



## HEALTH & SAFETY PLAN

---

Date: June 9, 2020

### Contents

|   |   |
|---|---|
| 1.1 Objective .....   | 2 |
| 1.2 Scope .....   | 2 |
| 1.3 Review & Updates.....                                   | 2 |
| 1.4 Guiding References .....                                | 2 |
| 2. Risk Baseline – How the Covid-19 virus is spread .....   | 2 |
| Summary Checklist for Students .....                        | 3 |
| 2.1 Risk Matrix.....  | 4 |
| 3. Dance Studio Activities .....                            | 4 |
| 3.1 Staff Check-in at start of shift .....                  | 4 |
| 3.2 Staff Check-out at end of shift .....                   | 4 |
| 3.3 Student Drop-off.....                                   | 5 |
| 3.4 Student Pick-up .....                                   | 5 |
| 3.5 Dance Class.....  | 5 |
| 3.6 Bathroom Breaks .....                                   | 5 |
| 3.7 Water and Food Breaks .....                             | 6 |
| 3.8 Other activities such as games, arts, crafts, etc. .... | 6 |
| 4. Personal Protective Equipment and Care .....             | 6 |
| 5. Cleaning Protocol.....                                   | 6 |
| 6. Staff Consideration and Leave Policy.....                | 7 |
| 7. Signs of Symptoms .....                                  | 7 |
| 8. Return to the Studio after leave .....                   | 7 |
| 8.1 Studio Response in case of COVID-19.....                | 7 |
| 9. Communication & Training .....                           | 8 |
| 9.1 Handouts, Posters & Signs .....                         | 8 |

### 1.1 Objective

The objective of this Health and Safety plan is to provide a protocol to be followed for a safe dancing environment for students and staff due to the COVID-19 pandemic and new CDC and PA Department of Health guidelines.

### 1.2 Scope

The scope and application of this Health and Safety Plan covers all operations held on location: 3603 Chapel Road, Newtown Square PA 19073. It is applicable to all staff, students, and visitors. And will run for as long as CDC and PA Dept. of Health guidelines are in effect due to the COVID-19 pandemic.

### 1.3 Review & Updates

Both guidelines mentioned will be reviewed periodically along with State and Local regulation for re-opening of phases and beyond. This Health and Safety Plan will be updated accordingly.

### 1.4 Guiding References

- Center for Disease Control: *Considerations for Youth and Summer Camps – Guiding Principles to Keep in Mind* (May 19, 2020)
- Pennsylvania Department of Health: *Summer Recreation, Camps and Pools. Frequently asked questions* (May 22, 2020)

## 2. Risk Baseline – How the Covid-19 virus is spread

“COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal preventive practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document.”<sup>1</sup>

A worthy note is that research has shown that hospitalization from the coronavirus in children is so small that it actually registers as zero percent. Age 0-10 = 0.1%, 10-19 = 1% which is most of our student population.<sup>2</sup>

---

<sup>1</sup> Center for Disease Control: *Considerations for Youth and Summer Camps – Guiding Principles to Keep in Mind* (May 19, 2020)

<sup>2</sup> Mundell (2020) Odds of Hospitalization, Death With COVID-19 Rise Steadily With Age: Study

## Summary Checklist for Students

### What to bring:

- ✓ Your own water bottle (water fountains are closed off)
- ✓ Your own face mask
- ✓ Gloves (optional)
- ✓ Hand sanitizer (optional, we have plenty at the studio)
- ✓ Shoes for dance class
- ✓ Towel to sit on for snack / lunch break (for camp only)
- ✓ Snack / Lunch individually wrapped and cannot be shared (for camp and students that are at the studio for longer than 2 hours)
- ✓ Updated Emergency Contact Form



### Before entering the dance studio:

- ✓ Temperature will be checked (if over 100.4 degrees Fahrenheit the student will not be allowed in)
- ✓ Will be asked to use hand sanitizer before entering
- ✓ Bring only necessary items from above list

