



LEGACY
DANCE PRODUCTIONS

Operational Procedures
COVID – 19 Safety Plan
2020/2021

1. CLEANING PROCEDURES

The following cleaning procedures will be followed during studio hours of 3:00-9:30pm Monday-Saturday and/or while classes are in session.

- (a) All studios and equipment used will be sanitized between each class including but not limited to: yoga mats, balls, barres, blocks, and any equipment which dancers may use in class.
- (b) The stereo areas and tables, used by instructors, will be sanitized between classes and when a teacher moves to a new classroom in the studio.
- (c) High-touch areas such as door handles (including floors if students place their hands on the floor) will be sanitized between each class.
- (d) During operations, faculty office staff will ensure high-touch areas such as door handles, and washrooms are properly cleaned and sanitized.
- (e) During operations, there are specific signs in each washroom that provide instructions requiring the use of sanitizer wipes. These must be applied to high touch areas (taps, toilet handles and door handles) before user exits the washroom.
- (f) Monday-Saturday our cleaning services have been employed to provide services to the studio and they have been given specific instructions on cleaning and sanitizing duties expected when they are working for Legacy.

2. ENTRY AND EXIT PROCEDURES FOR ALL

- (a) All faculty & staff are required to complete our QR Covid Screening prior to entering Legacy Dance Productions. Legacy Dance Productions will not allow any staff/faculty member to enter the building if their COVID Screening is not completed. The questions ask if the respondents have any of the following symptoms: fever, loss of smell or taste, nausea/vomiting or diarrhea, cough, difficulty breathing, not feeling well, sore throat/trouble swallowing. As well, the screening will ask: 'Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days' and 'Have you returned from travel outside Canada in the past 14 days. If the form has not been completed, the front desk staff will reach out to the faculty member and inquire.

- (b) Dancers are to review the entry guidelines on the exterior of each studio to confirm they do not have symptoms such as: fever, loss of smell or taste, nausea/vomiting or diarrhea, cough, difficulty breathing, not feeling well, sore throat/trouble swallowing. As well, the screening will include: 'Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days' and 'Have you returned from travel outside Canada in the past 14 days. If dancers have any of the symptoms listed or if they answer yes to the two questions, they will not be permitted to enter the studio.
- (c) All faculty, staff, dancers, and parents MUST wear a face covering or mask when inside of Legacy Dance Productions – absolutely no exception UNLESS the dancer is under 2yrs old. If a 2yr old child cannot put a mask on and take it off safely, they are exempt from wearing a mask. If a mask is forgotten, Legacy Dance Productions will provide them for a cost of \$2.00. Masks must remain on during class instruction and at no point during the class may they be removed.
- (d) A dancer on a meal break must eat in the area designated for eating where they will be supervised and social distancing will be enforced. For the purpose of eating or drinking the masks may be removed.
- (e) Each dancer must enter from the exterior door of their classroom at Legacy Dance Productions (as attached). The lobby of Legacy Dance Productions is locked down to dancer and faculty entry. Further, each dancer must go through their sanitizer station at the exterior door of their classroom. Dancers must sanitize before and after each class.
- (f) The exterior of each classroom has the 'COVID Student Check Sheet' and distanced markers on the ground to keep dancers social distanced while waiting for their next class.
- (g) If a parent needs to communicate with the front desk, they must make an appointment and wear a mask. The appointment must be urgent and not something that could be handled over the telephone or via email.
- (h) The front desk is armed with plexi-glass to provide an additional barrier while our front desk staff members wears a mask when speaking to parents, students or faculty.
- (i) Faculty or dancers that are waiting for a COVID test results are not permitted to enter Legacy. Faculty or dancers that have close contacts with someone waiting for a COVID test results are not permitted to enter Legacy. Faculty or dancers that have immediate family members that they reside with that are waiting for a COVID test

result are not permitted to enter Legacy. When the result is negative, the dancer is permitted to return to Legacy. If the result is positive, the dancer should contact the Legacy Director team as soon as possible for direction.

3. BUILDING FLOW, PROCEDURES AND CLASS SPACES

- (a) All classes have been staggered so that not all dancers enter and exit at the same times. Further, all students are to enter the studio they are using via the exterior door and not through the common lobby. The only exception applies to students who have multiple back-to-back classes. These students will sanitize their hands after class, keep their masks on and move to their next class using the corridors in the building and observing the 6 foot distance rule.
- (b) Our building is equipped with: Social Distancing Signs in all hallways, 6ft grids in each classroom to assist dancers in social distancing and round 'Dance Here' stickers in the centre of each grid to assist the dancers.
- (c) Occupancy limits have been posted on the outside of each studio to adhere to class size limits in reflecting the 6ft distance between dancers.
- (d) An occupancy limit has been posted outside of the student lounge/changing area to adhere to the 6ft distance between dancers.

4. CLASSROOM SAFETY AND DANCER EXPECTATIONS

- (a) Dancers are to only bring what is absolutely necessary for their class. Company and Competitive dancers have assigned personal cubbies for their exclusive use.
- (b) Dancers must arrive wearing what they are to wear to class to minimize movement in changerooms. Changerooms must only be used for Company/Competitive dancers or dancers with more than 1 class back to back.
- (c) Dancers must bring their own water bottle for personal use. No cups or water bottles will be supplied.
- (d) The Student Lounge is a 'mask only' area and at no time may dancers remove their mask in the student lounge. The student lounge is equipped with signage to assist the dancers to social distance.

- (e) Dancers may eat between their classes, but ONLY in the front lobby area where social distancing can be monitored by our front desk staff.
- (f) Dancers are encouraged to use washroom facilities at home before coming to the studio to minimize use of the washroom facilities at Legacy Dance Productions. Those who do use the washrooms at Legacy are required to use the sanitary wipes as outlined in Section 1 Paragraph e.
- (g) Zoom is set up for each dancer to fully participate in their classes from home, should they feel unwell and not able to attend class or need to stay home for other reasons.

5. PICK-UP/DROP OFF

- (a) Parents are not permitted, at any time, to enter the studio for pick-up/drop-off. Pick-ups/drop-offs happen at the exterior of the building and it is expected that parents social distance outside of the building, waiting for their dancers.

6. WAIVERS/LETTER OF UNDERSTANDING

- (a) All families are requested to accept a new online waiver when registered through Studio Director. The waiver must be accepted in order for the dancer to participate in class.
- (b) All protocols were sent via email with a letter of understanding – to all parents to discuss with their children.
- (c) All protocols and any necessary updates will be emailed to faculty and staff of Legacy Dance Productions to assist dancers during the class and in the hallways.