



## **COVID-19 Protocol & Procedures**

### **How we're preparing to see you!**

- Monitoring CDC and local government guidelines
- Training instructors and staff on COVID-19 workplace protocols
- Cleaning in accordance with CDC recommendations

### **Vaccination Acknowledgment**

Regardless of whether or not a person has received the COVID-19 vaccine, all who wish to enter our studio or participate in Kinetics events/performances are required to abide by all of the protocol and procedures outlines in this document.

### **Studio Director**

- Important individualized class information (i.e. building entry and zoom links in the event of a closure) can be found on the [Studio Director portal](#). Once logged in, click "View Class Documents" to see a list of your classes with attached documents. [Click here](#) to view step-by-step directions on how to access your class documents.

**KDT Protocol Terms** - Please use the definitions below to assist in comprehension of this document. We've used [CDC vocabulary](#) for references.

- *Close Contact*: An individual is within 6 feet or less of an infected person for more than 15 minutes
- *Confirmed*: An individual receives laboratory diagnosis of COVID-19
- *Confirmed Exposure*: An individual is within 6 feet or less of a person diagnosed with COVID-19 during the "contagion window" (one and/or two days prior to the onset of symptoms)
- *Suspected*: An individual is recommended to take a COVID-19 test or is awaiting COVID-19 test results
- *Suspected Exposure*: An individual is within 6 feet or less of a person who is recommended to take a COVID-19 test or is awaiting COVID-19 test results

## 1. Entering the Building

- Students should arrive 5 minutes before the start of their class.
- Students will enter the building using the door closest to the studio where their first class is taking place.
  - Classes in Studio B and C will enter through the far left door
  - Classes in Studio A will enter through the far right door
  - Classes in Studio E will enter through the back door that is located around the left side of the building, past the dumpster, and up the stairs
- Students will line up outside of the appropriate entryway. During colder months, we encourage you to wait until 3 minutes before the start of your class before lining up.
- All students age 12 and under must be accompanied by one parent or legal guardian when waiting to enter the building.
- While at home, please complete the following self-screening questionnaire:
  1. Have you or anyone in your household experienced any flu-like symptoms in the past 48 hours? (i.e. fever, cough, body aches, shortness of breath, sore throat, upset stomach)
  2. In the past 10 days, have you had *close contact* with someone who is currently sick with *suspected* or confirmed COVID-19?
  3. In the past 10 days, have you been sick with *suspected* or confirmed COVID-19?

Students, teachers, parents, and staff who wish to gain entry into the building or participate in Kinetics events must answer “no” to all questions. If you answer “yes” to ANY of these questions, participation in classes/events is not permitted. The self-screening questionnaire is not a physical form that needs to be completed, rather a way to self-evaluate yourself prior to building entry/participation in Kinetics events.

## 2. Upon Entry

- A mask (covering nose and mouth) must be worn to enter the building. No “neck gaiters”, bandanas or masks with exhaust valves allowed.
- Temperature checks may be implemented upon entry at any time per management discretion.
- Only one parent is permitted to enter the building for students ages 6 and younger.
  - Siblings and small children may accompany the parent/guardian into the building, but please refrain from bringing additional children into the building if at all possible.
  - Parents are not permitted to enter the building if their student is over the age of 6.
- Parents must remain on the premises until students enter the building.
- Parents of students ages 13+ must wait in (or near) their car until their student enters the building.

### 3. Lobbies & Front Desk

- Limited occupancy will be posted in each of our three lobby spaces. We ask that you do not move the furniture due to physical distancing requirements.
- Parents are only allowed to wait in lobby spaces if they are waiting for a child of 6 years or younger. Admitted parents must be seated at all times when occupying lobby spaces.
- To ensure the safety of our front desk staff, we encourage you to email [school@kineticsdance.org](mailto:school@kineticsdance.org) with questions and inquiries to decrease face-to-face interactions.
- We will not be handling cash or processing payments at the front desk. You will be directed to utilize Studio Director to make tuition payments.

### 4. Class Transitions

- Students who have long breaks in between classes should wait in the Studio E lobby.
- The *Teen Lounge* (located near Studio E) will be utilized for students and teachers who need to eat meals/snacks during class transitions. Occupancy will be limited to one person at a time unless there are two students who live in the same household, with no more than 2 related students occupying the space.
  - Sanitation procedures will be posted on the *Teen Lounge* door.
  - Eating is not permitted in any other part of the facility.

### 5. Exiting the Building

- All students will exit through the main lobby door in the center of the building on ground level.
- Parents of children ages 7-12 must come to the main lobby door to pick up their student. Students will not be allowed to exit the building until a parent is visible.
- Parents who were waiting inside the building for a student age 6 or under will exit through the main lobby door as well.

### 6. Exposure/Illness

*\*Protocols are subject to change based on the guidance of the local health department\**

#### Student Protocol

- A student who has a *confirmed exposure* will not be permitted into the facility for 10 days and will require a negative lab test prior to their return.
- A student with a *suspected exposure* will not be permitted into the facility until the person in question receives a negative lab test. In the event the lab test is positive, the student will follow the *confirmed exposure* procedure listed above.
- A student who is feeling ill and has not been recommended for a COVID-19 test will need to be symptom-free and fever-free (temperature of 99.4 and less) for a minimum of 48 hours before returning to class.

