



# Turning Pointe Dance Studio

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## *COVID-19 Preparedness Plan*

Summer 2020

UPDATED SUMMER 2021

### Temporary Summer Schedule and Reopening Plan

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Turning Pointe Dance Studio is committed to providing a safe and healthy environment for all our staff and customers. To ensure we have a safe and healthy dance studio, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal at TPDS is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among staff and customers. Only through this cooperative effort can we establish and maintain the safety and health of our studio.

The owners and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. All staff has full support in enforcing the provisions of this policy.

Staff are our most valued resource. We are serious about their safety and health and wish to keep our instructors working at Fusion Dance. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by asking for suggestions to implement within the plan, sharing draft documents for an editing process, and then integrating concerns into the plan development. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention guidelines, Minnesota Department of Health guidelines, federal OSHA standards related to COVID-19, and Executive Order 20-48. Our plan will address:

1. The prompt identification and and isolation of sick person(s)

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2. Proper hygiene and respiratory etiquette
3. Engineering and administrative controls for social distancing in our studio and during our classes
4. Instructions for safe pick-ups and drop-offs
5. Cleaning, disinfections, decontaminations, and ventilation plans
6. Communications and training that have been provided to staff
7. Management and supervision necessary to ensure effective implementation of the plan

Turning Pointe Dance Studio will continue to abide by all guidelines and restrictions set forth by the government. We have developed a phase method to ease our staff and dancers back into the studio, allowing our staff and dancers to resume activities in a safe manner. We will determine which phase is appropriate and communicate phases to staff, dancers, and parents.

- **Phase 1:** Emergency conditions have halted business operations within the dance studio.

“Virtual Classes” will be held, where dancers train at home guided by their instructors. TPDS will make use of Google Classroom, Zoom and other social media to help dancers continue their training during this time.

- **Phase 2:** Private one-on-one lessons will be allowed at the dance studio with specific protocols in place to reduce the spread of COVID-19. Lessons will have proper social distancing and are limited to non-contact activities. Lessons will have staggered times to decrease traffic in common areas. All people entering the dance studio will have their temperature taken **and must pass a list of entry questions without any positive responses.** Dancers will enter the dance studio through their respected door and exit the dance studio through their assigned door. Dancers should come to the studio in dance attire, changing clothes at the studio will not be allowed. Staff who work in the front of the studio will wear masks at all times. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Food will not be allowed in the dance studio. (Please contact Gayle Myles if your dancer requires food with them for a medical reason.) Additional people will not be allowed in the dance studio lobby. Parents and others must wait in vehicles for their child.

- **Phase 3:** This phase allows for small class settings (9 students or less) with specific protocols in place to reduce the spread of COVID-19. All people entering the dance studio will have their temperature taken upon entry.. Virtual livestreamed classes will be held in conjunction to in-studio classes to accommodate dancers who are immunocompromised, have a family member who is immunocompromised or have decided that they need to refrain from participation during this phase. Classes will have proper social distancing guidelines implemented and are limited to non-contact activities. Classes will have staggered times to decrease traffic in common areas. Dancers will enter the dance studio through their assigned door and exit the dance studio through their assigned door. Parents and others must wait in vehicles. Dancers should come to the studio completely ready, changing clothes at the studio will not be allowed. Staff who work in the front lobby of the

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studio will wear masks. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Food will not be allowed in the dance studio. (Please contact Gayle Myles if your dancer requires food with them for a medical reason; this will be allowed.) Additional people will not be allowed in the dance studio.

- **Phase 4:** This phase allows for larger class (9 or more) settings with specific protocols in place to reduce the spread of COVID-19. Virtual classes will be held in conjunction to in-studio classes to accommodate dancers who are immune compromised, have a family member who is immune compromised or have decided that they need to refrain from participation during this phase. Classes will have staggered times to decrease traffic in common areas. Staff who work in the front lobby of the studio will wear masks. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Additional occupants will be allowed in the dance studio lobby on a limited basis. Visitors will be asked to wear masks.

- **Phase 5:** This phase allows for resumption of dance classes as we knew it prior to March 16, 2020. Monitoring of potential hazards will be ongoing.

