



danceability

NY FORWARD BUSINESS FULL RE-OPENING SAFETY PLAN

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**Room Capacity: Large Studio = 21, Medium = 12, Small = 10, Waiting Area = 18.
Sensory Area = 12, Multipurpose Room = 21
Covid Expectations: Large = 10 (5-D, 4-V, 1-T) Medium = 6 (3-D, 2-V, 1-T)
Small = (2-D, 2-V, 1-T)**

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

Requirement:

-Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel is less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

Compliance:

- Map out at least 6 feet squares per studio to aid social distancing
- Require all volunteers to wear masks, so they can work 1:1 with dancers on an as-needed basis
- Students, Volunteers, Caregivers & Staff will be required to wear a mask.
- Students who cannot tolerate a mask will be assigned to a virtual class.
- Front and back doors will be kept open during the warmer months.
- There will be a clearly marked entry door and an exit door.

Requirement:

-Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

Compliance:

- As of November 9, 2020, no more than 25 people can be in the building at any one time.
 - Health screener will keep a tally of those remaining in the building at the time of screening.
 - No one allowed to enter the building no earlier than 5 minutes before their class begins to allow for the previous classes to exit the building first.
- Room capacity will comply to the most up-to-date NY State safety standards.
- Additional seating will be set up outside for use during nicer weather.
- Family members and caregiving staff will be allowed to wait in their cars but must remain on premises in case of emergency. They must leave their cell number with Evening Program Assistant before they go to their car.

Requirement:

-Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

Compliance:

- Class times will be staggered to eliminate congestion in the waiting room during class transitions.
- Waiting room chairs will be placed 6 feet apart inside and must not be moved.
- Cloth chairs will be replaced with wipeable seating in common areas.
- Social distancing standing circles will be placed in certain areas to help with social distancing (in front of reception desk, outside on porch, etc.).
- Class assignments will be strategically set to keep in-studio numbers as low as possible at any one time; i.e., virtual class at the same time as a private at the same time as a class of 4.

Requirement:

-Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Compliance:

- Board, Committee & Teacher meetings will no longer be held in the community room, but rather on Zoom for the foreseeable future.
- Danceability will cease birthday parties for the 2020-21 season.

Requirement:

Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Compliance:

NA

Requirement:

List common situations that may not allow for 6 ft. of distance between individuals.

What measures will you implement to ensure the safety of your employees in such situations? How you will manage engagement with customers and visitors on these requirements (as applicable)?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Compliance:

- Danceability* staff has the ability to social distance on a daily basis as each daytime employee has their own office.
- In the evening, there are a total of 5 staff at any one time. They teach in different studios. In the teachers' office, staff who work the same evening have work stations across the room from each other.
- Staff should only take their masks off for drinking water in the studio or for eating seated at their work area. (See social distancing for dancers /volunteers)

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

-Requirement:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

Compliance:

- Danceability* will provide all of its staff with 2 *danceability* masks and an optional faceshield that they will be required to take home, and wash before next use.
- Volunteers and students will be required to supply their own masks.

- Danceability will provide access to disposable nonsurgical masks for all volunteers & staff in the event personal masks are forgotten.
- Danceability will provide access to latex free gloves for cleaning.
- Danceability is currently in the process of making its own masks.
- Danceability will be purchasing PPE & cleaning supplies from Office Max, Bed, Bath & Beyond & Amazon.
- Students will be required to bring their own masks. A limited supply of disposable masks will be available if a mask is forgotten, but we are unable to provide them more than occasionally.
- Anyone who routinely forgets their mask will 1) be asked to purchase a danceability mask or 2) skip class that evening

Requirement:

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Compliance:

- Danceability will use the honor system to hold staff accountable for:
 - Wearing a clean face covering each "shift" either their own personal mask or a disposable one.
 - If coming from a place of work or another public place, staff will be required to change their clothes upon entering the building.
 - Staff will be encouraged to change their clothes as soon as they arrive home.
 - Studio clothes should be laundered before wearing again.
 - Staff will be provided a place to store extra sets of clothes and PPE.

