

Effective Monday September 13, 2021 this will be our reopening guide at JDC Dance Center!

As we plan for our reopening under these uncertain times we want to assure everyone that we are taking all necessary steps to ensure the safety of all our staff, students and their families. As we begin to finalize our schedule for the 2021/2022 season, we would like to share our policies and procedures for physical distancing at the studio as well as our plans if unforeseen circumstances present themselves. As we continue to follow the COVID-19 outbreak very closely, the safety of our staff, students and guests are our top priority. We are prepared to follow the recommendations provided by the CDC, NYS Department of Health and our local health department. This policy and procedure manual outlines our cleaning procedures, dropping off and picking up students, classroom protocol, educating staff, and "what if" scenarios as well as the steps we will be taking to ensure the safety and well-being of all.

Here at JDC Dance Center, our plans include offering group classes and private lessons. However, we recognize that offering group classes can impose risks of exposure to COVID-19, the delta variant or any other airborne illness. So we have implemented procedures to adhere to social distancing guidelines. If you have any questions or concerns after reviewing our reopening guide, please contact us at jdcdanceoffice@gmail.com.

JDC Dance Center Reopening Guide & Operating Manual for the 2021/2022 Dance Season, Including Safety Procedures & Social Distancing Policies and Procedures

Updated on September 8, 2021

Student Drop-Off Procedures:

When dropping your student off at the studio the following procedures will take place to ensure the well-being of all:

- When you arrive at the studio please stay outside until the class prior to yours exits the studio.
- **Anyone over the age of 2 entering the studio will be required to wear a mask, including all dancers; whether vaccinated or not.**
- Students ages 8 or older will need to be dropped off for class.
 - Based on guidance we are limiting the number of people allowed in the studio. This is in an effort to follow recommended social distancing guidelines and to ensure the safety of all.
- Students ages 7 or under may be walked into the studio by a parent/guardian but must follow these procedures:
 - Everyone must wear a mask when entering the studio.
 - Once the child is in class we will have limited seating inside and outside.
 - If a parent/guardian chooses to sit inside your mask must be worn at all times.
 - Unregistered siblings or other children will not be allowed inside the studio.
 - We ask only 1 parent or guardian per student enter the studio.

Classroom Access and Protocol:

- Only JDC staff and students will be allowed into the classrooms.
- Masks will be worn during all group classes.
- For students vaccinated or with a medical condition, such as asthma or a breathing condition they may wear a face shield rather than a mask.
- For students taking a private lesson (solo, duo and/or trio), you do not need to wear a mask if all parents agree.
- **Staff will wear a mask at all times as per the Governors enactment of the HERO's Act on September 6, 2021.**

Food & Drinks at the studio:

- Again this year we will **not** be selling snacks. In addition, we are asking students to eat prior to coming to dance. We understand that in some cases people will need to have a snack due to medical reasons or coming straight to the studio from school. In these cases, snacks will be permitted but the student must go outside to consume their snack.
- Drinks will be allowed and we will continue to sell drinks from our lobby vending machine. Remember drinks brought into the studio by students must be in a closed container and brought into the classroom with you.

Bathroom Breaks and Rules:

- The Lobby bathroom will be reserved for parents and our tiny dancers (preschool and pre-K students)
- Each of our 3 studio rooms is equipped with its own bathroom, which students and teachers can use throughout the night.

Additional Safety Protocol:

- If a student, parent or anyone in your household are exhibiting signs of illness, which includes but not limited to a fever, shortness of breath, a headache, fatigue or any other COVID-19 symptoms, **please stay home** and take class via zoom.

If you don't have any signs of illness, below are additional steps we are taking to keep everyone safe!

- We will have hand sanitizing station set-up outside **each** classroom for students to use prior to entering and exiting the classroom.
 - Students who arrive with visibly soiled hands will be asked to wash with soap and water in the lobby bathroom upon entry.
- We request all students come to the studio prepared for class.
 - To help minimize potential exposure all dancers must bring any items (including drinks, dance shoes etc.) in a dance bag. We will have a designated area for each student to place their bags in the classroom.
 - To help keep things running efficiently we ask all dancers to come dressed and ready to dance. We will not be allowing students to change clothing or leave any items at the studio. Any items left will be discarded, so please be sure you have all your belongings before leaving the studio.
 - No items will be allowed in the lobby under the benches or on the hooks.
 - We ask that all unnecessary items be left at home or in your car.
 - We will continue to evaluate this policy as we get closer to the winter months.
- Masks are required for everyone over the age of 2 when entering and exiting the building.
- Masks are always required whenever you are in a common area such as the lobby or when social distancing is not an option.
- If a dancer has a break between classes, they may use available benches in the lobby or the available seating in the homework room, they will be required to wear their mask and keep 3 feet distance from others.
 - Seating in the lobby is 1 person per bench and seating in the homework room is set up in compliance with social distancing, therefore chairs cannot be moved.
- Finally, we will have the classrooms set up to adhere to social distancing guidelines, however we do ask that all group classes wear a mask when dancing. **For students who are vaccinated or have a medical condition, such as asthma or a breathing condition they may wear a face shield rather than a mask.** For more information please email us at jcdanceoffice@gmail.com or see the front desk.

