

# CLARKE

## DANCE PRODUCTIONS

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### **Covid-19 Operating Procedures and Regulations**

Please read carefully through our tentative procedures and regulations that will be adhered to upon the reopening of Clarke Dance Productions. Our sole focus is on maintaining the health and safety of our dancers, clients, and our faculty and staff. We also need to ensure that our clients are still receiving the same quality of dance education and training they have come to know and expect from Clarke Dance Productions. Meaning all procedures and protocols we put in place may go above and beyond the government regulations in order to continue to provide quality dance training during this unprecedented time. We will continue to update these procedures as more regulations are announced by the government of Ontario and Canada, and will adhere to strict protocols as we move forward through this pandemic for the safety of all of our students and staff. These tentative protocols have been created based off of a document presented to the Premiere of Ontario on behalf of a large collective of dance studio owners pertaining to the safe reopening of dance studios as well as the guidelines set by the government of Ontario and Durham Region Public Health.

**Adherence to these policies is mandatory for anyone wishing to participate in programming at CDP. Failure to respect the policies and regulations that we as a company will be mandated to enforce will result in removal from programming for the safety of our clients, dancers, and staff.**

### **General Guidelines and Policies:**

- Dancers or parents that are experiencing any symptoms of Covid-19 are asked to stay home and will not be permitted to take classes. In addition, please do not attend class if you live in a household with anyone experiencing symptoms.
- Students cannot attend classes if they or anyone in their household has tested positive for Covid-19 in the last 14 days.
- **A face covering (mask) must be worn when entering the building and moving through the common areas, as well as during classes.**
- The lobby/lounge/changeroom/kitchen will be closed until further notice.
- All dancers and staff must fill out a screening form before entering the building.
- Social distancing must be adhered to at all times while moving through the studios, hallways, etc.
- Avoid physical contact such as high fives, hugs, etc.
- Classes will finish 3-5 minutes early to allow for sanitation between classes and the staggered release time to limit bodies moving through common areas.
- All dancers/parents/staff must use hand sanitizer or wash hands upon entering the building, after shoe changes, and after any bathroom breaks.
- Any staff member, parent/guardian, or student that shows signs of illness will be sent home from classes.
- Encourage students to use the bathroom before coming to the studio for classes.
- All shared surfaces will be cleaned and sanitized at regular intervals throughout the day/evening of classes. Shared surfaces within the dance room will be sanitized between each class.
- Payments will be done online where possible.

## Arrival/Drop-Offs:

- Arrival at the studio for dancers 7 and over will be done by drop-off only. Dancers under the age of 7 are allowed one parent/guardian to accompany them into the front door.
- Anyone entering the facility will be required to apply hand sanitizer at the front door.
- Face coverings (masks) are required when entering and moving through common spaces.
- Dancers will place their outdoor shoes in designated spaces throughout the lobby and then proceed to the lounge or overflow studio to wait for class while maintaining social distancing.
- All furniture in the lobby and lounge has been removed to eliminate shared touched surfaces.
- We ask that students get dropped off no earlier than 5-10 minutes before class.
- Students should enter the door one at a time to avoid a large group entering together.
- Students are not permitted to use the changeroom. They must arrive with their dance clothes on or underneath warm up gear.
- Students will need to bring all of their belongings (shoes, blocks, yoga mat, water bottles etc) in a bag to their classroom, where there will be designated areas for each dancer to put their things. You will be notified upon registration on the necessary items to bring for classes.

