

## COVID-19 Preparedness Plan for Lucille Murray's Studio of Dance updated 9/10/20

**Lucille Murray's Studio of Dance** is committed to providing a safe and healthy workplace for all our workers, dancers, and family members. To ensure we have as safe and healthy of a workplace as possible, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management, dancers and dance families. **Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.**

**Workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.** **Lucille Murray Studio of Dance** staff have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

**Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Lucille Murray's Studio of Dance.** Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process. All staff members have been approached and asked about their feelings and comfort level as far as their interaction and willingness to teach classes with students. They have been encouraged to contact the owners of LMSD (by phone or e-mail at any time) if they have any questions or concerns regarding COVID-19 and our procedures/plans. LMSD owners have, and will continue to talk to staff about concerns, ideas, and questions, and will be taking this information into consideration as we monitor guidelines and make any adjustments to our Preparedness Plan. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. **The plan addresses the following:**

### **1. Policies and procedures that assist in the identification of sick workers/students and ensure sick workers/students stay home**

**ALL LMSD staff and dancers/families** will remain home if they have a fever over 100.4 degrees Fahrenheit, or if they have any other symptoms of illness. **Each should take their own temperature and answer the following screening questions prior to each new day of classes.** Remember you will have access to classes virtually on-line if you are unable to attend in person.

#### **Health Screening to be used by LMSD staff and dancers/families prior to coming into the studio for classes:**

***Have you, or any member of your household, had any of the following since your last day of work or dance classes that you cannot attribute to another health condition? If YES, please notify the office and do NOT come into the studio.***

- **Take temperature before leaving home** - Do you have a Fever of 100.4 or higher or feeling feverish?

- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

**If LMSD staff are required to stay at home due to fever or health screening but are well enough, they will still teach classes remotely on Zoom even if they are not able to come into the studio space. Otherwise, if they are not feeling well enough to teach remotely, make-up classes or a substitute teacher (if available) will be used.**

LMSD has infrared contactless thermometers available. Staff members are required to screen themselves prior to each day of work. Any employee with a fever over 100.4 will be expected to immediately go home and will notify the students/families.

Workers are required to self-monitor for signs and symptoms of COVID-19. Staff should take temperature and complete the screening before each shift at the studio. LMSD has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. **If a staff member needs to stay home due to their or a family member's illness, they should notify Lucy Murray immediately. They will be allowed to teach remotely through Zoom (from home) during that time frame. They will also be able to arrange for make-up options if they are too ill to teach or attempt to arrange for a substitute teacher.** Staff who are not able to teach in person due to high risk factors or family members with high risk factors will be allowed to offer virtual class options. **Each employee has been asked if they are comfortable teaching with the described guidelines and offered hours. LMSD has respected each teacher's comfort level and interest level and have created a fusion of virtual and in-person class options for the time being. We are also exploring outdoor class options.**

**Workers who are symptomatic or test positive for Covid-19, or who have family members who test positive for Covid-19 or showing Covid-19 symptoms, will follow the Return to Work guidelines from the Minnesota Department of Health, which can be found at:**

<https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>

**In the event that a staff member becomes ill during class, they will immediately exit the studio, isolate in a dressing room, and then notify Lucy, who will notify parents.** The students will be required to social distance in the waiting area in their designated spots until picked up. Remaining classes for that day will be notified that classes are canceled for the evening and/or until further notice.

**In the event that a student/s become ill during class, they will be quarantined in the dressing room/s in a socially distant manner until picked up.** Staff will immediately contact guardians for pick up. LMSD will notify guardians of other students in the class to update on the situation.

**LMSD will notify staff members if they are exposed to Covid-19 and will follow recommendations outlined by the Minnesota Department of Health. In addition, LMSD will notify dance families of any confirmed or**

presumptive positive cases of Covid-19 that they may have been exposed to at the studio via e-mail. LMSD will keep the identities of all affected individuals private.

## 2. Social distancing – maintaining six feet of physical distancing

All dancers and teachers will maintain a minimum of 6 feet distance between each other during in box dancing times (which will be the majority of class time currently).

Boxes are taped out on the floor for a clear visual for dancers. Each dancer is required to remain within the confinement of their assigned box throughout the entire class period. LMSD will also **have corresponding numbers in the lobby area** (using social distancing guidelines) where dancers will be required to wait until class begins.

Dancer boxes will be 7.5 feet x 5 ft 10 in, with a minimum of 6 feet between boxes.

Dancers **MUST remain inside of their assigned box during class time**. They should remain in the center of their box during instruction time and at any time center work is being taught.

**Dismissal from class will work similarly to admittance**. Dancers will be dismissed one at a time by number. Dancers must exit, grab things and go outdoors for pick up.