Staff Requirements:

- There will be an employee screening and temperature check of all staff each day as they report to work.
 - If a teacher has a temperature of 100.4 or greater, and they are feeling okay to teach, all classes will be done through zoom.
 - We will email parents/students (if we have an email for the student on file) a zoom meeting login and instruction to login and take class. If this situation presents itself. The teacher will be teaching from home, which will allow students to come into the studio and take class in their regular scheduled dance room with the teacher on zoom. Please see the front desk with any questions.
 - If the teacher does not feel well enough to teach classes via zoom, all classes will be made up at a later date.
 - The temperature check of staff will be recorded for each staff member and logged with the employee screening checklist.
 - The employee screening will be as follows:



JDC Dance Center Employee Screening and Check List

Please note this screening must be completed by all JDC staff upon reporting to work each day:

1. Have you knowingly been in close contact with anyone in the past 14 days or since last reported to work at JDC who has tested positive for COVID-19 or who has had COVID-19 symptoms?

Yes____ No____

2. Do you have another job where a case of COVID-19 was reported or a mandatory quarantine has taken effect in the last 14 days or since your last report to work at JDC?

Yes____ No____

3. Have you experienced any COVID-19 symptoms in the last 14 days or since last reporting to work at JDC?

Yes____ No____

4. In the last 14 days, have you traveled to or from another state or country for which New York State requires a mandated self-quarantine period?

Yes____ No____

5. When you took your temperature as soon as you arrived at work, was it 100.4 or higher?

Yes____ No____

Please log your temperature here _____

Employee Name: _____


Employee Signature: _____

Date: _____

“What If” Scenarios:

- What if we have a COVID confirmed case at JDC Dance Center and JDC is required to close?
 - All classes will continue on their regular scheduled days and times via zoom.
 - Full tuition will be charged and expected to be paid timely.
 - Please note the closure of the studio based on a confirmed COVID-19 case will be determined by the health department. Just like all other businesses, if we have a known COVID confirmed case we will immediately notify the Saratoga County Department of Health, which they will determine if the studio must be closed or if we need to contact certain people for a mandatory 10 day quarantine.
 - If it is determined by the health department that the studio does not have to close, but certain students and/or classes are quarantined for 10 days, those classes will be done via zoom.
 - If it is determined by the health department that the studio does not have to close to complete necessary cleaning procedures to adhere to safety guidelines and minimize risks. All classes will go to zoom classes until such procedures are completed, and again all tuition will be charged in full and expected to be paid timely.
- What if there is a confirmed COVID-19 case at your child’s school?
 - If there is a confirmed COVID-19 case at your child’s school that does not mean JDC Dance Center will need to close. However, if your child was known to be around that confirmed case and have been contacted by the health department to quarantine, your child will be unable to attend classes in person, but may do so via zoom. If they don’t take class via zoom there will be no option for a make-up class.
- What if the State requires a complete shut-down of all businesses and JDC is required to close?
 - All classes will continue on their regular scheduled days and times via zoom.
 - Full tuition will be charged and expected to be paid timely.
 - Please note regarding costumes. Non-refundable costume payments are due in October and November. We have to order costumes early to ensure we have them here in time for competitions and recital, which means if there is an unforeseen State shut-down there will be no refunds for costumes.
- At JDC Dance Center we are taking every necessary step to protect our staff, students and guests. Unfortunately, based on this fluid situation we couldn’t possibly outline every “what if” scenario, but please be assured we are taking the Coronavirus Pandemic very seriously and the safety and well-being of all our staff, students and their families are our top priority.

What are we doing to keep the studio clean and protect our JDC Staff, Students and Families?

For those of you who have been coming to our studio, you know that cleanliness is not an issue at JDC! My husband works morning, noon and night to keep our studio clean and beautiful for our JDC Family 

Below are additional steps we will be taking at JDC to ensure our studio is properly disinfected to combat the COVID-19 virus and all other virus’ and germs.

- With our daily cleaning we will continue to use hospital grade disinfectant to clean all surfaces and our dance floors.
- In an effort to minimize risks, all **group classes** will conclude 3-5 minutes early to allow students to gather their belongings and leave the studio. During this time, the teachers and staff will have the opportunity to disinfect surfaces that might have been used, such as mats, ballet bars and door handles. We will also be spraying disinfectant as needed around the room to minimize germs. Once this procedure is completed the next class will be welcomed into the studio.

- On a daily basis and throughout the evening office staff will be periodically completing the following tasks to minimize COVID-19 exposure and germs:
 - Cleaning bathroom as needed.
 - Vacuuming carpets and mopping as needed.
 - Disinfecting door handles, wiping down lobby seating, homework seating, outdoor seating and all surfaces in the lobby and homework room in between classes as needed.
 - We will post a cleaning checklist in each studio room for the teachers and one in the office for all staff to follow and complete. This will ensure regular cleaning procedures are happening and are documented.
 - Below are samples of our studio checklists:

JDC Dance Center Cleaning Check-List for Classrooms

1. Make sure all students takes personal belongings _____
2. Spray disinfectant between classes as needed _____
3. Disinfect door handles in between classes _____
4. Disinfect ballet barres (if used) in between classes _____
5. Disinfect acrobatic mats (if used) in between classes _____
6. Disinfect any props (if used) in between classes _____
7. Disinfect the stereo, instructor’s table and chair at the end of the night _____

JDC Dance Center Cleaning Check-List for Lobby (Office Staff)

1. Disinfect lobby seating area in between classes as needed _____
2. Disinfect outside seating as needed _____
3. Disinfect all surfaces in the lobby as needed _____
4. Disinfect the hand-sanitizing station outside each classroom between classes _____
5. Wipe down exit doors in between classes (including washes windows) _____
6. Clean bathrooms regularly throughout the night _____
7. Empty all trash cans at the end of the night _____
8. Vacuum lobby and mop dance floors at the end of each night _____

***Please note this policy and procedure manual applies during the COVID-19 crisis and will stay enforced as long as needed. Some measures such as group classes ending 3-5 minutes early are in an effort to combat COVID-19 and minimize risks to all staff, students and families. Thank you for your understanding and patience during this challenging time.**