Requirement:

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

Compliance:

- The teachers office has been relocated into the community room to allow for proper social distancing.
- Each teacher has been given their own workspace that is more than 6 ft from coworkers.
- Each workspace will have its own Disinfectant spray as well as hand sanitizer.
- Each teacher should wipe down their workspace at the end of their "shift."
- Surface areas must be wiped after each use: microwave inside & out, Keurig coffee maker, refrigerator handle, door knobs, light switches
- Evening Program Assistant will be the only one to use the Reception Area phone.
- Office manager will be the one to use all items in her office unless requested from another & then item will be sanitized prior to use: ex. printer, copier, paper cutter, laminator, ipad, phone chargers and cables
- *A strong effort will be made not to share any office technology or office supplies. i.e., Copy machine Only to be used by Office Manager; copy projects can be submitted to her inbox. Reception phone: used by only Evening Program Assistant. Where technology must be shared; sonos, stereo, light switches; they will be wiped down after each use.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

Requirement:

- Adhere to hygiene, sanitation requirements from the CDC & DOH & maintain cleaning logs on site that document date, time, and scope of cleaning.
- Who will be responsible for maintaining a cleaning log? Where will the log be kept?
- Provide and maintain hand hygiene stations for personnel, including handwashing w/soap, water & paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Where on the work location will you provide employees with access to the appropriate hand hygiene

- and/or sanitizing products and how will you promote good hand hygiene?
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, & frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
 - What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

Compliance:

- In order to keep the bathrooms as safe and sanitary as possible, *danceability* will be implementing the following protocol:
 - The 2 main restrooms will be locked and any individual needing to use the restroom will have it unlocked by Evening Program Assistant.
 - The Staff restroom will be left unlocked for staff and emergencies.
 - All dancers must be accompanied into the bathroom by a caregiver or have someone wait for them just outside the door of the bathroom.
 - After using the bathroom:
 - Caregiver will make sure that the dancer has properly washed their hands
 - Caregiver will wipe any “spills” as well as the door handle, toilet seat, flusher, sink and door and handles (and any other surfaces that have been touched) with the provided cleaning agents.
- A Cleaning Log will be kept on the door of each bathroom and it will be wiped down nightly as part of Lockup. Cleaning logs will be initialed each night by the staff cleaning up and closing up.
- Professional cleaning will be done each weekend and will sign the logs as well.
- Disinfectant cleaning supplies will be purchased “Safer Choice Cleaning products guided by the EWG Including: Wipes, Spray Sanitizing Stations, paper towels & toilet paper
- Instructors will wipe down the following nightly:
 - Stereo
 - Door Handles
 - Ballet Bars if used
 - Light Switches
- Floors will be mopped nightly.
- MERV-13 filters will be added to the studios HVAC system in September.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

Requirement

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.
- Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

Compliance:

- Staff will be trained prior to returning to work with clients.
- Our Safety Plan will be shared with all families prior to re-opening.
- Our Safety Plan will be available on our website to all who wish to review.
- Cleaning Logs will be posted at each entry door and at each bathroom door.
- Volunteers will be required to check in with the Evening Program Assistant.
- Student attendance will be taken each class by the Evening Program Assistant.

Requirement:

-If a worker tests positive for COVID-19, employee must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. They must notify the studio as well.

-If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Compliance:

-*Danceability* will follow the above protocols.

-If we become aware of someone who has tested positive for COVID-19 who was in the building, the Office Manager will call all individuals that were in the building with the affected person based on our attendance logs, while maintaining confidentiality. Those individuals will be recommended to monitor for symptoms and call their doctor if they have concerns/questions.

-*Danceability* is also working on increasing substitute teaching staff so that if staff is not feeling well, they can call in a sub.

-*Danceability* is working on the same type of system for volunteers.

-See SCREENING

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

-Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about:

- (1) have there been any COVID-19 symptoms in past 14 days,**
- (2) a positive COVID-19 test in past 14 days, and/or**
- (3) close contact with confirmed or suspected COVID-19 cases in the past 14 days.**

Assessment responses must be reviewed every day and such review must be documented.

