

Dance Experience COVID-19 Protocols and Procedures

Draft Copy

As of August 20, 2020

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Purpose

The purpose of this document is to outline the processes and procedures Dance Experience has put in place to protect the health and safety of our dance community. The intention of these processes and procedures is to protect the health, safety, and wellbeing of our dance community, while recognizing that they do not eliminate all risk associated with joining dance this season.

Definitions

COVID-19 Isolation Room refers to the space in the back of the Dance Experience office that will be utilized to isolate individuals who are symptomatic or non-compliance.

COVID-19 Safety Coordinator refers to the person(s) designated to ensure compliance with all Dance Experience COVID-19 protocols and procedures, as well as all Alberta Public Health orders and guidelines.

Dance Experience refers to the not-for-profit organization and Board.

Dance Experience Members refers to all dancers, parents/guardians and Dance Experience Staff.

Dance Experience Office Staff refers to individuals (volunteer or paid employee) scheduled to work in the Dance Experience office.

Dance Experience Staff refers to anyone scheduled to work on site with a designated role (volunteers, paid employees, and instructors)

Dance Experience Instructor refers to individuals paid to teach classes

Dance Studio refers to the individual rooms rented by Dance Experience for dance classes

Studio Director refers to the studio management software

Studio Lounge refers to the waiting room at the front of the building

The Studio refers to the Dance Experience organization and building

The Building refers to the physical structure in which we offer classes, Fulton Place School

Visitor refers to anyone that is not scheduled in a class or scheduled to work during their time in the building

Communication

This document will be e-mailed out to all Dance Experience families registered for the 2020-2021 dance season. It will also be posted on the Dance Experience website, linked to families accounts in Studio Director and posted at the studio.

All families are expected to read the document (and all associated links) and go over it with their dancer(s). Families are required to confirm they have read this document and agree to the protocols and procedures stated. This is achieved by completing the [Dance Experience COVID-19 Waiver](#).

Class delivery options

Dance Experience will offer a full complement of classes in-person for the 2020-2021 season for the continued development of our dancers. For those families that are not comfortable returning to classes in-person we will offer a small number of recreational classes online. These online classes will be mixed levels/ages and offered to promote physical activity and continued involvement in dance. Online classes may not advance a dancer's level for the following season. If a dancer begins the season registered in online classes they will not be permitted to join an in-person class during the season. As we monitor the situation and engage with our families we may start new in-person classes in January that these students would be able to join.

Dance season start dates

All classes will have an online welcome the week September 14 - 19. The instructors will be at the studio and will review the new procedures with each class.

- Start dates for the in-person season will be staggered for the two streams (festival and recreational) of classes. This will decrease the initial number of people in the building, allowing us to effectively implement our new protocols and procedures.
- Festival classes will begin in-person the week of Monday September 21.
- Recreational classes will begin online the week of September 21 and will move to in-person classes the week of Monday September 28.
- Weather permitting, we will run some classes outside each week. This will provide the dancers with more space to move and allow them to dance in a space with better airflow, as well as decrease the number of people in the building.

Class information/structure

Where possible the start and end time of classes have been staggered to limit the number of dancers in the halls. Class sizes will be based upon studio capacity with physical distancing of 3 meters. This is the recommended distancing for intense physical activity and it may result in a decrease in the size of some classes.

Class placements will be slightly different this season to decrease the number of close contacts our dancers have at the studio. Dancers will be placed in cohorts, which will remain the same across all styles of dance. This may mean that your dancer is not with the same group as last season. We understand this may be challenging for some dancers as they may move down a level, but we think this is the best way to maintain the health and safety of our dance community. Dancers from different cohorts will not interact with each other at the studio.

- All pre-school classes will be scheduled at times separate to other classes (late afternoon and weekends).
- This season we will not be offering tumbling classes due to the sharing of equipment, physical contact with the equipment, hands on spotting by the instructor and the requirement not to mix cohorts.
- Due to the current health restrictions on group singing, musical theatre will be offered as a song & dance class. Changes to current health restrictions during the season may permit re-evaluation of these classes.
- The use of props during class will be limited. If props are used, they will be decided upon before the class. All props will be sanitized prior to and after each use, and will be packaged individually for each dancer.

