentals are permitted at 100% of the maximum occupancy, as listed on the certificate of occupancy. Physical distancing is not required inside the studios though it is suggested whenever possible, and a distance of six (6) feet must be maintained between individuals in hallways and common areas.

Gibney will take measures to reduce interpersonal contact, through methods such as:

- Limiting in-person presence
- Batching activities, where possible
- Installing plexiglass barriers

RENTAL SCHEDULE
Gibney will encourage booking studio space, reserving space in classes and/or remote check-ins, and in advance ticket sales, as a method for ensuring limited hand to hand contact and compliance with occupancy.
MASKS AND FACE COVERINGS
All visitors, including employees and patrons, are required to wear acceptable face coverings at all times (including solo rehearsals) while in the studio, theater, office, or common areas at Gibney Center (provided that they are over the age of two and able to medically tolerate such covering).

- Acceptable face coverings for COVID-19 include cloth-based face coverings and disposable masks appropriate for exercise that cover both the mouth and nose. Bandanas, buffs, and gaiters are not acceptable face coverings for dancers’ use in any space.
- Gibney will provide masks in studios and at Welcome Desks.
- Individuals in repeat violation of this policy will no longer be permitted at Gibney Center. Employees, independent contractors, and vendors who fail to comply with this Policy will be subject to disciplinary action, up to and including termination.

Special considerations for eating and drinking:

- Eating and drinking are allowed in a limited capacity inside a ventilated studio with the studio door closed. Masks can be moved out of the way for brief sips of water or small bites of food when 6ft. socially distanced from others within the studio. Masks should be returned to a proper wearing position immediately, in order to adhere to Gibney’s mandatory mask/face covering policy. This should not take place for longer than 10 minutes at a time.

- Staff working in the office can remove their mask to eat in the office at either their desks, all of which have sneeze guards, or in an empty office with the door closed. Eating periods must stay under 30 minutes, and eating must be done while seated. Staff can also choose to take 30 minutes to leave Gibney Center and eat outside.

- Only disposable cups, utensils, and a refrigerator will be available in the kitchenette. The kitchenette is otherwise closed to the public. Gibney staff will additionally have access to a microwave.

Special considerations for single studio events, showings, or holding spaces/green rooms requiring food and drink:

- This consideration is only possible for single studio event rentals, or single studio holding space/green room rentals.

- The space must be booked at least two weeks in advance, detailing any plans for food or drink.

- The studio door must be closed at all times with a curtain covering any glass doors.

- The studio capacity will be 75%, in alignment with archived NY Forward Food Services Guidelines.
• Masks can be removed for eating and drinking purposes. Masks should be worn when not eating or drinking and at all times upon leaving the studio and navigating anywhere else within Gibney Center; signage to this effect will be posted inside the studio.

• Social distancing, mask-wearing, single-serve condiments, individually wrapped cutlery, and identifying an individual(s) in your group dedicated to regular cleaning throughout your event, in addition to the regular cleaning rounds Gibney implements, are strongly encouraged.

• Only a refrigerator will be available in the kitchenette. The kitchenette is otherwise closed to the public.

**MOVEMENT & COMMERCE**

Gibney has put in place **measures to reduce bi-directional foot traffic** in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., health screening stations, break rooms, Welcome Desk, and locker rooms). Please reference **Appendix A** for diagrams.

Gibney has established **designated areas for pickups and deliveries**, limiting contact to the extent possible. At the 280 Broadway location this is the first-floor security desk. At 890 Broadway this is in the freight elevator lobby for large packages and the front office for mail.

Gibney has implemented **touchless check-in and payment options or pay ahead options** to be used by patrons/dancers/teachers/audience members, when available. Responsible Parties should minimize the handling of cash, credit cards, membership cards, and mobile devices, where possible.

**Showers, water fountains, and locker rooms are currently closed** and will remain so until further notice.

**PLACES**

**AIR HANDLING SYSTEMS**

Consultants and resources: [Donnelly Mechanical, HVAC Consultant Tim Tangel Engineering Associates](https://www.donnellymechanical.com/), ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers), Erwin & Bielinski, PLLC, and Dr. Krystal Pollitt Yale University.

890 Broadway:
• Gibney 890 center has had an evaluation of studio air flow and square footage by Ronald E. Bielinski, PE, AIA, CI, Principal (Erwin & Bielinski) and completed an AC sanitization before resuming operations.