- (4) Travel outside New York State to any states or regions on the NYS Travel Advisory List.**

Requirement:

-What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

-If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

Compliance:

-We will be bringing in first year nursing, medical assistant, pre-med, etc. college students as volunteers who will:

Screen dancers, volunteers, caregivers & staff by:

-Doing a touchless temperature scan and

-Asking the following questions:

-(1) Have you had any COVID-19 symptoms in past 14 days (fever, cough, etc),

-(2) Have you had a positive COVID-19 test in past 14 days, and/or

-(3) Have you come in close contact with confirmed or suspected COVID-19 case in the past 14 days.

-(4) Have you travelled to any states or regions on the NY State Travel Advisory List? (As of October 31, 2020 this question is no longer valid due to NY State changing this regulation)

Assessment responses must be reviewed every day and such review must be documented. (The Evening Program Asst will screen the screener when he or she arrives)

-We will provide PPE for these screeners.

- Each dancer will check in with the Evening Program Assistant at her desk upon arrival after screening.

-Each volunteer will check in with the Evening Program Assistant at her desk upon arrival after screening.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

Requirement:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
- In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas?
- What products identified as effective against COVID-19 will you need and how will you acquire them?
- In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Compliance:

See Above

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance. Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

General:

- *Danceability* has been and will continue to keep up with the latest updates provided by:
 - CDC
 - Office of the Governor of NY
 - Erie County Health Department
 - Cheektowaga Chamber of Commerce
 - Arts Services Initiative

Student Specific:

- Class Sizes will be reduced to meet 50% studio capacity numbers
- Class times will be staggered to allow for more space during transition times
- 6 ft squares will be laid out in the studio spaces to provide visual cues for social distancing
- Instead of sharing props, dancers will be given their own personal props to be kept in a large Ziploc bag labeled with their name.
- Props will be sanitized after each class before being put back into the bag.
- Dancers and caregivers will be encouraged to bring only the minimum of personal belongings into the building.
- An introductory video showing the changes that have occurred for the dancers will be prior to re-opening
- A downloadable Social Story will be written for the dancers to help them prepare for the changes.
- For this season, should a dancer have a physical need/accident; ie. nose wipe, accidental urination, etc, the caregiver will be required to attend to it. (In the past, the instructors and volunteers have willingly addressed these needs, however, for safety issues this is not possible at this time.
- Should a student exhibit a negative behavior that can best be regulated through close physical touch, the caregiver will be required to provide this. As always, the class instructor will be happy to offer verbal guidance as to what they believe would help, but it must be the caregiver who facilitates; i.e., deep pressure hug, lifting.

Volunteer Specific

- The ratio of volunteer:student will change from 1:1 to 2:1 or 3:1 depending on the level of need
- A crew of backup of volunteers will be created so that volunteers do not come in when they are feeling ill.
- Volunteers will be given an orientation that includes signing an accountability statement that requests they

behave responsibly in the community with regards to COVID-19 safety; i.e., mask-wearing, social distancing, not attending large group gatherings, etc. and to be conscious that they are working with a vulnerable population.

-Volunteers will be encouraged to bring only the minimum of personal belongings into the building.

Caregiver Specific:

-Only 2 caregivers allowed per dancer in the building; any exceptions must be approved by the Executive Director. Ex., parent with 2 minor children besides the dancer.

-Caregivers may wait in the waiting room, but must NOT move chairs. They will be permitted to wait outside or in their cars, but must NOT leave premises & must provide a cell number in case of emergency. They must come inside if their dancer needs to use the restroom.

-Anyone inside the waiting room must wear a mask and maintain social distance.

-For this season, should a dancer have a physical need/accident; ie. nose wipe, accidental urination, etc, the caregiver will be required to attend to it. (In the past, the instructors and volunteers have willingly addressed these needs, however, for safety issues this is not possible at this time.

-Should a student exhibit a negative behavior that can best be regulated through close physical touch, the caregiver will be required to provide this. As always, the class instructor will be happy to offer verbal guidance as to what they believe would help, but it must be the caregiver who facilitates; i.e., deep pressure hug, lifting.

Sensory Waiting Area:

-Our Sensory Waiting Area will be modified to only include items that can be quickly and easily wiped down between uses. Safe Cleaning agents will be available to do so.

****We are committed to giving our dancers and families back a sense of normalcy and fun in the safest environment possible****

STAY HOME. STOP THE SPREAD. SAVE LIVES.