## What Will Classes Look Like?

- Class sizes will be limited to ensure the ability to dance full out and with ease while maintaining social distancing. A 6-foot social distancing pattern will be marked to help the dancers maintain boundaries.
- Dancers will no longer have access to shared props, exercise equipment, or communal acro mats. (We will have small individual acro mats available for each student).
- Recreational dancers (4 & under) will be given a prop kit at their first class to bring each week.
- Competitive dancers are required to have the following items that they bring to each class in their dance bag: yoga blocks (2), theraband, yoga mat
- Dancers must have their own water bottle. We recommend that dancers attending multiple classes bring a water bottle that is sizeable enough to not need to be refilled throughout the day.
- Ballet classes that utilize barres will notice taped off areas to indicate where each student should stand at the barre during their class.
- All barres, acro mats etc will be sanitized and cleaned between each class.
- Class plans will be modified to omit activities that would require contact between students or instructors (ex: partnering, spotting, lifts etc). If a teacher is spotting an acro skill they will be required to sanitize their hands before assisting the student.
- We will walk students through our class plan for maintaining appropriate distances when transitioning from centre to across the floor work or from the barre to centre work.
- Classes will have staggered dismissal times (3-5 minutes) to allow for students to transition to their new class, as well as cleaning between classes to be done.

## Food/Breaks:

- No food/drink is permitted in the lounge lobby area and no sharing off food will be allowed.
- The kitchen/microwave/fridge will be off limits to students/clients.
- Schedules will be made to avoid breaks where possible. In the 2020/2021 season, competitive students will most likely not have set break times, instead when needed we will give them break times between classes in the studio. (Ex: one class will end five minutes early and the next one start a bit late to allow for snacks, water break etc.)
- Competitive students that have longer schedules will need to bring any food and snacks from home packed in a lunch bag in their dance bag. There will be no access to the kitchen or microwave and no outside food can be dropped off throughout the evening.

## Washrooms/Changerooms:

- There will be no access to the girls or boys change rooms until further notice. Dancers should arrive dressed in their attire. (ex: if it's a night they have ballet, a bodysuit and convertible ballet tights will be worn for the entire night)
- Use of the washrooms should be for emergencies only. On nights when you are coming for one-two classes try to go at home etc. Of course they are still readily available for any dancer that needs them and will be sanitized and cleaned at regular intervals throughout the evening/day of classes.
- There will be indicators on the floor where dancers should stand while waiting to use the bathroom should a line up occur on busier nights.

## Pick Up:

- Parents should wait in their car or outside the door to pick up students upon the completion of their classes. Parents are not permitted to wait in the lobby unless you are picking up a child under the age of 7.
- Dancers will be released from class in an organized manner and instructed to get their shoes and make sure their parent is in the parking lot to pick them up.
- It is vitally important for the flow of classes that dancers are picked up exactly on time.

## Review

- Dancers, parents, and staff that are experiencing any symptoms of Covid-19 are asked to stay home and will not be permitted to take classes/teach. Stay home if you have tested positive for Covid-19 in the last 14 days and contact the studio to make us aware.
- All dancers and staff must wear a mask while inside the building.
- The lobby/lounge/changeroom/kitchen will be closed until further notice.
- Arrival and Pick-Up is drop-off, door pick-up only.
- Social distancing must be adhered to at all times while moving through the studios, hallways, etc. Markers have been placed to remind students and staff of how far apart to stand.
- Classes will finish 3-5 minutes early to allow for sanitation between classes and the staggered release time to limit bodies moving through common areas.
- All dancer/parents/staff must use hand sanitizer or wash hands upon entering the building, after shoe changes, and after any bathroom breaks.
- No breaks where students are mingling in the lounge/lobby will be provided.
- Any staff member, parent/guardian, or student that shows signs of illness will be sent home from classes.
- Bathrooms should be for emergencies only and are not to be used for changing clothes.
- All bathrooms and studio spaces will be cleaned and sanitized regularly.
- All shared acro mats and surfaces in the dance rooms will be cleaned and sanitized between each class.
- Dancers need to bring their belongings in a bag to class each day and have it with them in the studio.
- All students and staff must complete a screening form prior to entry into the building.

**Thank you for your continued cooperation and support as we navigate through new regulations and a new way of conducting business and teaching dance!**

\*Regulations and policies are subject to change based on updates provided by the Canadian Government, Ontario Government, and Health Officials and are constantly being updated.