• Additionally, Gibney will strive to:
  ○ Maximize fresh air intake
  ○ Open windows to the extent allowable for occupant safety and comfort
  ○ Use portable air purifiers
  ○ Keep ventilation systems running for longer hours, especially for several hours daily before and after occupancy

280 Broadway:

• Gibney 280 Center has had an evaluation of studio air flow and square footage by Donnelly Mechanical, completed HVAC balancing and sanitization before resuming operations, installed MERV-13 filters in HVAC’s serving all studios, offices and theaters.

• Additionally, Gibney will strive to:
  ○ Maximize fresh air intake on HVACs
  ○ Regularly replace and inspect filters
  ○ Open windows to the extent allowable for occupant safety and comfort
  ○ Use portable air cleaners
  ○ Keep systems running for longer hours, especially for several hours daily before and after occupancy

HYGIENE CLEANING & DISINFECTION

Gibney will strive to adhere to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD”, as applicable.

• Gibney will make hand sanitizer available throughout the studio, theater, or performing arts center for use by employees and patrons/dancers/teachers/audience members (e.g., entrances, exits, and other convenient locations). Signage has been placed near hand sanitizer stations and hand washing stations encouraging proper use.

• Gibney will keep equipment, including dance floors, regularly cleaned and disinfected using recommended disinfectants.

• Gibney will have appropriate cleaning and disinfection supplies available for shared and frequently touched surfaces and encourage employees to use these supplies.

• Gibney will encourage patrons to bring their own equipment (e.g., mats, towels), to the extent possible.

• Gibney will ensure regular cleaning and disinfection of restrooms. Restrooms must be regularly cleaned and disinfected. Frequency of cleaning will be increased depending on frequency of use.

• Gibney will encourage employees and guests to disinfect shared workstations (e.g., check-in desks) after use.
Gibney will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have a positive case of COVID-19 as per CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19.

Special considerations for media production:

- Gibney will regularly clean and disinfect media production equipment and tools (e.g., cases, cameras, eyepieces, lenses, monitors and touchscreens, dollies) using registered disinfectants.

  Additionally, Gibney will strive to:
  
  - Ensure that all props, costumes, and set materials are cleaned and disinfected between each use and stored in sealed containers between uses.
  - Costumes are collected and laundered or otherwise cleaned and disinfected between each use or supplying cast members with laundry bags to securely store used costumes between cleanings.

CLEANING SCHEDULE

- Gibney will maintain thorough nightly disinfection and cleaning as well as daytime cleaning and disinfection schedules.
- Once every month there will be a deep cleaning including extracting rugs and high dusting.
- Daytime cleaning, during high occupancy hours of operation will focus on cleaning frequently touched surfaces and objects such as doorknobs, handles, elevator buttons, handrails, water fountains, and bathrooms.

Please reference Appendix B for Gibney’s Cleaning Product Matrix.

**PROCESSES**

**SCREENING**

Effective Tuesday, September 7, all individuals entering Gibney Center (including 890 Broadway and 280 Broadway) must: (1) be fully vaccinated (i.e., two weeks following receiving both doses of a two-dose vaccine or a single dose of a one-dose vaccine) with a COVID-19 vaccine authorized for emergency use by the [FDA](https://www.fda.gov) or [WHO](https://www.who.int), and (2) provide Gibney with proof of vaccination at least 24
hours in advance by completing this quick and secure survey (highly recommended and necessary to enter 890 Broadway) or upon arrival (at 280 Broadway only). Gibney further encourages individuals to receive booster shots as recommended by health authorities.

Proof of vaccination includes an acceptable form of identification in addition to any “Proof of Vaccination” identified in the Key to NYC guidelines.

Unvaccinated children are not permitted on-site at this time, except in limited accommodation circumstances as permitted by the NYC Order and approved at least two (2) weeks in advance by Gibney.

Any individual who attempts to or submits falsified vaccination records will be refused service, not permitted entry, and Gibney will report fake records as instructed in the Key to NYC guidelines.

All other existing Gibney safety measures remain in place, including the mandatory mask requirement.

Please visit our Plan Your Visit webpage to access the full vaccination policy.

Each day, a health screening and temperature check are required to gain entry into the building. A valid ID may also be required upon arrival. The health screening and temperature check can be completed at both Gibney Centers using Sign In App Companion and the on-site wall-mounted thermometers, respectively.

