

The logo for Children's Dance Theater features the word "Children's" in a large, teal, cursive font. Below it, the words "DANCE THEATER" are written in a bold, black, sans-serif font. To the right of the text, there are several overlapping circles in shades of teal and grey, resembling bubbles or a decorative graphic.

Children's DANCE THEATER

Children's Dance Theater is committed to a safe environment for our staff and clients. In response to the Covid-19 outbreak, this document has been developed to help our staff and teachers know the new procedures and protocols they must follow to ensure a safe workspace. This also helps clients know what to expect should they decide to rejoin dance classes, camps and other programs offered at CDT. Due to the nature of our diverse program offering, we have had to combine many different industry recommendations and combine them to meet our business needs. We referred to day camp/Care procedures, religious organizations (for singing) fitness and recreational facilities including gymnastic guides as well as recommendations from both CDC and Washington Department of health.

A. Employee Protection:

Our teachers and staff love what they do and truly miss being at the studio. Their work is essential to the health of our business and we are doing all we can to keep them healthy.

We are training staff health and safety protocols for your site, including how to screen for symptoms, maintain physical distance, and what to do if someone develops signs of COVID-19.

Communicate regularly with families and staff, and emphasize the importance of staying home when sick, physical distancing, hand hygiene, as well as the use of cloth face coverings when appropriate.

Monitor child and employee attendance and absences, have flexible leave policies and practices, and have access to trained substitutes to support employee absences.

Those at high risk for health problems from COVID-19 are encouraged to consult with their health care provider when considering whether to provide or participate in child care, youth development opportunities, or summer day camps.

We are expanding our remote working hours whenever possible. Any job that can be done from home, will be done from home.

- All employees will be screened daily for [COVID-19 symptoms](#), including a temperature check.
 - ✓ All employees will be temperature screened upon arrival at work.
 - ✓ Temperature should not exceed 100.4 degrees Fahrenheit. Employees will be sent home if above temperature.
- Any employee who exhibits COVID-19 symptoms (answers yes to any of the screening questions, or who is running a fever) will be asked to leave the premises immediately and seek medical care and/or COVID-19 testing, per the Washington State Health Department and CDC guidelines.
- Children’s Dance Theater will maintain confidentiality of employee health information.
- Children’s Dance Theater will post signage on health policies, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
 - ✓ CDC guidance to stop the spread of germs.
 - ✓ CDC guidance on COVID-19 symptoms
- Employees will be required to wear face masks. Teachers will work to use touchless corrections as much as possible. If spotting or physical corrections are required teachers must wear gloves. We encourage everyone to bring their own mask, however we do have PPE for staff as needed.
- Social distancing will be in effect. A sneeze guard barrier will be placed at the desk.
- Congregating in the areas will be prohibited. The Lobby, Student Lounge and Café Jete eating area are closed until further notice.
- Employees are to increase hygiene practices – wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing.
- All employees MUST stay home if feeling ill, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee household.
- Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying health conditions) should stay home.

B. Consumer Protection

Our students and their families are the heart of our business. Their safety and health is paramount. As such we are immediately implementing the following procedures.

All families will be required to sign a new waiver including COVID-19 measures.

Customers will be screened daily for COVID-19 symptoms, including a temperature check.

- ✓ All visitors and students will be temperature screened upon arrival at work.
- ✓ Temperature should not exceed 100.4 degrees Fahrenheit. Clients will be sent home if above temperature.

Any person who exhibits COVID-19 symptoms (answers yes to any of the screening questions, or who is running a fever) will be asked to leave the premises immediately and seek medical care and/or COVID-19 testing, per the Washington State Health Department and CDC guidelines.

- The lobby area is closed. Parents and siblings are not allowed to wait in the studio while classes are going on.
- Parents of young children 6 and under. May escort their dancer into the building, assist them in the bathroom, and deliver them to their classroom. Then they must wait in the car. Be sure we have a cellphone number on file should we need to reach you.
- Please use the curbside drop off zone if possible and safe to do so.
- Class start times are staggered to reduce traffic flow
- One-way traffic flows inside the facility have been established. Please follow the arrows.
- Parents are asked to educate their children to look for the social distancing dots in the waiting areas and inside the studio.
- All customers will be required to sanitize their hands upon entering the facility. Wash hands or use hand gel before and after signing in and out. A hand sanitizing station is located at the entry of the building, where health screening will take place.
- It is highly recommended that families have the same adult drop off and pick up the child each day and avoid carpooling when possible.