The focus of in-person classes for the first three months will be on technique. This season, in-person classes will not begin choreography for routines until December. Although our hope is to have a full season, which includes shows and competitions, we recognize the health situation remains unpredictable and this is not guaranteed. For the same reason, we will also not be ordering costumes until December or January when we hope to have a better idea of what might be possible in the spring. This will impact what instructors are able to do with their choreography and it will limit the options they have for costumes. We know how disappointed classes were last season and we do not want to see choreography and costly costumes wasted for a second consecutive year.

Face masks

Dance Experience will require masks be worn by all individuals while inside the building (see additional information below regarding mask wearing during classes). Individuals will be expected to provide their own masks however if one is required Dance Experience Staff can provide them at a cost of \$1.00. This charge will be added to your studio director account.

Public health officials now recognize that people who are infected, but are asymptomatic or pre-symptomatic, contribute to the community spread of COVID-19. The use of face masks can mitigate the risk of spreading COVID-19, particularly when people are indoors and physical distancing is a challenge. While wearing a face mask can reduce the spread of infection, it is not a substitute for physical distancing and recommended hygiene practices, which must be maintained whenever possible.

Dancers are strongly encouraged to wear a face mask during class, however, this is not required if participating in intense physical activity. Current Alberta Health guidance states that masks should not be worn during intense physical activity. If a dancer intends to remove their mask while in class they must bring a sealable bag and personal hand sanitizer. Dancers must follow [proper procedures for wearing a mask](#) which includes [sanitizing hands](#) before and after removal. Their mask must be sealed in the bag when it is not being worn.

Mask exemptions

Individuals who are physically unable to place or remove a face mask without assistance are exempt from the requirement. Dance Experience also acknowledges that individuals who are physically, psychologically, or developmentally unable to wear a mask, or protected under the Alberta Human Rights Act, may come forward with accommodation requests. There are likely to be few medically related reasons individuals cannot wear masks and allowing people to wear face shields in most circumstances should reduce the need for any accommodations.

Mask exemption requests

Dance Experience members who cannot wear masks due to health conditions should contact the studio in writing prior to the start of classes. The deadline for exemption requests is Friday September 11, 2020. The Dance Experience Board will manage accommodation requests related to mask wearing.

Mask non-compliance

If a dancer refuses to wear a mask inside the building, they will not be permitted access to their class. In this situation, the dancer's family will be contacted and asked to pick them up. The dancer will be asked to wait in the COVID isolation room until they are picked up. Any dancer who repeatedly refuses to wear a mask will be withdrawn from their classes (Dance Experience will use a three strikes policy to determine this). If a visitor refuses to wear a mask they will not be permitted access to the building.

Health screening questionnaire

Before coming to the studio, all dancers and staff must complete a [Health Screening Questionnaire](#) to determine if they can attend class or must stay home. The questionnaire can also be accessed using this QR code:



1. Parents/Guardians must complete the health screening questionnaire for their dancer(s) each day before coming to class. If the dancer is over 18 years they may complete the questionnaire themselves.
2. The questionnaire should be completed no more than 12 hours prior to the start time of your dancer's class. Ideally it would be completed as close to your dancer's arrival at Dance Experience as possible.
3. If the studio has not received a completed questionnaire prior to your dancer's class they will not be permitted to participate until confirmation of health screening has been provided. Dance Experience staff will phone families to get verbal responses to the questions. If a parent or guardian can not be reached the studio will have the dancer wait in the COVID isolation room for pick-up.
4. Dancers cannot enter the building if they are exhibiting any COVID-19 symptoms that cannot be attributed to an existing condition. If you answer yes to any of the questions you should not come to the studio. In this case you are asked to use the [AHS Online Assessment Tool](#) to determine if testing is recommended before returning to the studio.