- A student who was diagnosed with COVID-19 will be required to report their diagnosis to the school immediately, will not be permitted into the facility for 10 days, must provide a negative lab test, and be symptom-free and fever-free for a minimum of 48 hours before returning to class.
- Reporting illness is required to ensure the safety and well-being of our community. Student information will not be disclosed when informing the community of exposure.
- If a student is showing persistent symptoms (runny nose, cough, nausea, etc.) during an in-studio class, they will be asked to leave the class and wait with a front desk worker until a parent can pick them up.
- If a student experiences one of the five circumstances listed above and is well-enough to dance from home, they may participate in the live stream version of their class by accessing the Zoom link provided in the “Class Documents” section of their Studio Director portal in lieu of scheduling a virtual make-up in another class. *Please note: Creative Beginnings classes (ages 2-6) will not be able to participate virtually, but may make-up classes in-person once they are permitted to re-enter the building.*
- If a student experiences one of the four circumstances listed above and is not well-enough to dance at home, the KDT make-up policy may be utilized through our Zoom platform or in-person if space allows. Please see the Make-Ups/Drop-Ins section below for more information. Missed classes due to illness will not be refunded.
- Please contact us immediately if your student was knowingly exposed/diagnosed with COVID-19. The health department will be notified so proper contact tracing can be completed.

### **Teacher Protocol**

- A teacher who has a *confirmed exposure* will not be permitted into the facility for 10 days and will require a negative lab test prior to their return.
- A teacher with a *suspected exposure* will not be permitted into the facility until the person in question receives a negative lab test. In the event the lab test is positive, the teacher will follow the *confirmed exposure* procedure listed above.
- A teacher who is feeling ill and has not been recommended for a COVID-19 test will need to be symptom-free and fever-free (temperature of 99.4 and less) for a minimum of 48 hours before returning to the studio.
- A teacher who was diagnosed with COVID-19 will be required to report their diagnosis to the school immediately, will not be permitted into the facility for 10 days, must provide a negative lab test, and be symptom-free and fever-free for a minimum of 48 hours before returning to class.
- If a teacher experiences one of the four circumstances listed above and is well-enough to dance from home, they will instruct their class via Zoom.
- If a teacher experiences one of the three circumstances listed above and is not well-enough to dance at home, a substitute teacher will be arranged.
- We will notify you immediately if a teacher is recommended for a COVID-19 test due to illness or exposure and relay whether the class is meeting in the studio or via Zoom.

## 7. Transition to Virtual Platforms due to COVID-19

All classes will revert to the virtual platform via Zoom if in-studio instruction is not deemed safe. See section 8 below. Although there are many factors that are taken into consideration when determining studio closure, the following conditions may warrant a transition to the virtual platform:

*\*These conditions are subject to change as new information regarding COVID-19 becomes available.*

- If an instructor or a student is experiencing symptoms, is recommended to get a COVID-19 test AND has been in the facility during a possible window of contagion (2 days prior to onset of symptoms - [CDC recommendation](#))
  - The studio remains closed until a negative lab test is received OR 10 days after a positive test is received.
- Determination of classes permitted in the studio will be made on a case by case basis and will be communicated via email by management.
  - Students who were not exposed during the contagion window may be permitted to take classes in-studio once the facility is properly sanitized.
  - Please Note: this excludes students who are within the same family household of the student with the *confirmed or suspected exposure*.

## 8. Virtual Platforms

- In-Studio Students
  - The Zoom platform will be utilized when necessary as indicated in the Exposure/Illness section above.
  - If an in-studio student is participating in the live stream version of their class more so than in the studio, they will be asked to convert to the live stream program.
  - In the event of a full studio closure, all classes will continue via Zoom without interruption, including Creative Beginnings classes (ages 2-6).
  - In the event that scheduled performances (such as Winter or Spring Showcases) are not able to be held in person, virtual performances/digital media presentations will be facilitated.
- All Students
  - A Zoom Waiver needs to be on file for each KDT student. If you did not receive a waiver, please contact [school@kineticsdance.org](mailto:school@kineticsdance.org).

## 9. Classroom Management

- Sanitation
  - Instructors will be sanitizing high-touch surfaces after each class. Floors will be disinfected with professional-grade cleaning solutions.
  - Air purifiers are located in studios without windows.

- Spatial Organization
  - Personal belongings are not permitted in the lobby spaces. All belongings will be brought into the studios and placed on designated X's around the room.
  - Physical distance markers may be used to organize students safely throughout the studio per teacher discretion.
  - No partnering or physical touch will be allowed between student and teacher or student to student.
- Props/Equipment
  - Classroom props/equipment will be fully sanitized before and after use and will not be shared among participants.
- Water Breaks
  - Although the water fountain will be in use, students ages 6+ are highly encouraged to bring their own water bottle to class.
  - Instructors will designate water breaks throughout each class for students ages 6+.
  - Students enrolled in Creative Dance, Ballet Babies, Mini Movers, or Dance Fundamentals are not permitted to have water bottles in class.

## 10. Make-Ups/Drop-Ins

*\*Management reserves the right to revoke in-studio make-ups/drop-ins as deemed necessary\**

### **Class Make-Ups**

- Students may make up missed classes in any other age/level-appropriate class within three weeks succeeding their class absence.
- Online and in-studio make-ups will be granted as class space allows.
- To register for a make-up, login to your Studio Director account and click "schedule a make-up class" from the home page dropdown menu.
- Please email [school@kineticsdance.org](mailto:school@kineticsdance.org) if you need Zoom access for a virtual make-up class. Please register at least 48 hours prior to the start of your make-up class to ensure timely receipt of Zoom credentials.
- Refunds will not be granted for missed classes due to student absence.

### **Class Drop-Ins**

- Dropping in is a great choice for new students who wish to determine their placement level or take a trial class before enrolling, or for students who wish to take classes on a flexible basis.
- Online and in-studio drop-ins will be granted as class space allows.
- Email [school@kineticsdance.org](mailto:school@kineticsdance.org) to schedule a drop-in class.

*Updated as of 8/31/2021*