### What to remind them of:

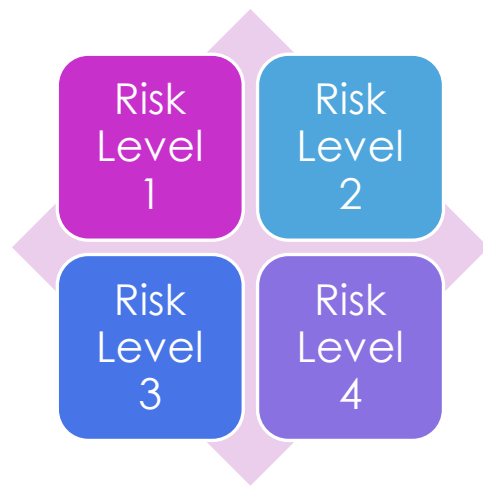
- ✓ To not touch other dancers and staff members unless necessary
- ✓ To wash their hands after using the bathroom
- ✓ To wash their hands before eating
- ✓ To wear their face mask
- ✓ To dance in their dance box
- ✓ Not to share food and snacks with others

### The staff are following the same requirements as above with additional points:

- ✓ Have the option to wear face shields as an extra precaution
- ✓ Wear gloves if touch is necessary
- ✓ Cleans the studio touch surfaces regularly
- ✓ Have been trained on the Health and Safety Protocols

## 2.1 Risk Matrix

Four (4) different levels of risks are highlighted in the CDC guidelines:



**Risk Level 1:** Small groups of dancers stay together all day, each day. Dancers remain at least 6 feet apart and do not share objects. All dancers are from the local geographical area.

**Risk Level 2:** Dancers mix between groups but maintain at least 6 feet apart and do not share objects. All dancers are from the local geographical area.

**Risk Level 3:** Dancers mix between groups and do not remain spaced apart. All dancers are from the local geographical area.

**Risk Level 4:** Dancers mix between groups and do not remain spaced apart. All dancers are not from the local geographical area.

FROM THE TOP Dancers falls between the risk levels: 1-4 and the health and safety guidelines herein are based on this estimate along with the awareness of how the virus is spread stated in section 2.0.

## 3. Dance Studio Activities

All normal activities of the dance studio FROM THE TOP are listed with new guidelines to be followed by all staff, dancers, and visitors. For questions on these, please email: [info@fromthetopdanceacademy.com](mailto:info@fromthetopdanceacademy.com) A list of all Personal Protective Equipment (PPE) is listed in section 4.

### 3.1 Staff Check-in at start of shift

Staff will check-in at the beginning of their shift and must:

- Take their temperature
- Sign in with name, date, time, and temperature reading (record will be kept)
- Use hand sanitizer before proceeding to work
- Verify they have face mask, if not they will be given one

### 3.2 Staff Check-out at end of shift

At the end of each shift, each staff member will sign out on the same form they signed in. Re-entry to the studio is allowed within 60 minutes. If a staff member has been away for longer than one hour, they must follow the “check-in” steps again.

### 3.3 Student Drop-off

Students will be dropped off at the door and no parents or siblings are allowed inside. Staggering schedules have been implemented to minimize the traffic to the front door. The drop off procedure is as follows:

- Walk the student to the front door of the studio / Walk up to the front door
- Wait to be let in by FROM THE TOP staff
- If a crowd gathers outside, be considerate and stand 6 ft apart
- One person or siblings are let in at a time for temperature check and for verification of items brought (only the necessary items are allowed, such as dance shoes, water bottle, etc.) this will be recorded by staff.
- If anyone has a temperature of 100.4° F / 38.5° C or higher they are not allowed to enter the studio.
- All children over the age of 2 will wear masks, whenever feasible, unless there is a medical condition he/she cannot, while inside the facility except when eating or drinking.
- In order to proceed to the class, the student must use hand sanitizer
- Must bring their own bottle of water

### 3.4 Student Pick-up

- At the end of the class, the students will remain inside until a parent comes to the door or make themselves seen by the staff. (Older students that drive themselves are allowed to leave by checking out with the staff.)
- The student will exit after using hand sanitizer
- All items that the child brought in should follow the student out

### 3.5 Dance Class

- Spacing boxes are taped on the floor and will be used to separate dancers
- Dancers will remain in their group/class
- Dancing with touch contact with others have been eliminated
- The use of props have been eliminated
- If a teacher needs to touch a dancer for assistance or help in any way, gloves must be used
- Dance Teacher must wear mask and have the option to wear face shields
- All children over the age of 2 will wear masks, whenever feasible, while inside the facility except when eating or drinking. Gloves are optional.