Requirements for self-isolation vary based on the specific symptoms. If you have any of the following symptoms you are [legally required to isolate for at least 10 days](#) from the start of your symptoms or until they resolve, whichever is longer:

- Fever
- Cough (new cough or worsening chronic cough)
- Shortness of breath or difficulty breathing (new or worsening)
- Runny nose
- Sore throat

If you have any of these other symptoms, stay home and minimize your contact with others until your symptoms resolve:

- Chills
- Painful swallowing
- Stuffy nose
- Headache
- Muscle or joint aches
- Feeling unwell, fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis, commonly known as pink eye

Students with pre-existing health conditions that cause symptoms similar to that of COVID-19 should notify the studio prior to the start of classes. As long as these symptoms remain the same, the dancer can attend classes. If the symptoms change or worsen, the dancer should notify their instructor and the studio will follow the rapid response plan.

Class drop-off/pick-up

1. All dancers must complete an online [Health Screening Questionnaire](#) prior to arrival each day they have a class. Dancers cannot enter the building if they are exhibiting any of the COVID-19 symptoms that cannot be attributed to an existing condition.
2. Dancers should arrive no more than 5 min before class time and must be picked up promptly after class to facilitate orderly transition between the classes.
3. All dancers will be dropped off and picked up at assigned doors. These doors will be assigned based on which dance studio your dancer's class is scheduled in. If possible, separate doors will be used for entrance and exit.

4. Dancers arriving for class will wait outside the building at their assigned door on designated spots to ensure physical distancing. If weather requires that this process change, an update will be provided by the studio allowing dancers to enter the building early.
5. [Masks](#) must be worn by all individuals while inside the building (refer to section on Masks). We recommend dancers arrive wearing their mask to ease the entry process.
6. All dancers will be asked to [sanitize their hands](#) when they enter the building. Hand sanitizer will be available at all doors.
7. Upon arrival Dance Experience Staff will escort the dancers into the dance studio to help promote physical distancing. At the end of class dancers will be escorted to the exits.
8. Parents/guardians will not be permitted inside the building unless a meeting time has been scheduled in advance. Parents are asked to remain in their cars if waiting at the studio, and to maintain a safe physical distance between themselves and others.

Dance studio procedures, hygiene, and controls

1. Prior to entry to the dance studio the Instructor will confirm that all dancers have completed the [Health Screening Questionnaire](#). If a questionnaire has not been received the dancer will be sent to the studio office where the office staff member will assist them.
2. Each dancer's temperature will be taken before they enter the dance studio. Dancers cannot participate if exhibiting a fever (please see rapid response plan below). A temperature of 38°C in adults and 37.5°C in children will be considered a fever (temperatures obtained from Alberta Health).
3. All dancers will be required to [sanitize their hands](#) as they enter the dance studio and at the end of their class. Teachers will hand sanitize regularly throughout the night. Hand sanitizer is available in all the dance studios.
4. Dancers must come to the building dressed, and ready. Dancers will only be permitted to bring what is needed for class. All belongings will be kept in designated storage locations.
 - Water bottles must be labelled with their name.
 - Dance shoes.
 - Exercise Matt (can not be shared)
 - Ziploc bag (if required to store masks during class).
 - Personal hand sanitizer (cannot be shared).
5. All staff will wear face masks and will maintain 2 meters of physical distance whenever possible.
6. Dancers are strongly encouraged to wear a face mask during class. If a dancer removes their mask while in class they must have a sealable bag to store their mask in. Dancers must follow [proper procedures for wearing a mask](#) which includes [sanitizing hands](#) before and after removal. Their mask must be sealed in the bag when it is not being worn.
7. Hands-on corrections will only take place if both the Instructor and dancer are wearing masks. Instructors will sanitize their hands before and after any hands on correction.
8. Each dancer will be assigned a clearly marked spot at the barre and on the dance studio floor. Spots will be positioned 3 meters apart to ensure physical distancing is maintained at all times. Gridlines will be used to help dancers identify their space.
9. If a cohort of dancers has two classes scheduled back-to-back the dancers will remain in the same dance studio and the instructors will change spaces to decrease the amount of disinfecting required.
10. Instructors will use large speakers and a microphone to project their voice.
11. Fans will not be used during classes. Windows and doors may be kept open to promote air flow and to cool off the dance studios. If possible air conditioners will be set-up before classes to cool off rooms.
12. Instructors will disinfect all barres, storage cubbies/bins and doorknobs between each class and at the end of each day using established disinfecting protocols. Breaks have been scheduled between classes to allow time for this procedure. If the class involved floor work the floors will be disinfected after class.