The screening questionnaire will ask:

• Have you tested positive for COVID-19 in the past 14 days?
• To your knowledge, in the past 14 days, were you in close proximity or contact with anyone who had or has tested positive for, or had or has symptoms of COVID-19?
• In the past 14 days, have you traveled internationally or within a state with significant community spread of COVID-19 for longer than 24 hours?
• In the past 14 days, were you notified by your medical provider or the NYC Test and Trace team to remain home because of COVID-19?
• Do you have a current body temperature of greater than 100.4 F (38 C)?
• Do you have a cough or shortness of breath or other symptoms of COVID-19 that began within the last 14 days? According to the CDC’s guidance, symptoms of COVID-19 include, but are not limited to cough, shortness of breath or difficulty breathing.

Any individual who answers yes to any of the above questions or has a temperature of above 100.4 degrees Fahrenheit will not be allowed to enter the facility.

For individuals submitting vaccine verification upon arrival at the Gibney 280 Broadway location, the screening questionnaire will also ask:
• Have you been fully vaccinated as per Gibney’s policy (see signage) or obtained advance approval for a vaccine exemption? (Note: exemptions are not possible upon arrival)

• Do you have your proof of COVID-19 vaccination and an acceptable form of personal identification with you today?

• Please take a photo of your COVID-19 Vaccination Proof (this will only need to be done once). Note: if you are unable to take a photo your vaccination proof on your mobile device, please proceed to the iPad.

• Please take a photo of an acceptable form of personal identification (this will only need to be done once).

Gibney will maintain a log of every person, including employees, patrons/dancers/teachers/audience members, and where practicable, contractors, and vendors, who may have close or proximate contact with other individuals at the workplace or area; excluding deliveries that are performed with appropriate PPE or through contactless means. The log should contain contact information. **Information is kept confidential.**

**TRACING & TRACKING**

In the case of an individual testing positive, to the extent that we are made aware Gibney will notify guests and employees in the surrounding areas or who may have been in contact with them immediately.

Gibney employees who are notified that they have come into close contact with a person with COVID-19 are required to self-report to their employer right away.

**FAQ's**

**GENERAL FAQS:**

• What is COVID-19?
• What is Gibney doing to keep staff and visitors safe?
• What precautions do I need to take if I am traveling?
• Are COVID-19 vaccines required for entry to the center?
• Do I need to wear a mask?
• Can I meet with a group at Gibney earlier than my class/rental or after my class/rental?
• How do I find the most up to date information?
• What do I do if I believe I have COVID-19 / am having COVID-19 symptoms?
What is COVID-19?

Coronavirus disease 2019 (COVID-19) is defined as illness caused by a novel coronavirus now called severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2; formerly called 2019-nCoV), which was first identified amid an outbreak of respiratory illness cases in Wuhan City, Hubei Province, China. It was initially reported to the WHO on December 31, 2019. On January 30, 2020, the WHO declared the COVID-19 outbreak a global health emergency. On March 11, 2020, the WHO declared COVID-19 a global pandemic. There are vaccines for COVID-19 which are in the process of being distributed. To schedule an appointment in New York State, you can call the New York State Vaccination Hotline at 1-833-NYS-4VAX (1-833-697-4829).

What is Gibney doing to keep everyone safe?

General Safety Measures:

- Entrance security staff will check your identification and ensure that you have signed-in via Sign In App and completed the health survey.
  - Beginning Tuesday, September 7th, all visitors will be required to show their proof of full COVID-19 vaccination in order to access the Sign in App and enter Gibney Center.
  - Please provide proof of vaccination 24 hours in advance using this secure form. By doing so, you will receive an email with instructions to reset your Sign In app account and you will be able to use the app in the building lobby to complete the health survey on your mobile device.
  - Beginning on September 22, 890 Broadway’s building-wide policy will require advance vaccine verification to enter. This means that all individuals visiting Gibney 890 Broadway, Floor 5 must submit proof of vaccination 24 hours in advance. Visitors will not be allowed in the building without doing so and verification will not be possible upon arrival.
  - You may also provide proof of vaccination in person at the Gibney 280 Broadway location, along with setting up a new Sign in app account (for your first visit only) and completing the health questionnaire; please note that completing verification on-site will take more time.
  - The screening questionnaire will ask:
    - Have you tested positive for COVID-19 in the past 14 days?
To your knowledge, in the past 14 days, were you in close proximity or contact with anyone who had or has tested positive for, or had or has symptoms of COVID-19?