C. Business Process Adaptations

- Sanitizing stations will be placed throughout the facility for frequent sanitizing. This includes the entrance hand sanitizing station, each studio will have sanitizer, the reception desk, the class room and inside café Jete (for day camp lunch pick up)

Class and camp sizes are being limited:

- ✓ Day camps (Dance & Theater) are being limited to overall capacity (75%) and then subdivided to ensure group sizes should total no more than 11 in a group.
- ✓ Evening Classes are being limited by room capacity and maintain social distancing (unless further limited by state and local requirements)

Auburn Studio A: **6 max**
 Auburn Studio B: **5 max**
 Auburn Studio C: **5 max**
 Auburn Studio D: **6 max**
 Music Room/Classroom: **9 max**
 Federal Way Studio A: **7 max**
 Federal Way Studio B: **7 max**

These above numbers are maximum possibilities. Children's Dance Theater will abide by any limitations as stated by the state and local proclamations, phases guidelines and etc.

- Each dance studio has been taped to show a 6x6 grid on the floor. Each student will dance in their own grid.

- Students will need to bring their dance bag into the studio with them. There is a “stuff spot” to store their items. Please bring your own water bottle and personal hand sanitizer (as a backup) Lockers and cubbies are not available.
- Teachers will plan activities that do not need close physical contact and focus on individual skill building versus competition.
- Children will have their own set of items to limit sharing of supplies, equipment, etc. For example, during day camp crafts, each child will have their own pencil box with a set of markers, scissors, glue and other supplies that is for them exclusively.
- Staff will help maintain 6 feet of distance and reduce time standing in lines. Across the floor situations will be tweaked so that dancers will wait on the perimeter of the room on the “stuff spots” 6 feet apart. One dancer may go across the floor on the diagonal at a time. At each turn, dancers will step forward a dot to progress forward, until all dancers have had a turn.
- Students and teachers will avoid physical contact with another: e.g., hugs, high fives, etc.
- Gloves will be worn when there is any contact with a dancer (spotting or corrections). Spotting needs to be limited for a safety situation only.
- Limit partner activities during class at much as possible.
- Increase fresh air as much as possible – through the ventilation system and/or opening windows where safe. Weather permitting, the garage doors will be open at the federal way location whenever possible. The auburn location balcony may be opened at the teacher’s discretion.
- Going outside is not possible at our Auburn location. For the Federal Way location, outside time will be used for but not limited to lunch time, breaks, whenever more space is needed to help with social distancing during activities.

If two or more groups are outside at the same time, they should have at least 6 feet of open space between them. Use cones, flags, tape, or other signs to create boundaries between groups. If you can, have equipment such as balls and jump ropes for each group. Always wash hands right after outdoor play time.

Lunch & Snack Time:

- All campers must provide their own food. Snack and meal times will be at staggered times. Children are spaced 6 ft at eating times. When possible, children will take their meals outside. Eating areas will be cleaned and sanitized eating areas before and after each group eats. Children’s Dance Theater does have a microwave and refrigerator at each location.
- A staff member will assist kids in storing any refrigerated items. Entire lunch bags may not be placed in the fridge. Please label each item with the child’s name that needs to be refrigerated. Other food items need to be in their dance bag and placed in their studios “stuff spot”
- Before snack and lunch times children will be required to sanitize or wash their hands.
- A Staff member will assist one student at a time in retrieving their food from the fridge. They will then go sit in the eating area on the social distancing designated spots.
- A Staff member will assist with use of the microwave.
- The water fountain is closed. Dancer’s may use the water bottle refill feature.

Cloth Face Coverings

Wearing homemade cloth face coverings may help prevent the spread of COVID-19 and is encouraged for staff and older children. Your local health jurisdiction may have requirements for their use in certain settings. It is up to the program provider to establish rules for their use. See the Washington State Department of Health Guidance on Cloth Face Coverings and CDC Recommendation Regarding the Use of Cloth Face Coverings for more information.

- Cloth face coverings should not be worn by children younger than age 2 years, anyone who has trouble breathing, or any person who is unable to remove the face covering without assistance.
- Even if cloth face coverings are worn, it is important to continue to practice proper physical distancing.
- We require students wear masks at all times within our facility. Please talk with your child about if they need to request a “breathing break” at any time during classes.
- Masks are required for all singing activities or moments when voices are being projected and social distancing must be adhered to.