13. Instructors will disinfect stereo equipment at the beginning and end of each night or if the instructor changes rooms.

Pre-school classes

We recognize that our youngest dancers might have trouble entering the building on their own. To support our pre-school dancers and protect the health and safety of all our dancers the pre-school classes will be scheduled at times separate to other classes (late afternoon and weekends). By scheduling the classes in this way we are able to allow one parent/guardian to enter the building with their dancer. This parent/guardian is required to complete the [health screening questionnaire](#) prior to entry in the building. They must wear a [mask](#) and [sanitize their hands](#) upon entry and their temperature will be checked. Physical distancing guidelines must be followed. This parent/guardian will be able to enter the foyer with their dancer to help them get ready for class but they cannot remain in the building during class. After class the same parent/guardian will be permitted back into the building to collect their dancer. We ask that parents/guardians of the pre-school dancers remain close to the building during class in case they need to be contacted.

Visitors to the building

A visitor will be considered anyone that is not scheduled in a class or scheduled to work during their time in the building. All visitors must have a scheduled appointment with the office and must sign in upon arrival. Visitors to the building must be documented for contract tracing purposes. Visitors are required to complete the [health screening questionnaire](#) prior to entry in the building. They must wear a [mask](#) and [sanitize their hands](#) upon entry and their temperature will be checked. Physical distancing guidelines must be followed.

Building hygiene and controls

1. Dance Experience Staff will disinfect common areas and high touch points (eg. washrooms, railings, door handles, etc.) before classes begin for the day, at the midway point and after the final class for the day using established disinfecting protocols.
2. The hallways will be marked with directional arrows and all benches will be removed.
3. Where necessary the hallways will be marked showing 2 meters of physical distancing.
4. Dancers will only be permitted to use the washroom assigned to the dance studio they are dancing in to limit movement throughout the building and the number of people they are sharing contact points with.
5. Where necessary washroom stalls and sinks have been marked “out of service” to ensure physical distancing.
6. Washroom occupancy limits have been posted on all doors.
7. Staff will only use the single washroom at the front of the building.
8. Water fountains will be available to dancers but they are encouraged to fill their water bottles from the fountain instead of drinking from it directly.
9. The studio lounge has been arranged for dancers that must wait at the studio due to a break in classes. Tables and chairs will have an occupancy limit of 1 and have been positioned to allow for 2 meters of physical distancing. Disinfectant is available in this space and we ask dancers to please wipe down their table before and after use.
10. The microwave and vending machine will not be available to dancers.

The Dance Experience disinfection protocol can be found [here](#).

Rapid response plan

1. If a dancer or staff member develops symptoms while at the studio, they will be asked to [wear a mask](#) if they are able to, and be isolated from others in the studio covid isolation room in the office.
2. The parent/guardian will be notified to come and pick up the dancer immediately. In the case of a staff member, they will be asked to leave the building immediately and go straight home. If they are unable to drive their emergency contact will be notified to come and pick them up immediately.
3. The dancer or staff member are encouraged to access COVID-19 testing by accessing the [AHS Online Assessment tool](#).
4. Staff will continue to care for the symptomatic individual until they are picked up. The staff member will wear a mask while caring for the symptomatic individual. Close interactions with the symptomatic individual that may result in contact with their respiratory secretions will be avoided.
5. All items the symptomatic individual touched/used while isolated will be cleaned and disinfected as soon as they have been picked up.
6. If an instructor develops symptoms while teaching the instructors classes will be canceled. Dance Experience staff will contact the parents/guardians of the current class and will wait with the group until they are picked up. The families of all other classes will be notified of the cancellation.