In the past 14 days, have you traveled internationally or within a state with significant community spread of COVID-19 for longer than 24 hours?

In the past 14 days, were you notified by your medical provider or the NYC Test and Trace team to remain home because of COVID-19?

Do you have a current body temperature of greater than 100.4 F (38 C)?

Do you have a cough or shortness of breath or other symptoms of COVID-19 that began within the last 14 days? According to the CDC’s guidance, symptoms of COVID-19 include, but are not limited to cough, shortness of breath or difficulty breathing.

- Any individual who answers yes to any of the above questions or has a temperature of above 100.4 degrees Fahrenheit will not be allowed to enter the facility.
- For individuals submitting vaccine verification upon arrival at the Gibney 280 Broadway location, the screening questionnaire will also ask:
  - Have you been fully vaccinated as per Gibney’s policy (see signage) or obtained advance approval for a vaccine exemption? (Note: exemptions are not possible upon arrival)
  - Do you have your proof of COVID-19 vaccination and an acceptable form of personal identification with you today?
  - Please take a photo of your COVID-19 Vaccination Proof (this will only need to be done once). Note: if you are unable to take a photo your vaccination proof on your mobile device, please proceed to the iPad.
  - Please take a photo of an acceptable form of personal identification (this will only need to be done once).

- Face coverings must be worn by all individuals in the centers at all times. See above Masks and Facial Coverings
  - Masks and gloves are available upon request.
- Everyone is encouraged to wash their hands with hot water and soap regularly for 20 seconds or use hand sanitizer.
  - Hand sanitizer and hand washing stations are readily available.
- Physical distancing is not required inside the studios though it is suggested whenever possible, and a distance of six (6) feet must be maintained between individuals in hallways and common areas.
- Spaces are cleaned and disinfected as per CDC guidelines.
- Interventions have been made to increase fresh air flow and improve air quality.
• Some non-essential staff will continue to have the option to work remotely.
• Cleaning and disinfecting communal areas and workspaces.
• Upgraded MERV-13 HVAC filters and other air quality interventions.

Management and Communications Measures:
• Gibney will regularly communicate information and updates via the website, emails, and signage.
• Gibney has trained staff on new policies and health and safety procedures.
• Gibney has implemented flexible sick leave policies.
• We have adjusted class and rental times to limit the number of people during the check-in process.
• Gibney has posted signage explaining policies and procedures.

What precautions do I need to take if I am traveling?


There are currently no domestic travel restrictions within the US. If you are traveling internationally, please refer to COVID-19 guidelines for travel provided by the country you are traveling to.

Are COVID-19 vaccines required for entry to the center?

Effective Tuesday, September 7, all individuals entering Gibney Center (including 890 Broadway and 280 Broadway) must: (1) be fully vaccinated (i.e., two weeks following receiving both doses of a two-dose vaccine or a single dose of a one-dose vaccine) with a COVID-19 vaccine authorized for emergency use by the FDA or WHO, and (2) provide Gibney with proof of vaccination at least 24 hours in advance by completing this quick and secure survey (highly recommended and necessary to enter 890 Broadway) or upon arrival (at 280 Broadway only). Gibney further encourages individuals to receive booster shots as recommended by health authorities.

Proof of vaccination includes an acceptable form of identification in addition to any “Proof of Vaccination” identified in the Key to NYC guidelines.

Unvaccinated children are not permitted on-site at this time, except in limited accommodation circumstances as permitted by the NYC Order and approved at least two (2) weeks in advance by Gibney.

Any individual who attempts to or submits falsified vaccination records will be refused service, not permitted entry, and Gibney will report fake records as instructed in the Key to NYC guidelines.

All other existing Gibney safety measures remain in place, including the mandatory mask requirement.

Please visit our Plan Your Visit webpage to access the full vaccination policy.

Do I need to wear a mask?

Yes.
All visitors, including employees and patrons, are required to wear acceptable face coverings at all times (including solo rehearsals) while in the studio, theater, office, or common areas at Gibney Center (provided that they are over the age of two and able to medically tolerate such covering).

- Acceptable face coverings for COVID-19 include cloth-based face coverings and disposable masks appropriate for exercise that cover both the mouth and nose. Bandanas, buffs, and gaiters are not acceptable face coverings for dancers’ use in any space.
- Gibney will provide masks in studios and at Welcome Desks.
- Individuals in repeat violation of this policy will no longer be permitted at Gibney Center. Employees, independent contractors, and vendors who fail to comply with this Policy will be subject to disciplinary action, up to and including termination.
- Accommodations to the Mask / Face Coverings Policy are only permitted in qualifying instances in which the NYS Interim Guidance for Media Production During the COVID-19 Public Health Emergency are in play, with coordination with Gibney at least two (2) weeks in advance.