Bathrooms:

- Teachers and staff will work to ensure that there is no more than 3 dancers in the auburn locations bathroom at one time, to help with social distancing.
- The Federal Way facility is single use bathroom only so this is not an issue.

Cleaning and disinfecting procedures

The U.S. Environmental Protection Agency (EPA) regulates sanitizer and disinfectant chemicals. If you sanitize or disinfect without cleaning first, it will reduce how well these chemicals work and may leave more germs on the surface. Current guidance for cleaning and disinfection for COVID-19 from the CDC states that disinfectants should be registered by the EPA for use against the novel coronavirus. Disinfectants based on hydrogen peroxide or alcohol are safer. The University of Washington has a handout with options for safer cleaning and disinfecting products that work well against COVID-19.

- Children’s Dance Theater Staff members will conduct regular (no longer than 2 hours) disinfecting of high-touch surfaces, equipment and common areas of the facility using disinfectant cleaning supplies according to CDC guidelines.
- Clean, sanitize, and disinfect throughout the day. Frequently touched surfaces such as but not limited to ballet barres, mats, floors, tables, countertops, desks, bathrooms, keyboards, phones, handles door knobs, polydots and etc.
- Teachers will work to reduce the use of shared props.
- Handstamps will not be used in class.
- All surfaces will be wiped with Lysol or Clorox cleaning wipes to clean them. Then disinfected with a hydrogen peroxide cleaner.
- Always follow the disinfectant instructions on the label

- Use disinfectants in a ventilated space. Heavy use of disinfectant products should be done when children and youth are not present and the indoor area can air out before the program continues.
- Keep all chemicals out of reach of children.
- If groups of children or youth are moving from one area to another in shifts, finish cleaning before the new group enters this area. Clean and disinfect high touch surfaces each night after children and youth leave.
- Vacuum daily when children and youth are not present. HEPA filter equipped vacuums will help remove dust and particles.
- Ventilation: There is no special cleaning or disinfection for heating, ventilation, and air conditioning (HVAC) systems. Ventilation is important to have good indoor air quality. Offer more outside time, open windows often, and adjust the HVAC system to allow the maximum amount of outside air to enter the program space. Use of fans for cooling is okay. They should blow away from people.

Some items cannot be cleaned and sanitized. This includes things like playdough and sensory or water tables, stuffed animals, and dress up cloths. These items should be removed from the program unless they are individually assigned and labeled. Rotate toys that are out at any one time, so they can be cleaned and sanitized. Books and other paper-based materials are not high risk for spreading the virus.

If someone is suspected or has a confirmed case of COVID-19

Should a staff or student Children’s Dance Theater be suspected or have a confirmed case of COVID-19 then the following requirements must take place.

Children’s Dance Theater will work with local health authorities if a member has developed a positive COVID-19 diagnosis.

Children’s Dance Theater will maintain confidentiality of the COVID-19 infected person.

If a child, youth or staff member develops signs of COVID-19 (see list under health screenings on page 3), separate the person away from others, with supervision at a distance of 6 feet, until the sick person can leave. While waiting to leave the program, the individual with symptoms should wear a cloth face covering or mask. Air out and then clean and disinfect the areas the person was in after they leave.

The person with symptoms should follow DOH guidance for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19. Ask the employee or child’s parent or caregiver to inform the program right away if the person is diagnosed with COVID-19.

If a child, youth or staff member tests positive for COVID-19, all members of the infected person’s group in the program is a close contact and should self-quarantine for 14 days. Refer to “What to do if you were potentially exposed to someone with confirmed coronavirus disease (COVID-19)?”. Returning to a program after suspected signs of COVID-19

Students, staff and families will not be allowed to enter the facility if they or a household member has had onset of illness with symptoms compatible with suspected or lab-confirmed COVID-19 in the prior 14 days.

A staff member, child, or youth who had signs of suspected or confirmed COVID-19 can return to the program when:

- At least 3 days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND
- At least 10 days have passed since signs first showed up.

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work, child care, school, or public places for 14 days.

The purpose of this document is to provide specific procedures at Children's Dance Theater. These procedures are subject to the guidance provided by state health departments, the Centers for Disease Control (CDC), as well as our personal experts leading us. As the situation with COVID-19 continues to change and the guidance from those agencies can shift with little to no notice, Children's Dance Theater reserves the right to adjust these procedures, with or without amending these written procedures.