

# **COVID-19 Preparedness Plan for Betty Jo's Dance Center**

**Betty Jo's Dance Center** is committed to providing a safe and healthy workplace for all our teachers, staff, families and students. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Teachers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facilities and communities, and that requires full cooperation among our staff, families and dancers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Teachers and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Betty Jo's Dance Center teachers and staff have our full support in enforcing the provisions of this policy.

We are serious about safety and health. Teacher involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. I have asked for feedback from the members of our faculty to assure they feel comfortable returning to work. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-56, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to teachers and staff; and
- management and supervision necessary to ensure effective implementation of the plan.
- communications and instructions for families and dancers.

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

Everyone entering Betty Jo's Dance Center must self-monitor for signs and symptoms of COVID-19. Any member of the staff or any dancers who show symptoms of

COVID-19, has tested positive for COVID-19 or has been exposed to someone with a positive COVID-19 test may not enter the dance center and must immediately inform the front desk via email.

**Betty Jo's Dance Center** has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees who fall into one of the above conditions are entitled to full compensation for the extent of their isolation. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees who have underlying conditions or who have family members with underlying conditions may refrain from returning to work and are entitled to full compensation for the extent of their isolation

**Betty Jo's Dance Center** has also implemented a policy for informing staff and students if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. We will immediately notify all affected persons via email.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. We will not reveal the name of the individual with the positive COVID-19 test or symptoms.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Staff and dancers are 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 dance class, prior to eating and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

**There will be hand sanitizer available at the studio entrance as well as in each studio. There is hand soap available in each bathroom as well as signs reminding students to sanitize their hands and wash for 20 seconds.**

**Respiratory etiquette: Cover your cough or sneeze**

**All staff, students and anyone entering the building will be required to wear a mask. The mask must cover both the mouth and the nose and remain on while the person is in the building. The mask must remain on while inside the building unless the student is alone in the studio with a member of their same household present. Time to clear the air must be allowed between studio uses when a mask is not worn.**

Staff, students and visitors are being instructed to cover their mouth and nose with their sleeve 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 their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between teachers and dancers in the studio and hallways. Studios will be brought down to 50% or less capacity. Tape marks will be used on the floor and on barres to assure 6 feet of distance between dancers and their belongings. Teachers will remain at a 6 foot distance when demonstrating or correcting students.

For outdoor classes, appropriate social distancing will be marked for students to maintain during classes.

Students, teachers and visitors should practice social distance in hallways and should not linger in common areas. Whenever possible, students should remain outside the building until it is time for their class and leave the building as soon as possible when their class has finished.

Entrance to the dance center will be limited to those attending classes. Families should remain outside the dance center and communicate with staff via email or phone.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, barres and floors, including restrooms, lobbies, front desk and school store. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as stereo equipment, barres and door handles. Barres will be cleaned following every class in which they were touched as well as at

the beginning and end of each session of classes. Stereo equipment will be sanitized each time a new teacher uses the room as well as at the beginning and end of each session of classes. The front desk will be cleaned after each customer interaction. The doors will be cleaned each hour during every session of classes.

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. Gloves, bleach based cleaning supplies as well as clean rags will be used by staff to clean surfaces.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Windows and doors will remain open during dance sessions weather allowing.

Water fountains are closed for the duration of the pandemic.

## **Communications and training**

This COVID-19 Preparedness Plan was communicated via email to all staff and dancers. Additional communication and training will be ongoing as new information becomes available. Instructions will be communicated to all dancers and families regarding the studio policies.

This COVID-19 Preparedness Plan has been certified by Betty Jo's Dance Center management and was posted throughout the workplace on June 1, 2020. It will be updated as necessary.

Certified by:

**Marianne Raub**

**Owner, Betty Jo's Dance Center**