Can I meet with a group at Gibney earlier than my class/rental or after my class/rental?

There is no lingering allowed in the common areas for more than 5 minutes after your class or rental. Please do not arrive at the studio any more than 15 minutes in advance of your rental.

How do I find the most up to date information?

Online

- Website: Created a “Plan Your Visit” page for all visitors. General information regarding your visit to Gibney will be here along with any updates in policies around COVID-19: [https://Gibneydance.org/planyourvisit/](https://Gibneydance.org/planyourvisit/)
- Emails and website engagement will continuously remind visitors of health rules and expectations and will be reiterated at regular intervals prior to onsite activity.
- Social media will offer consistent information and updates around new information.

At the Centers:

- Your Gibney contact in addition to onsite staff can reference health and safety rules, and answer questions around policies and procedures.
- The Gibney COVID-19 Safety plan will be posted conspicuously.
- You are required to follow all posted signage rules and directional signage.
- Please follow all instructions given by on-site Gibney Staff.
- Please be respectful of on-site staff and adhere to the Code of Conduct.

What do I do if I believe I have COVID-19 / am having COVID-19 symptoms?

- The visitor must notify their Gibney point of contact and must stay home if they have symptoms of COVID-19 or have a fever of over 100.4 degrees.
The Gibney point of contact should notify Gibney’s Airborne Infectious Disease Exposure Prevention Plan (AIDEPP) designated contacts.

- If a visitor exhibits symptoms of COVID-19 **upon arrival**, or becomes sick during their time onsite, they must be isolated and sent home.
- Visitors will be encouraged to **get tested** for COVID-19, self-isolate, and follow CDC recommendations.
- Those who test positive may be around others after:
  - 10 days since your symptoms first appeared **and**
  - 24 hours with no fever without the use of fever-reducing medications **and**
  - Other symptoms of COVID-19 are improving. (*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)
- Reference the [CDC website](https://www.cdc.gov) for additional guidance.

**What do I do if I tested positive for COVID-19 and am having symptoms?**

- The visitor must notify their Gibney point of contact and must **stay home / will be sent home**.
- Those who test positive may be around others after:
  - 10 days since your symptoms first appeared **and**
  - 24 hours with no fever without the use of fever-reducing medications **and**
  - Other symptoms of COVID-19 are improving. (*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)
- Reference the [CDC website](https://www.cdc.gov) for additional guidance.

**What do I do if I tested positive for COVID-19 but am not having symptoms?**

- The visitor must notify their Gibney point of contact and must **stay home / will be sent home**.
- If you continue to have no symptoms, you can be with others after **10 days** have passed since your positive test.
- Reference the [CDC website](https://www.cdc.gov) for additional guidance.

**What do I do if I have a known or suspected exposure to someone with COVID-19?**

- Someone who has been fully vaccinated and is **showing symptoms** should see “**What do I do if I believe I have COVID-19 / am having COVID-19 symptoms?**”
- Someone who has been fully vaccinated and **shows no symptoms** of COVID-19 does not need to quarantine based on exposure. However, these individuals should:
- **Wear a mask** indoors in public for 14 days following exposure or until a negative test result.
- **Get tested** 3-5 days after close contact with someone with suspected or confirmed COVID-19.
- Isolate immediately if experiencing COVID-19 symptoms and follow “What do I do if I believe I have COVID-19 / am having COVID-19 symptoms?”
  - Reference the CDC website for additional guidance.

### What happens if there is a confirmed case of COVID-19 on-site?

- After being notified, Gibney’s Airborne Infectious Disease Exposure Prevention Plan (AIDEPP) designated contacts will determine what areas of the venue were visited or used by the infected individual and whether they were within six feet of others.
- If you were exposed and are **asymptomatic**:
  - Wear a mask indoors in public for 14 days following exposure or until a negative test result.
  - Get tested 3-5 days after close contact with someone with suspected or confirmed COVID-19.
- If you were exposed and are **symptomatic**:
  - You may be around others after:
    - 10 days since symptoms first appeared and
    - 24 hours with no fever without the use of fever-reducing medications and
    - Other symptoms of COVID-19 are improving (*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*)
  
- **Tracing and Tracking Next Steps**: In the event of an individual testing positive, and to the extent that we are made aware, Gibney will immediately notify all individuals in the surrounding areas or who may have been in contact with the infected individual, without disclosing the ID of the infected individual.
- **Cleaning and Disinfection Next Steps**: Gibney will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have a positive case of COVID-19 as per CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19.
  - Reference the CDC website for additional guidance.