As we navigate through the reopening of our dance studio, there will likely be changes to expect during each phase. We appreciate your help and understanding as we work through this time together.

Resumption of dance classes will fill a much needed social and physical need in the lives of dancers and families alike. We recognize that individual families within TPDS may have circumstances or views that compel them to refrain from participation and we understand this. No staff or dancers will be penalized or otherwise pressured should they choose to not participate under these guidelines.

Every staff, dancer and parent who participates in the dance studio must sign an updated studio policy addendum and waiver form noting that you are aware of these policy changes.

## Pick up, Drop off, and Entrance Policies

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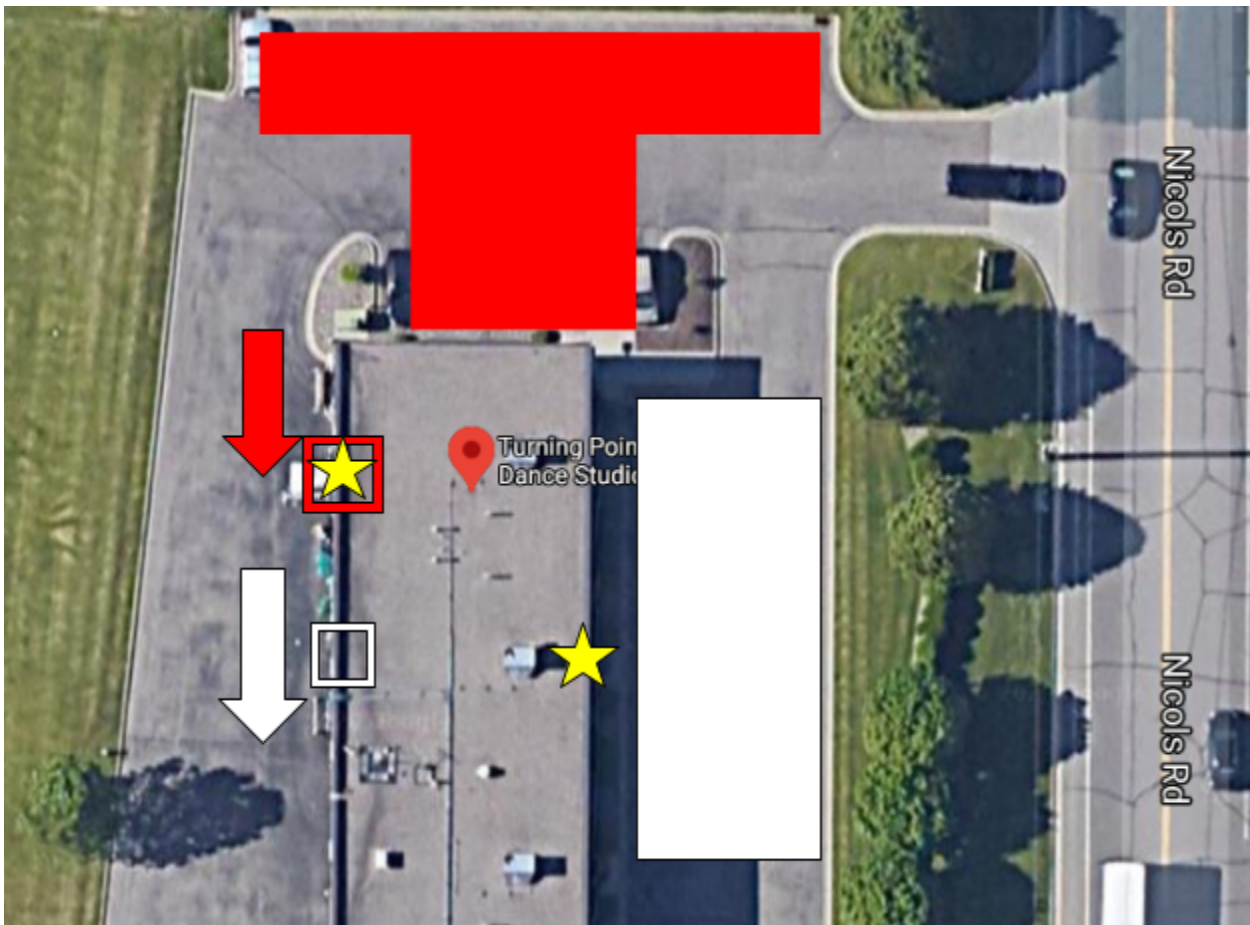
TPDS is taking a variety of precautions to ensure the safety of our staff and dancers. A large part of that includes our new policy for the pick-up and drop-off of students. This new policy includes specific drop-off and pick-up zones around the building, new entrances and exits for dancers, and our mandatory screening process upon entering the building. All information regarding these new changes are included in the points listed below:

1. The TPDS main entrance and lobby is closed except for drop off and selected class pick up of dancers.

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2. Only dancers, teachers, and TPDS staff are to enter the building.
3. Masks are worn by all admin staff during this process. Mask mandated may be changed according to the CDC and Minnesota guidelines on an ongoing basis,
4. Pick up and drop off areas will be assigned in the parking lot. Please see attached graph for reference. Dancers are to enter using the outside side doors of the room your class is in. Lobby will be used for entrance to classes. Exit through the classroom doors where their “pod” has just been taking classes. Parents will be informed of pick up locations. If last class was in room 3, the lobby doors will be used .
5. Designated cubbies for dancers
  - a. Sanitized between use with CDC approved disinfectant.
  - b. One cubby assigned to each dancer.
  - c. Dancers must bring their own water bottle
6. HandwashingSanitizer: Wash your hands or sanitize immediately upon entering and exiting classroom and the studio.



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**Golden Stars:** Room 1 & 2 entry for dancers.

**Red Block:** Room 2 drop-off zone.

**Red Arrow:** Room 2 pick-up zone.

**Red Square Frame:** Room 2 exit for dancers.

**White Block:** Room 1 drop-off zone.

**White Arrow:** Room 1 pick-up zone.

**White Square Frame:** Room 1 exit for dancers.

## Social Distancing

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Social distancing is required in order to use the studio space and conduct classes. Proper social distancing guidelines will be adhered by the following guidelines:

1. Staggered entry into the studio.
2. Maximum of 10 people per studio (Room 2 and 3) 20 students room 1 (including all dancers and teachers).
3. Class adaptations and alterations.
4. Minimum 6-foot distance must be maintained at all times, dance teachers are to help students abide by this guideline.
5. Traffic patterns: Students will enter their room, place their bag in cubbies, wash their hands, and go to their assigned dance space, after class they will gather their items, and exit through the designated door for their cohort.
6. Bathroom policies.



## Screening and policies for employees exhibiting signs and symptoms of COVID-19

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Staff has been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff's health status prior to entering the dance studio and for staff to report when they are sick or experiencing symptoms.

- **Scenario 1:** The staff member is clinically evaluated for COVID-19 and is lab confirmed COVID-19. In this case, the Minnesota Department of Health will provide instructions to the individual and household contacts about when it is safe to return to the dance studio.
- **Scenario 2:** The staff member is clinically evaluated for COVID-19 and is clinically diagnosed COVID-19. In this case, the individual will stay at home at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.
- **Scenario 3:** The staff member is clinically evaluated and an alternative clinical or laboratory confirmed condition exists. In this case, the individual will follow provider directions and recommended treatment and return guidance to the dance studio.
- **Scenario 4:** The staff member has not been clinically evaluated and is monitoring symptoms at home. While self-monitoring, the staff member observes one or more of the following symptoms: fever, new onset or worsening cough, or shortness of breath. The individual will stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.
- **Scenario 5:** The staff member has not been clinically evaluated and is monitoring symptoms at home. While self-monitoring, the staff member observes symptoms not consistent with COVID-19. In this case, the staff member will follow individual sick leave policy of the dance studio.

To support all these scenarios, the studio owner will ask qualifying questions as a means of health screening upon any staff member's arrival back to the dance studio. "Yes" answers to any of the following questions will deny entry to the dance studio. The staff member will be advised to stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.

- Have you tested for COVID-19 with a positive confirmation?
- In the past 72 hours, have you had a fever above 100.4 Fahrenheit?
- In the past 72 hours, have you had a cough or a worsening in your cough?
- In the past 72 hours, have you had shortness of breath in conjunction with a cough or a worsening in your cough?
- In the past 72 hours, have you had a change in smell or taste?