**ALL DANCERS ARE EXPECTED TO MAINTAIN 6 FEET SOCIAL DISTANCING** outside the studio while they wait for pick up.

Social distancing of six feet will be implemented and maintained **between workers in the workplace** through the following engineering and administrative protocols: **LMSD Staff are expected to keep a minimum of 6 feet between them and other staff/dancers at all times**. Staff should use the employee closet area one at a time. LMSD staff is expected to take turns to access any common areas and to stand back at least 6 feet from other staff/students as they instruct entrance procedures/exit procedures/class instruction. Teachers will have their own designated box/es during classes. They will not be circulating the room, nor providing hands on correction during this time.

Across the Floor will begin with older classes. There is a assigned spot/socially distanced protocol in place, however, since dancers will move around the studio space during across the floor time, they will be required to wear masks during this portion of class.

Choreography outside of dance boxes – if and when the time comes where some classes begin choreography outside of their socially distanced boxes, we will communicate with parents. We will keep these portions of class short and will require masking during these times.

## 3. Worker hygiene and source controls

LMSD Staff Should:

**According to the Governor's Executive Order 20-81 ALL PEOPLE entering the dance studio building MUST WEAR A CLOTH FACE COVERING. This includes all LMSD staff. Staff must wear masks during all transition times and when they are outside of class time in their studio. They may wear face coverings for parts of class as feasible. Staff is encouraged and welcome to wear face coverings during classes as comfortable/practical.**

Wash hands with soap and water at the beginning and end of your shift

Regularly use hand sanitizer provided for you throughout your shift

Regularly wipe down your workstation, equipment, door handles, and light switches

Bring home your water bottles and other food/items at the end of each shift to clean

Cover nose and mouth when coughing/sneezing, preferably with a tissue (and wash thoroughly after)

Wash hands when leaving bathroom

Laundry work attire between shifts with warmest setting possible

**Worker hygiene and source controls will be implemented at our workplaces at all times.** LMSD staff will be expected to screen themselves for temperature and any other symptoms prior to coming to the studio. They will use provided products to disinfect items as they arrive/between classes/end of day, wash hands often, wear a mask during all transitional times and during classes as feasible, maintain 6 foot social distancing with other staff and dancers, and will do best to avoid touching face/eyes. Gloves are also available to staff.

## **4. Workplace building and ventilation protocols**

LMSD installed new HVAC rooftop units in October of 2019. These units have been adjusted to maximize fresh air intake. Both units were cleaned, adjusted, and checked for maintenance by a certified HVAC professional in June of 2020, and are preventatively maintained at least twice a year.

LMSD will run the circulation/AC during the times the classes are not in session to bring fresh air into the studio. During class times we will NOT run the AC/heat, nor the circulating fans or regular fans (to minimize the air flow between students/teacher), unless the weather conditions/temperature require AC/heat to be run to maintain a reasonable temperature.

## **5. Workplace cleaning and disinfection protocols**

**Fifteen minutes has been scheduled between classes to allow for proper transitions and time for teachers to disinfect any necessary items.**

**LMSD instructors will disinfect the bathrooms, door handles, light switch plates, and equipment used at the beginning of their shift, between classes, and again before leaving the studio.** However, bathrooms will not be sanitized between users, so we do recommend emergency use only, and the use of good hygiene.

Staff should use provided equipment/supplies reading and following any/all manufacturer's directions/recommendations.

Staff will regularly wipe down your workstation, equipment, audio equipment, door handles, and light switches (beginning of shift, between classes, and at end of shift) with provided supplies

Staff will use rubber gloves to clean bathroom after use (or use of a student) – disinfecting and wiping down the sink/counter and light switch, and also clean inside and outside of toilet

Staff will assure paper towels or tissues are available in restrooms with an available garbage receptacle (to allow for contactless exit)

Staff will assure tissues are available to allow for proper cough/sneeze etiquette and garbage receptacle for no-touch disposals.

Staff will wipe security system pad and door handles as you exit the studio at the end of your shift

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users.

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

## 6. Drop-off, pick-up and delivery practices and protocols

**Parents with children ages 7 or under, or those that feel more comfortable, will be allowed to accompany their child in to the studio to wait with them by their designated number in the lobby until their child is invited in to the studio.** They are also allowed to return for pick up. However, parents are required to leave the studio space during the actual class time. **Parents are required to wash hands and wear masks when they accompany their child.**

**Parents should drop off child no earlier than 5 minutes before class time. Dancers will need to enter the studio one at a time and should go directly to their designated number in the lobby area to prepare for class,** being sure to maintain a minimum of 6 feet from all other dancers. Numbers are color coded to match your studio color (Pink – Studio A) (Purple – Studio B). Studio C dancers will enter a separate door on Walnut Street and will not enter the main lobby area.

**Parents should be waiting for pick up at the class end time.** Dancers will be dismissed one at a time and will be required to go outdoors for pick-up where they will maintain a minimum of 6 feet distance from other dancers/parents. Dancers must clear the outdoor area quickly to allow for the next class to arrive. **Children 7 and under may return to their lobby spot for pick-up.** Studio C dancers will wait to be picked up by Studio C Walnut door, unless a parent e-mails the office to give them permission to exit the studio alone.