**Do I need to get tested?**
Testing is not required for visitors and renters, though you and any members of your group should stay home and get tested if you do not feel well or are experiencing any COVID-19 related symptoms.

Testing is free to all eligible New Yorkers. For the most current information on testing and testing sites in NY go to this link: https://forward.ny.gov/covid-19-testing

Please note that separate mask and testing guidelines are in place for Performances and Media Production at Gibney. Review the Performance Production Guidelines here. Review the Media Production Guidelines here.

How can I contact you?

If you have a question that is not answered here, please email operations@gibneydance.org.

If you would like to provide us with feedback around these guidelines, or your experience at our Center, please fill out our Community Feedback Form. This form is also accessible throughout the Center via QR Code links posted in each studio.

FAQS FOR GIBNEY COMPANY & STAFF:

- What do I do if I believe I have COVID-19 / am having COVID-19 symptoms?
- What do I do if I tested positive for COVID-19 and am having symptoms?
- What do I do if I tested positive for COVID-19 but am not having symptoms?
- What do I do if I have a known or suspected exposure to someone with COVID-19?
- What happens if there is a confirmed case of COVID-19 on-site?
- What is our paid sick leave policy?
- Are COVID-19 vaccines required for staff?

What do I do if I believe I have COVID-19 / am having COVID-19 symptoms?

- Staff must notify their supervisor and must stay home if they have symptoms of COVID-19 or have a fever of over 100.4 degrees.
  - The supervisor should document this and inform HR.
  - Supervisor and/or HR should notify Gibney’s Airborne Infectious Disease Exposure Prevention Plan (AIDEPP) designated contacts.
- If a staff member exhibits symptoms of COVID-19 upon arrival, or becomes sick during their time onsite, they must be isolated and sent home.
- Staff should get tested for COVID-19 if they believe they have COVID-19.
- Staff should notify their supervisor immediately if the results are positive.
The supervisor should document this and inform HR.

Supervisor and/or HR should notify Gibney’s Airborne Infectious Disease Exposure Prevention Plan (AIDEPP) designated contacts.

You can be around others after:
- 10 days since your symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving. (*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)

• Reference the [CDC website](https://www.cdc.gov) for additional guidance.

**What do I do if I tested positive for COVID-19 and am having symptoms?**

• Notify your supervisor.
  - The supervisor should document this and inform HR.
  - Supervisor and/or HR should notify Gibney’s Airborne Infectious Disease Exposure Prevention Plan (AIDEPP) designated contacts.

• You can be around others after
  - 10 days since your symptoms first appeared and
  - 24 hours with no fever without the use of fever-reducing medications and
  - Other symptoms of COVID-19 are improving. (*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)

• Reference the [CDC website](https://www.cdc.gov) for additional guidance.

**What do I do if I tested positive for COVID-19 but am not having symptoms?**

• Notify your supervisor.
  - The supervisor should document this and inform HR.
  - Supervisor and/or HR should notify Gibney’s Airborne Infectious Disease Exposure Prevention Plan (AIDEPP) designated contacts.

• If you continue to have no symptoms, you can be with others after **10 days** have passed since your positive test.

• Isolate in the meantime, during which you may or may not be able to work remotely, depending on the nature of your role.

• Reference the [CDC website](https://www.cdc.gov) for additional guidance.
What do I do if I have a known or suspected exposure to someone with COVID-19?

• Someone who has been fully vaccinated and is showing symptoms should see “What do I do if I believe I have COVID-19 / am having COVID-19 symptoms?”

• Someone who has been fully vaccinated and shows no symptoms of COVID-19 does not need to quarantine based on exposure. However, these individuals should:
  ○ Wear a mask indoors in public for 14 days following exposure or until a negative test result.
  ○ Get tested 3-5 days after close contact with someone with suspected or confirmed COVID-19.
  ○ Isolate immediately if experiencing COVID-19 symptoms and follow “What do I do if I believe I have COVID-19 / am having COVID-19 symptoms?”