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- In the past week, have you knowingly been exposed to a person who has a confirmed case of COVID-19?

Should a staff member notice new symptoms during a shift, that staff member will immediately leave the dance studio. Any area used by the staff member will be closed to others. There will be a 24-hour waiting period before cleaning and disinfecting the affected area to minimize potential for others being exposed to respiratory droplets.

TPDS has implemented leave policies that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Staff is required to contact the studio owner via a phone call or text prior to their scheduled classes so that a substitute instructor may be obtained to direct the classes. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions will be implemented on an individual basis.

TPDS has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at the dance studio and requiring them to quarantine for the required amount of time. Staff will be informed in writing while protecting the privacy of others. TPDS has implemented a policy to protect the privacy of staff's health status and health information.

## **Screening and policies for dancers and family members exhibiting signs and symptoms of COVID-19**

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Signs will be placed on the dance studio's entrances asking individuals to stop and not enter the building if they are experiencing listed symptoms. During Phases 2 and 3, additional people will be asked to wait in their vehicle. Also, during Phases 2 and 3, dancers will enter the dance studio in their assigned entries and will exit through their respective exits. During Phases 2 and 3, all people entering the dance studio will have their temperature taken and must pass a list of entry questions without any positive responses

Dance families have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Parents should test their dancer's temperature before entering the studio each day. Parents should also monitor their dancer daily for a new onset or worsening cough or shortness of breath. If a dancer is ill, the same procedures will be enacted as listed above in the five scenarios for staff. Parents should contact TPDS by phone or email whenever their dancer is ill (or a family member is ill) and the dancer will be required to stay home.

TPDS has purchased a no-touch infrared thermometer to test temperatures of dancers who develop a fever when they are at the dance studio.

FTPDS staff will ask qualifying questions as a means of health screening upon any dancer's arrival

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back to the dance studio. “Yes” answers to any of the following questions will deny entry to the dance studio. The dancer will be advised to stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.

- Have you tested for COVID-19 with a positive confirmation?
- In the past 72 hours, have you had a fever above 100.4 Fahrenheit?
- In the past 72 hours, have you had a cough or a worsening in your cough?
- In the past 72 hours, have you had shortness of breath in conjunction with a cough or a worsening in your cough?
- In the past 72 hours, have you had a change in smell or taste?
- In the past week, have you knowingly been exposed to a person who has a confirmed case of COVID-19?

TPDS has also implemented a policy for informing dancers if they have been exposed to a person with COVID-19 at the dance studio and requiring them to quarantine for the required amount of time. Dance families will be informed in writing while protecting privacy of others. TPDS has implemented a policy to protect the privacy of dancers’ health status and health information.

If TPDS is notified that a dancer entered the dance studio while asymptomatic, the dance studio may be closed for a period of time to be deep cleaned before reopening.

## Handwashing

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Basic infection prevention measures are always being implemented at our dance studio. Staff is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All staff, dancers and visitors to the studio will be required to sanitize their hands immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at the front entrance, front desk, located within each dance studio, and at the back exit so that staff, dancers and visitors may use them for hand hygiene in place of soap and water, as long as hands are not visibly soiled. We do ask that dancers wash their hands upon entering the studio before they start their class for the day. Signs will be placed in the restrooms describing best practice handwashing techniques.

## Respiratory etiquette: Cover your cough or sneeze

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Staff, dancers and visitors are being instructed to cover their mouth and nose with their arm or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize



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their hands immediately afterward. Trash receptacles will have covers removed during Phases 2 – 4 to be no-touch containers.

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, dancers, and visitors. Please notify staff if the dance studio is out of tissues or if trash receptacles need to be emptied. Reminders will be given verbally in addition to signs and parent and staff email and newsletter communication.

## Cleaning, disinfection, and ventilation

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We continue to follow stringent sanitation protocols for proper disinfection, operation, and maintenance, as well as adding additional procedures to achieve a new level of cleanliness. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces (i.e. dance floors and dance barres), equipment (i.e. mats, yoga balls, balance balls), and areas in the dance studio environment, including restrooms, break room, staff room, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, copy machines and printers, credit card readers, HVAC controls, door handles, light switches, toilets, faucets, sinks, etc.

