



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN

Updated February 1, 2021

Danceability, Inc.

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Danceability is committed to doing everything we can to keep our dancers, families, volunteers, and staff as safe as possible.....and we'll have a little fun along the way!

I. PEOPLE

A. Physical Distancing

To ensure compliance with physical distancing requirements, we agree to do the following:

- Ensure 6 feet distance between people: staff, volunteers, students, and parents/caregivers. Volunteers will be required to wear an acceptable face covering so they can work with our dancers 1:1 on an as-needed basis.
- Students will be required to wear an acceptable face covering. Those who are not used to wearing a face covering will be helped by the instructors prior to the start of class using pictures, facetime, social studies and other teaching aides. Students who still cannot tolerate face coverings will be placed in a virtual class.
- There will be a clearly marked entrance and exit door.
- Markers will be placed on the floor and other surfaces to remind and assist with maintaining social distancing. Signage showing our guidelines will be posted throughout the building.
- Front and back doors will be kept open for air circulation in warmer weather.
- Birthday Parties will be suspended for the 2020-21 Season and reevaluated going forward.
- The Community Room will not be available for in-person meetings for the 2020-21 Season and re-evaluated going forward. It has been turned into the teachers' workspace.
- 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 volunteers will be created to ensure that volunteers do not come in when they are feeling ill.

Waiting Room Etiquette

- Parents/Caregivers/Visitors must wear face coverings and maintain 6 feet distance while in the waiting room.
- As of our February 8, 2021 re-opening; *danceability* has limited our capacity to dancers, volunteers, staff and the parents of students with high needs.
- Family members and caregiving staff will be asked to check their dancer in at the screening table, wait in their cars during class (or remain on premises if their dancer is high-need), and then come back in to pick up their dancer. They must leave
- their cell number with Evening Program Assistant before they go to their car.
- Chairs and other furniture may not be moved.
- Parents/caregivers must come inside to assist their dancer in the restroom.
- Class times will be staggered to minimize congestion in all areas.
- Minimal personal belongings should be brought into the building (applicable to all).

- Socially distanced seating will be set up outside for use in nicer weather.
- Plants have been added to enhance the atmosphere and improve air quality.

Classroom Etiquette

- Class sizes will be reduced.
- Markers will be placed on floors to ensure 6 feet distance is maintained.
- Volunteers will have assigned spots and will wear masks.

Restroom Etiquette

- Restrooms will be locked to ensure cleanliness and safety. Door key can be obtained from Evening Program Assistant.
- Parents/Caregivers will be required to accompany their dancer to the restroom to ensure proper handwashing and surfaces are cleaned properly afterward with the provided cleaning agents.
- The restrooms will be fully cleaned nightly.

Payment Methods

- We are switching to an online registration system to register for classes.
- All payments must be made online via our website (or other) to minimize prolonged contact between customers and staff.

II. PLACES

A. Protective Equipment

To ensure employees comply with protective equipment requirements, we agree to do the following:

- *Danceability* will provide all of its staff with 2 *danceability* face coverings and an optional face shield that they will be required to take home and wash before next use.
- Volunteers will be required to provide their own face coverings.
- Students and their families/caregivers must provide their own face coverings. A limited number of disposable face coverings will be available if personal ones are forgotten or break, but only on an occasional basis. Those who routinely forget their masks will be required to purchase a *danceability* mask or miss class that evening.
- *Danceability* will provide access to disposable nonsurgical face coverings for all volunteers & staff in the event personal face coverings are forgotten.
- *Danceability* is currently in the process of making its own masks available for purchase.

B. Hygiene and Cleaning

To ensure employees comply with hygiene and cleaning requirements, we agree to do the following:

Cleaning

- MERV-13 Filters have been installed in the HVAC system.
- A professional cleaning service will clean the entire building each weekend.
- Cleaning logs will be kept by *danceability* to ensure proper cleaning protocol is followed. After each class and at the end of the evening, staff will disinfect commonly touched surfaces.
- Cleaning supplies will be available in common areas: each studio, each bathroom, the waiting area and in each office.
- Restrooms will be available via a key obtained from the Evening Receptionist. A cleaning checklist will be clearly posted in each restroom. A parent/caregiver will be required to accompany their dancer to the restroom to ensure proper handwashing and that all common surfaces are wiped down after use with the provided cleaning agents.
- All waiting room and sensory area surfaces will be changed to easily cleaned surfaces.
- Each student will have their own classroom props to minimize sharing. These will be kept in large ziplock bags clearly marked with each student's name. After use, items will be cleaned & disinfected before being placed back in the bag for the next class.

Personal Hygiene

- Staff, volunteers and students will be asked to wash/sanitize their hands before & after each class.
- We will provide hand sanitizing stations with sanitizer that is at least 60% alcohol.
- Staff, volunteers and students will be required to stay home if they are sick.

C. Communication

To ensure the business and its employees comply with communication requirements, we agree to do the following:

- Staff will be trained prior to returning to work with dancers.
- 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.
- An introductory video will be made available prior to the re-opening to students & families to help familiarize them with the changes.
- A Social Story about returning to dance, mask-wearing and social distancing will be written and distributed to any students that need one.
- Cleaning Logs will be posted at each entry door and in each bathroom.
- Volunteers will sign in and out with the Evening Program Assistant.
- Student attendance will be taken each class by the Evening Program Assistant.
- Signage will be posted throughout our space to remind students, staff and caregivers of our guidelines.
- A continuous log of anyone that enters our building (staff, volunteers, parents/caregivers, students, etc.) will be maintained by staff members on site.
- If a staff member or volunteer tests positive for COVID-19 they will immediately notify the state and local health departments, as well as the studio, and cooperate with contact tracing efforts. The studio will then notify parents/caregivers & volunteers who may have had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

III. PROCESS

A. Screening

To ensure the business and its employees comply with protective equipment requirements, we agree to do the following:

- *Danceability* will screen staff, volunteers, students and parents/caregivers before they enter the building. This will include (but is not limited to):
 - Touchless temperature checks
 - Questions about out of state travel, COVID-19 symptoms or positive test results in the past 14 days, and close contact with confirmed or suspected COVID-19 cases in the past 14 days.
 - A log of this information will be kept electronically to maintain confidentiality, as well as to provide information to local health departments as required.

IV. OTHER

- *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

****Anyone wishing to read our full safety plan is welcome to email us and we will send it.**

STAY HOME. STOP THE SPREAD. SAVE LIVES