### 3.6 Bathroom Breaks

Bathroom breaks must be followed by at least 20 seconds of hand washing with soap and water. Hand sanitizers are also available outside the bathroom door. The bathroom door handles and touch surfaces will be wiped cleaned on an hourly basis during studio opening hours.

### 3.7 Water and Food Breaks

- Food is only allowed by dancers and staff that are at the studio for longer than 2 hours. (for example: Dancers that have multiple classes in a row and those participating in Summer Camp)
- Before eating, everyone must wash their hands with soap and warm water
- The food must be individually wrapped and cannot be shared
- While eating, people will be separated
- Dancers are allowed to bring a towel to sit on as their "picnic blanket"

### 3.8 Other activities such as games, arts, crafts, etc.

- While doing arts and crafts each person will be separated
- Supplies will be individually wrapped when possible
- Shared supplies will be wiped cleaned after use
- Staff will wear face mask and gloves
- All children over the age of 2 will wear masks, whenever feasible, unless there is a medical condition he/she cannot, while inside the facility except when eating or drinking.

## 4. Personal Protective Equipment and Care

The following matrix for PPE should be followed at all times:

| PPE                           | Staff                      | Students |
|-------------------------------|----------------------------|----------|
| <b>Face Mask</b>              | Required                   | Required |
| <b>Face Shields / Goggles</b> | Optional                   | Optional |
| <b>Gloves</b>                 | Required for certain tasks | Optional |

## 5. Cleaning Protocol

The following cleaning protocol shall be followed:

| Area                                 | How                             | Frequency                                  |
|--------------------------------------|---------------------------------|--|
| Entire Studio                        | PurOne & PurTabs Spray and wipe | Prior to Re-opening and per recommendation |
| Dance Studio Floors                  | Sweep & Wet dry                 | After each class                           |
| Dance studio doors and ballet barres | Wipe                            | After each class                           |
| Shared Objects                       | Wipe                            | After each use                             |
| Bathroom door and touch surface      | Wipe                            | Hourly                                     |
| Bathroom                             | Full Cleaning                   | Once per day                               |
| Studio Floors                        | Vacuumed                        | Once per day                               |
| Studio Touch Surfaces                | Wiped                           | Once per day                               |
| Air Filters                          | Replace                         | Weekly                                     |

## 6. Staff Consideration and Leave Policy

Staff that is suffering from any form of immune deficiency or are caring for someone with immune deficiency is requested to stay at home. Coverage for in-studio duties will be at the responsibility of the studio and other tasks may be delegated for that personnel to do from home.

This Policy is based on CDC's guidelines that states: "people with weakened immune systems are at higher risk of getting severely sick from SARS-CoV-2, the virus that causes COVID-19. They may also remain infectious for a longer period of time than others with COVID-19." CDC is very specific on this matter and states: "If you are immunocompromised, the best way to prevent COVID-19 is to avoid being exposed to this virus".

## 7. Signs of Symptoms

Whenever a student is showing signs and symptoms of COVID-19 their guardian must be notified immediately for pick up. Staff that shows signs of symptoms must leave immediately. Known signs and symptoms are<sup>3</sup>:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## 8. Return to the Studio after leave

If a staff member or Student, or anyone they have been in contact with have been diagnosed with COVID-19 they must report it to the studio and follow these steps before returning to work/class physically at the studio.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

### 8.1 Studio Response in case of COVID-19

If a student or staff member have been at the studio and later confirmed COVID-19 positive, the studio will close for 24 hours and undergo cleaning before reopening. Persons that have been in contact with such person will also be notified.

---

<sup>3</sup> CDC: Symptoms of Corona Virus:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## 9. Communication & Training

Health and Safety communication shall be sent out and be available online as well as in the studio. All communication shall be updated and be adapted to its audience as appropriate. All Staff that will be working during this time will be trained on the health and safety procedures in this plan.

### 9.1 Handouts, Posters & Signs

Hand-outs and posters such as the ones listed below and posters based on them will be displayed at the studio where appropriate:

#### **How to Protect Yourself and Others**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

#### **Stop the Spread of Germs**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>