• Reference the CDC website for additional guidance.

What happens if there is a confirmed case of COVID-19 on-site?

• After being notified, Gibney’s Airborne Infectious Disease Exposure Prevention Plan (AIDEPP) designated contacts will determine what areas of the venue were visited or used by the infected individual and whether they were within six feet of others.

• If you were exposed and are asymptomatic:
  ○ Wear a mask indoors in public for 14 days following exposure or until a negative test result.
  ○ Get tested 3-5 days after close contact with someone with suspected or confirmed COVID-19.

• If you were exposed and are symptomatic:
  ○ You may be around others after:
    ▪ 10 days since symptoms first appeared and
    ▪ 24 hours with no fever without the use of fever-reducing medications and
    ▪ Other symptoms of COVID-19 are improving (*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

• Tracing and Tracking Next Steps: In the event of an individual testing positive, and to the extent that we are made aware, Gibney will immediately notify all individuals in the surrounding areas or who may have been in contact with the infected individual, without disclosing the ID of the infected individual.

• Cleaning and Disinfection Next Steps: Gibney will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have a positive case of COVID-19 as per CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19.
What is our paid sick leave policy?

Practices for Sick Employees:

The following recommended practices are for sick workers who become sick at work.

- Workers must notify their supervisor and stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19—such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath—that is not explained by another medical or allergic condition. Any staff member who has a fever cannot come to work until the fever has passed.
- In accordance with the Families First Coronavirus Response Act Gibney has implemented sick leave policies that are flexible and supportive. Reach out to Human Resources to find out more information about sick leave policies.

Are COVID-19 vaccines required for staff?

Gina Gibney Dance, Inc. (“Gibney” or “Organization”) requires that all employees receive and provide evidence of full COVID-19 vaccination by September 7, 2021, or, with new employees, upon hiring.

All employees must: (1) be fully vaccinated (i.e., two weeks following receiving both doses of a two-dose vaccine or a single dose of a one-dose vaccine) with a COVID-19 vaccine authorized for emergency use by the FDA or WHO, and (2) provide Gibney with proof of vaccination by September 7, 2021 or, with new employees, upon hiring. Gibney also requires that employees receive any booster shots that may be recommended by the health authorities to maintain their fully vaccinated status.

Unvaccinated existing employees who are working on-site at Gibney Center (including 890 Broadway and 280 Broadway) prior to September 7, 2021, must arrange to get fully vaccinated and disclose the timing of their vaccination plans immediately. In the interim and continuing for two weeks after the final vaccine dosage, these persons will not be permitted on-site.

Employees who are not in compliance with this policy may be subject to disciplinary action, up to and including termination of employment, in accordance with Gibney’s policy. Any employee who attempts to or submits falsified vaccination records will be disciplined accordingly, and Gibney will report fake records as instructed in the Key to NYC guidelines.

Gibney follows the “Guidance for Businesses on Equitable Implementation of Key to NYC.” If an employee cannot receive a COVID-19 vaccination due to a disability, pregnancy, religious belief,
or status as a victim of domestic violence, stalking, or sex offenses, they may disclose this, including supporting documentation, to Founder, Artistic Director & CEO Gina Gibney. Gibney will make every reasonable effort to accommodate the role remotely or reassign the employee, so long as doing so would not create a direct threat to other customers or employees or impose undue hardship on the business.

Please note that under the New York City Human Rights Law, employees are only entitled to reasonable accommodations for needs related to their own disabilities, pregnancies, religious beliefs, or status as a victim of domestic violence, stalking, or sex offenses.

RESOURCES

General Information

- **NYS Business Reopening Safety Plan Template**
- **New York State Department of Health (DOH) Novel Coronavirus (COVID-19) Website**
  - [https://coronavirus.health.ny.gov/home](https://coronavirus.health.ny.gov/home)
- **Centers for Disease Control and Prevention (CDC) Coronavirus (COVID-19) Website**
- **Occupational Safety and Health Administration (OSHA) COVID-19 Website**
  - [https://www.osha.gov/SLTC/covid-19/](https://www.osha.gov/SLTC/covid-19/)

Workplace Guidance

- **CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019**
- **OSHA Guidance on Preparing Workplaces for COVID-19**
  - [https://www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)
- **CDC: If someone is sick**

Personal Protective Equipment Guidance

- **DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees**
Cleaning and Disinfecting Guidance