Dancer illness and/or self-isolation

- If a dancer exhibits COVID-19 symptoms they will not be permitted to return for 10 days from the start of symptoms or until they are no longer exhibiting symptoms (whichever is longer). If the dancer has had close physical contact with a positive COVID-19 case they will not be permitted to return to the studio for 14 days.
- If a dancer is tested for COVID-19 we encourage them to notify the studio they are being tested and of the results when they are received.
- If a dancer is unable to attend class due to illness or public health requirement to self isolate they will be provided with a pre-recorded lesson of their class (for up to two weeks). If their absence extends past two weeks they will be provided with other online resources or written material to work on at home. Dancers are only expected to use these materials at home if they are physically able.

Staff illness and/or self-isolation

- If the staff member exhibits COVID-19 symptoms they will not be permitted to return for 10 days from the start of symptoms or until they are no longer exhibiting symptoms (whichever is longer). If the staff member has had close physical contact with a positive COVID-19 case they will not be permitted to return to the studio for 14 days.
- If a staff member is tested for COVID-19 we encourage them to notify the studio they are being tested and of the results when they are received.
- In the event of instructor illness an attempt will be made to find a substitute instructor, if this is not possible the class will be provided with recorded materials for the duration of the absence or until a substitute instructor can be found. If the substitute instructor is not already interacting with the cohort of dancers they will maintain 2 meters of physical distancing at all times and no hands on corrections will be given.

Contact tracing and reporting

To support public health contact tracing efforts, Dance Experience will maintain daily records in order to identify:

1. Staff members onsite at any given time
2. Who staff members may have had contact with during any given shift
3. The dancers onsite at any given time
4. Who the dancers may have had contact with during any given shift
5. Visitors to the building at any given time

Information about dancers and staff will only be requested by Alberta Health Services if a potential exposure occurs onsite. Dance Experience maintains records of all dancer and staff contact information. Class attendance is taken daily using Studio Director, this ensures we have a record of who was in each dance studio on a given date/time. Attendance records are kept for the 2020-2021 Dance Season.

Instructor schedules are recorded in Studio Director each week and provide information on the dates/times and dance studio each instructor was working in. Dance Experience Office Staff will sign in and out daily on the “Dance Experience Office Staff Record” to ensure accurate records are maintained. Instructor and Office Staff records are kept for the 2020-2021 Dance Season.

Visitors must schedule an appointment to enter the building and are required to sign in upon arrival. These records will be kept for a minimum of two weeks.

Response to a positive COVID-19 case

If a case of COVID-19 is confirmed at the studio, parents will be notified and public health officials will contact those who were in close contact with the person. The dancers and staff who came in close contact will be required to self-isolate for 14 days. A positive COVID-19 case will not automatically lead to studio closure, this will be assessed with Health authorities.

Non-compliance protocols

A Dance Experience COVID-19 Safety Coordinator will always be onsite to address any Dance Experience member (dancer, family member, or staff) not adhering to the outlined policies and procedures. If a Dance Experience member is not willing to comply they will be asked to leave the building. If the member is a minor their parents/guardians will be contacted to pick them up from the studio. If they refuse to leave the building the Dance Experience Covid-19 Safety Coordinator will contact authorities immediately.

Registration and payment options

This season the entire registration process will take place online to minimize physical contact. Once the registration process has been finalized we will email the details to all families.

We would like our members to be aware that we will be discouraging families from paying fees using debit or cash to limit the requirement to enter the building. Exceptions will be considered on a case by case basis. Families will continue to be able to pay using cheques or pre-authorized credit card payments. This season we will also accept e-transfer fee payments to provide another option to families.

Links

- [Dance Experience COVID-19 Waiver](#)
- [AHS online assessment tool](#)
- [Health Screening Questionnaire](#)
- [Dance Experience disinfection protocol](#)
- [How to wear a mask](#)
- [Respiratory hygiene](#)
- [Hand hygiene](#)
- [Hand hygiene](#)