



## **Academy of Dance Arts Safety Plan**

Academy of Dance Arts (ADA) takes the health and safety of our employees very seriously. In response to the spread of “COVID-19,” a respiratory disease caused by the novel coronavirus, ADA has developed this COVID-19 Safety Plan as part of our efforts to reduce the potential for exposure to and spread of the coronavirus. This plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), and the State of Indiana and is subject to change based on further guidance from these and other public health agencies. ADA will monitor coronavirus-related guidance and will communicate any changes to this plan.

Please familiarize yourself with this plan. We are counting on all employees to do their parts to promote a healthy, safe working environment. If you have any questions about the plan, please contact Owner, Laurie Brady or Manager, Rebecca Jones.

### **I. Health Screening Process**

Academy of Dance Arts has instituted the following health screening process for all employees and dancers reporting for class at our facilities:

- Symptom Assessment Questionnaires
  - *Upon reporting for work, each employee and dancer will be asked whether they may be exhibiting symptoms consistent with COVID-19. Symptoms of COVID-19 include cough, shortness of breath, and difficulty breathing. Additionally, people may have COVID-19 if they exhibit at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.*
- Temperature Screening (Required for Employees. Used on Dancers if symptoms are present.)
  - *Upon reporting for work, each employee will have his or her temperature taken.*
  - *An employee with a temperature of 100.4 degrees Fahrenheit or higher will be asked to return home and not report to work until his or her temperature stays below 100.4 degrees Fahrenheit for 72 hours without the use of fever-reducing medication.*
  - *An employee exhibiting symptoms of COVID-19 will be asked to return home and not report to work until at least 72 hours after recovery from all symptoms.*
- COVID-19 Testing and Diagnosis
  - *Any employee who tests positive for COVID-19 or is diagnosed by a healthcare provider with COVID-19 should not report to work but should immediately notify Rebecca or Laurie.*
  - *Any employee who tests positive for or is diagnosed by a healthcare provider with COVID-19 must stay out of the workplace for at least 10 days after illness onset (the date symptoms begin) and at least 3 days after recovery (the day symptoms are resolved, including the resolution of fever without fever-reducing medications).*

We remind our employees that they should stay home when they are sick. Additionally, when coughing or sneezing, employees should use proper etiquette, including turning away from other individuals and coughing/sneezing into their elbow.

*We also remind our families and visitors they should stay home when they are sick. Additionally, when coughing or sneezing, all should use proper etiquette, including turning away from other individuals and coughing/sneezing into their elbow.*

## **II. Enhanced Cleaning and Disinfecting Protocols for the Workplace**

The following enhanced cleaning and disinfection protocols will be in place until further notice:

- *We are providing disinfectant wipes throughout our facility and to employees. We ask each employee regularly to wipe down any area in the employee's studio where the employee has been in contact with high-touch surfaces, including music players, barres, light switches and handles.*
- *We will increase the frequency and depth of cleanings to ensure all areas of the workplace are thoroughly cleaned with additional regularity.*
- *Extra time will be provided between our classes to allow for thorough sanitation of all equipment and surfaces.*

## **III. Enhanced Personal Hygiene Measures**

Academy of Dance Arts requires all employees to wash their hands with soap and water regularly and thoroughly, including at the beginning of each class and upon returning from any break. In addition:

- *Academy of Dance Arts is providing hand sanitizer throughout the workplace for employees and dancers to use.*
- *We are providing tissues and no-touch disposal receptacles throughout the workplace for employee use.*
- *All doors will remain open to prevent touching of door handles.*

## **IV. Social Distancing**

Academy of Dance Arts requires all employees, dancers, and visitors to follow the social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible. In addition:

- *Employees are required to wear masks (until July 4) at all times while on the company premises.*
- *Dancers and visitors are encouraged to wear masks at all times while on the company premises.*
- *Employees will restrict the number of students allowed in the studio at one time.*
- *Class formats have been adjusted so there are no shared props.*
- *To facilitate social distancing, class sizes will be limited to 20 students. We also have taped off squares in each studio (min. 6 feet) to maintain social distance spacing in class.*
- *We will be staggering start and end times of classes in order to reduce the concentration of dancers on-site at a given time.*

- *To accommodate our vulnerable customers, we will continue to offer classes online with Zoom.*
- *Additionally, all Academy of Dance Arts protocols and appropriate signage will be posted on our website, at building entrances and throughout the studio.*

## **V. Dancer Protocol**

Academy of Dance Arts requires all dancers to follow the following protocols to ensure a smooth and safe dancing environment for all. This includes social distancing requirements established by the CDC, including maintaining six-foot social distancing when possible. In addition:

- *Dancers should limit the amount of personal items brought into the dance studio in order to limit bringing outside contaminants into the studio. Come to class prepared to dance, already in dance clothes with no extra layers and dance shoes in hand.*
- *Dancers are allowed to bring water bottles, but will not be allowed to fill them from water sources within the facility.*
- *Parents must stay in their vehicle to limit the number of people in the studio. Staff &/or teachers will come to the front entrance to meet students when entering the building.*
- *Dancers will go to their vehicle to snack or eat dinner.*
- *Bathrooms will still be available but we ask Parents to encourage dancers to use the restroom before coming to the studio to limit usage.*

Additionally, AS STATED ABOVE

- *All Dancers will be verbally screened by Academy of Dance Arts Staff members for symptoms prior to entering the premises.*
- *Dancers will not use props or share equipment during classes.*
- *Dancers must wash hands or sanitize before and after class.*
- *Dancers are expected to adhere to instructions provided with respect to social distancing.*
- *To accommodate our vulnerable dancers, we will continue to offer classes online with Zoom through June. Anyone who doesn't feel comfortable coming into the studio can attend class with Zoom.*

As of: Wednesday, May 13, 2020