- New York State Department of Environmental Conservation (DEC) Registered Disinfectants of COVID-19
- DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19
- CDC Cleaning and Disinfecting Facilities

Screening and Testing Guidance

- DOH COVID-19 Testing
  - https://www1.nyc.gov/site/doh/covid/covid-19-rapid-testing.page
- CDC COVID-19 Symptoms

COVID-19 Testing Resources

- NYC Test Site Finders:
  - To find a testing site near you, enter your address here: https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page
  - Text “COVID TEST” to 855-48 to find a testing site.
  - Castlight COVID-19 Test Site Finder: https://www.castlighthealth.com/corona-virus-testing-sites/
- Free Testing / No Insurance Needed / Accessible Regardless of Immigration Status:
  - NYC Health & Hospital Sites: https://www.nychealthandhospitals.org/covid-19-testing-sites/
  - NYC Health Department COVID Express Sites: https://www1.nyc.gov/site/doh/covid/covid-19-rapid-testing.page
- Other Testing Sites (some free, paid, and/or covered by insurance):
  - Mobile Testing Units: https://www.rrtesting.com/nyc-testing
  - MiDoctor Urgent Care: https://midoctoruc.com/
  - CTS Mobile Testing: https://www.instagram.com/ctsmobiletesting
  - CVS: https://www.cvs.com/minuteclinic/covid-19-testing
- Purchase an At Home Rapid Test:
Dance Specific Resources

- Dance/USA
  - https://www.danceusa.org/resources-preparing-potential-impact-coronavirus
- Reopening Dance in NYC (Dance/NYC & Gibney)
  - https://reopening.dance.nyc/

Performance Venue Guidance

- IATSE
- OSHA
  - https://www.osha.gov/SLTC/covid-19/
- SAG/AFTRA Production Guidelines
  - https://drive.google.com/file/d/1Bev91XrDxRiFo0o19Pg-3krHiruOWAYk/view?usp=sharing
- Phase 4: Low-Risk Indoor Arts & Entertainment
- Phase 4 Gyms and Fitness Centers
- Phase 4: Sports and Recreation
- Phase 4 Media production
- AGMA/SDC Return to Stage and Performing Arts Playbook
  - https://www.musicalartists.org/sdc-amaha-playbook/
- SAG-AFTRA's “Safety First” resources
  - https://www.musicalartists.org/sdc-amaha-playbook/
- The COVID-19 Return to Work Agreement
- Actors Equity for Producers: Worksheet

Retailers and Health Resources

- CVS
- Walgreens
- Walmart
- Amazon
- QuickVue (available at various retailers)

Performance Venue Guidance

• **Actors Equity Resources**
  ○ [https://actorsequity.org/resources/Producers/covid19-info/](https://actorsequity.org/resources/Producers/covid19-info/)

• **NYC Cultural Affairs: Group Music Activities**
APPENDIX A

890 Traffic Flow Directions

Key:
- HS on Stand
- Temp check
- HS on Table
- Temp Check Sup
- Entering
- Exiting
- 6 ft markers for cues
- 6 ft markers along elevator entry, in office, and outside each studio and bathroom door
- Entry only
- Remove card table
- Temperature checks questions and support

6ft Social Distancing Markers

Key:
- HS on Stand
- Temp check
- HS on Table
- Temp Check Sup
- 6 ft marker
- Temperature checks questions and support
Gibney 280 Traffic Flow Directions

Keynote:

- Entering

- Exiting

Gibney 280 6ft Social Distancing Markers

Keynote:

- 6ft markers
- HS on stand
- HS on table
- HS wall mounted
Gibney 280 Communal Bathrooms Traffic Flow Directions

Keynote:
- Blue: Entering
- Red: Exiting

Gibney 280 Communal Bathrooms 6ft Social Distancing Markers

Keynote:
- Pink diamond: 6ft Markers

Locker Room Closed

280 BROADWAY
ENTER 53A CHAMBERS
NEW YORK, NY 10007
TEL: 646 837 6809
PRACTICE SOCIAL DISTANCING
PLEASE STAY SIX FEET APART

6'
# APPENDIX B

<table>
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<tr>
<th>Gibney Staff Use</th>
<th>Vendor</th>
<th>SKU</th>
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### Marley Floor Cleaners:

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<td>Betty Mills Co.</td>
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<td>Bona</td>
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<td>Denatured alcohol</td>
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### Cleaning Team Use

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EPA Approved Cleaning Products: [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19#filter_col1](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19#filter_col1)