**Fifteen minutes has been scheduled between classes to allow for proper transitions and time for teachers to disinfect any necessary items.**

A table will be set up in the separate entry area for pick up and drop offs during the time being. One person may enter the entry way to drop off or pick up an item at a time. This individual should avoid entering the interior studio/lobby space.

## 7. Communications, training and supervision practices and protocols

LMSD reserves the right to take the temperature of any dancer at any time and may choose to screen all dancers as they arrive for class for temperature and list of health questions.

**The studio is currently closed to all parents and spectators (other than drop off /pick up procedures above).**

**The studio bathrooms are for emergency situations only.** Please plan accordingly. In the case that someone uses the bathroom, please know they will be disinfected between classes and at the end of the night, but not between every usage.

**LMSD changing rooms will be closed.** Dancers should arrive to the studio in dance attire and ready to start class.

**Dancers must arrive to the studio no more than 5 minutes prior to their class start time.** They must use social distancing as they enter and while in the lobby. They should put their items in a separate space than other dancers and should NOT use the hooks. **Dancers will then wait by their assigned, numbered spot in the lobby area until the teacher invites them into the studio.** **DANCERS WILL BE ASSIGNED A NUMBER FOR EACH CLASS.** The teacher will admit students into the studio one at a time, and the dancer will be expected to then go to the taped off box with their number (where they will remain until the end of class.)

**Dancers will carry a dance bag with all items into the studio with them.** Bulky shoes, coats, boots may be left in lobby by your child's spot until class is over.

**Dancers will not use the ballet barres and will not be allowed to put water in cubbies.** ALL WATER must be in a sealed container and kept in their dance bag. Folding chairs will be used for any barre work and disinfected between classes.

**DANCERS WILL NEED TO BRING THEIR OWN yoga mats, yoga block, Rollgas, etc.** LMSD ITEMS WILL NOT BE AVAILABLE TO USE FOR THE TIME BEING. **LMSD instructors will share lists of items** that dancers may want to bring with to certain classes. No equipment will be shared.

**All communication and announcements will be sent out electronically.** For the time being there will be no parents in the studio during class time, and no verbal announcements at the end of class.

Staff meetings will be held through Zoom or a similar format for the time being.

## 8. What customers and clients are expected to do to reduce transmission of COVID-19

**According to the Governor's Executive Order 20-81 ALL PEOPLE entering the dance studio building MUST WEAR A CLOTH FACE COVERING.** This includes dancers. Dancers must wear mask until they are in the studio space and may be asked to wear face coverings for parts of class as feasible. Dancers are encouraged and welcome to wear face coverings during classes as comfortable/practical.

**All people entering the studio building are expected to wash their hands often (hand wash will be available by each studio door as you enter), to avoid touching their eyes/faces, to maintain a minimum 6 feet of social**

**distancing at all times, and to wear cloth face coverings.** Please avoid vented masks, bandanas, and sleeves/scarves.

**Vending machines will NOT be available** for the time being.

**Dancers should not touch any items other than those necessary to enter and exit the studio and dance rooms.** The instructors will open and close the door at the beginning and end of each class.

**Dancers can minimize their transmission by following our procedures carefully, washing hands upon entering building and often, staying in designated areas of the studio, following staff directions carefully, avoiding touching eyes/nose/face, wearing a mask, staying home (and notifying LMSD office) if you or a member of your family display a fever or any other symptoms of illness.**

## **9. Additional protections and protocols for receiving and exchanging payment**

**All families must enroll and for services and/or items on-line with contactless payment by creating and using an LMSD Dance account.**

**All communication will be sent electronically by e-mail.**

**Families should check e-mail often and before each class for any important updates.**

## **10. Additional protections and protocols for managing occupancy**

**At this time, LMSD will be offering solo lessons and small group classes with no more than 8 students and 1 teacher in order to maintain all health and social distancing guidelines.**

LMSD is monitoring occupancy levels, as well as square footage and social distancing guidelines carefully and expect our customers to follow all outlined procedures.

## **11. Additional protections and protocols to limit face-to-face interactions**

**All correspondence and payment transactions will be done electronically.**

**No products will be sold directly at the studio, and no employees will be present at the front desk.**

**Only instructors will be present at the studio.**

**Parents are not currently allowed to observe classes and must instead do drop off and pick up from the exterior of the building (or following drop off/pick up procedures above).**

## **12. Additional protection and protocols for distancing and barriers**

**LMSD will have numbered areas in the lobby area that will be pre-assigned to dancers.**

**Dancers are expected to go to their assigned number as soon as they enter the space.**

**Dancers are expected to wait near these numbers until the teacher instructs them on entrance procedures into the studio.**

**Dancers will enter the studio one at a time and then will go to the taped off square that correlates to their number.**

**Dancers will be expected to remain in their assigned square during class at all times (unless directed otherwise).**

**Dancers will exit the studio and building one at a time at the end of class as the teacher dismisses them.**

**The back space of the studio will remain closed at this time. This includes dressing rooms. Bathrooms will be available for emergency situations only.**

Certified by:

**Lucille Murray**

**Owner/Director**