No street shoes will be allowed into dance rooms. Staff and dancers must bring and wear separate shoes for all classes on dance floors. Dancers are not allowed to dance with bare feet during Phases 2 and 3. There may be limited times during Phase 4 that dancers may be allowed to dance with bare feet.

Common areas will be limited to benches, tables and chairs that can be cleaned at the end of each day. The dance studio lobby will be closed during Phases 2 and 3, it will be open on a limited basis during Phase 4 and will be completely reopened during Phase 5. Benches and chairs in dancer gathering areas will be blocked off during Phases 2 - 4 and will be opened in Phase 5. The dancer break room will be closed during Phases 2 and 3, it will be opened on a limited basis during Phase 4 and will be completely reopened in Phase 5. The water fountain in the common area will be shutdown during Phases 2 - 4 and will reopen in Phase 5. Dancers will be required to bring their own water bottles labeled with their name. All drinks must be taken out of the dance studio at the end of each class. Any water bottles that get left after any class will be thrown away. No items may be shared. The Lost and Found will be eliminated during Phases 2 – 4 and will return in Phase 5. All items left in the studio will need to be discarded – please make sure you have your items before leaving the dance studio. Toys, books, and videos from the studio lobby waiting area will be moved to storage during Phases 2 – 4 and they will be returned during Phase 5. Floors will be cleaned daily, and the dance studio will undergo a deep cleaning once a week.

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Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

- Stagestep ProClean D Plus / Chlorox Bleach will be used on dance studio floors once a week for a deep clean. ProClean D Plus is a hospital strength disinfectant. It is listed as a product that can be used against SARS-CoV-2 and meets EPA's criteria for use against SARS-CoV-2, the novel coronavirus that causes the disease COVID-19.
- Vital-Oxide (NuFoam) is an EPA Registered Hospital Grade Disinfectant. It will be sprayed onto high-touch areas in the dance studio classroom between each class. It will also be sprayed onto an industrial strength cotton dust mop to clean floors between classes. This product will also be used to disinfect surfaces throughout the dance studio daily. It kills 99.9% of bacteria and viruses upon contact and then dissipates to prevent chemicals being absorbed through the skin.
- Surfaces will be cleaned daily with soap and water before being disinfected. Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- Latex gloves will be used when using all cleaning and disinfecting products. Lysol Spray disinfectant (or comparable substitution if unable to purchase Lysol due to pandemic) will be used daily in bathroom areas and cubbies.

The maximum amount of fresh air is being brought into the dance studio rooms (classroom doors will remain open when possible ), air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Additional fans may not be used in the dance studio at this time.

## Addendums

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- 1. Jackrabbit class room sign up
- 2. Punch card
- 3. Class layout

## Communications and training

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This COVID-19 Preparedness Plan was communicated via email to all staff and parents on June 2, 2020 and necessary training will be provided via email, text and in-person training. Additional communication and training will be ongoing via emailed messages and/or video training and will be provided to all new staff who did not receive the initial training. Updates to this plan were made on August 28th 2021 and communicated to parents at registration. Staff must read and agree to this COVID-19 Preparedness Plan before returning to work at the dance studio.

Instructions will be communicated to dancers and visitors about: how to drop-off and pick-up dancers; how dance classes will be conducted to ensure social distancing between the staff and dancers; required hygiene practices; and recommendations that visitors use face masks when dropping off and picking up dancers. Dancers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Signs will be placed on the dance studio's front entrance asking individual to stop and not enter the building if they are experiencing listed symptoms.

Turning Pointe Dance Studio's owners and staff are to monitor how effective the program has been implemented by daily conversations during Phase 2 and weekly conversations during Phases 3 and 4. The owners and staff are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by Turning Pointe Dance studio owners, Gayle and Robert Myles, and was posted throughout the dance studio, the TPDS website, and social media sites on June 1, 2020. updated August 2021 and will be updated as necessary.

Certified by:

**[Signature]**

Gayle and Robert Myles  
Owners of Turning Pointe  
Dance Studio