

COVID-19 Preparedness Plan for Fusion Dance

Fusion Dance is committed to providing a safe and healthy environment for all staff and customers. To ensure we have a safe and healthy dance studio, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among staff and customers. Only through this cooperative effort can we establish and maintain the safety and health of our studio.

The owner and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. All staff has full support in enforcing the provisions of this policy.

Staff are our most valued resource. We are serious about their safety and health and wish to keep our instructors working at Fusion Dance. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by asking for suggestions to implement within the plan, sharing draft documents for an editing process, and then integrating concerns into the plan development. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention guidelines, Minnesota Department of Health guidelines, federal OSHA standards related to COVID-19, and Executive Order 20-48. Our plan addresses:

- prompt identification and isolation of sick persons,
- hygiene and respiratory etiquette,
- engineering and administrative controls for social distancing,
- protection and controls for pick-up and drop-off,
- cleaning, disinfecting, decontamination, and ventilation,
- communications and training that will be provided to staff, and
- management and supervision necessary to ensure effective implementation of the plan.

Fusion Dance will continue to abide by all guidelines and restrictions set forth by the government. We have developed a phase method to ease our staff's and dancers' way back into the dance studio, allowing our staff and dancers to resume activities in a safe manner. We will determine which phase is appropriate and communicate phases to staff, dancers, and parents.

- Phase 1: Emergency conditions have halted business operations within the dance studio. "Virtual Classes" will be held, where dancers train at home guided by their instructors. Fusion Dance will make use of Band, Zoom and other social media to help dancers continue their training.
- Phase 2: Private one-on-one lessons will be allowed at the dance studio with specific protocols in place to reduce the spread of COVID-19. Lessons will have proper social distancing and are limited to non-contact activities. Lessons will have staggered times to decrease traffic in common areas. All people entering the dance studio will have their temperature taken and must pass a list of entry questions without any positive responses. Dancers will enter the dance studio through the front door and exit the dance studio through the door in the back of the building. Dancers should come to the studio in dance attire, changing clothes at the studio will

not be allowed. Staff who work in the front of the studio will wear masks. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Food will not be allowed in the dance studio. (Please contact Mary Plein if your dancer requires food with them for a medical reason.) Additional people will not be allowed in the dance studio lobby. Parents and others must wait in vehicles.

- Phase 3: This phase allows for small class settings with specific protocols in place to reduce the spread of COVID-19. All people entering the dance studio will have their temperature taken and must pass a list of entry questions without any positive responses. Virtual classes will be held in conjunction to in-studio classes to accommodate dancers who are immunocompromised, have a family member who is immunocompromised or have decided that they need to refrain from participation during this phase. Instruction will consist of small, decreased class sizes. Classes will have proper social distancing and are limited to non-contact activities. Classes will have staggered times to decrease traffic in common areas. Dancers will enter the dance studio through the front door and exit the dance studio through the door in the back of the building. Dancers should come to the studio completely ready, changing clothes at the studio will not be allowed. Staff who work in the front lobby of the studio will wear masks. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Food will not be allowed in the dance studio. (Please contact Mary Plein if your dancer requires food with them for a medical reason; this will be allowed.) Additional people will not be allowed in the dance studio lobby. Parents and others must wait in vehicles.
- Phase 4: This phase allows for larger class settings with specific protocols in place to reduce the spread of COVID-19. Virtual classes will be held in conjunction to in-studio classes to accommodate dancers who are immune compromised, have a family member who is immune compromised or have decided that they need to refrain from participation during this phase. Classes will have staggered times to decrease traffic in common areas. Staff who work in the front lobby of the studio will wear masks. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Additional occupants will be allowed in the dance studio lobby on a limited basis. Visitors will be asked to wear masks.
- Phase 5: This phase allows for resumption of dance classes as we knew it prior to March 16, 2020. Monitoring of potential hazards will be ongoing.

As we navigate through the reopening of our dance studio, there will likely be changes to expect during each phase. We appreciate your help and understanding as we work through this time together.

Resumption of dance classes will fill a much needed social and physical need in the lives of dancers and families alike. We recognize that individual families within Fusion Dance may have circumstances or views that compel them to refrain from participation and we understand this. No staff or dancers will be penalized or otherwise pressured should they choose to not participate under these guidelines.

Every staff, dancer and parent who participates in the dance studio must sign an updated studio policy addendum and waiver form noting that you are aware of these policy changes.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff has been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff's health status prior to entering the dance studio and for staff to report when they are sick or experiencing symptoms.

- Scenario 1: The staff member is clinically evaluated for COVID-19 and is lab confirmed COVID-19. In this case, the Minnesota Department of Health will provide instructions to the individual and household contacts about when it is safe to return to the dance studio.
- Scenario 2: The staff member is clinically evaluated for COVID-19 and is clinically diagnosed COVID-19. In this case, the individual will stay at home at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.
- Scenario 3: The staff member is clinically evaluated and an alternative clinical or laboratory confirmed condition exists. In this case, the individual will follow provider directions and recommended treatment and return guidance to the dance studio.
- Scenario 4: The staff member has not been clinically evaluated and is monitoring symptoms at home. While self-monitoring, the staff member observes one or more of the following symptoms: fever, new onset or worsening cough, or shortness of breath. The individual will stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.
- Scenario 5: The staff member has not been clinically evaluated and is monitoring symptoms at home. While self-monitoring, the staff member observes symptoms not consistent with COVID-19. In this case, the staff member will follow individual sick leave policy of the dance studio.

To support all these scenarios, the studio owner will ask qualifying questions as a means of health screening upon any staff member's arrival back to the dance studio. "Yes" answers to any of the following questions will deny entry to the dance studio. The staff member will be advised to stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.

- Have you tested for COVID-19 with a positive confirmation?
- In the past 72 hours, have you had a fever above 100.4 Fahrenheit?
- In the past 72 hours, have you had a cough or a worsening in your cough?
- In the past 72 hours, have you had shortness of breath in conjunction with a cough or a worsening in your cough?
- In the past 72 hours, have you had a change in smell or taste?
- In the past week, have you knowingly been exposed to a person who has a confirmed case of COVID-19?

Should a staff member notice new symptoms during a shift, that staff member will immediately leave the dance studio. Any area used by the staff member will be closed to others. There will be a 24-hour

waiting period before cleaning and disinfecting the affected area to minimize potential for others being exposed to respiratory droplets.

Fusion Dance has implemented leave policies that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Staff is required to contact the studio owner via a phone call or text prior to their scheduled classes so that a substitute instructor may be obtained to direct the classes. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions will be implemented on an individual basis.

Fusion Dance has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at the dance studio and requiring them to quarantine for the required amount of time. Staff will be informed in writing while protecting the privacy of others. Fusion Dance has implemented a policy to protect the privacy of staff's health status and health information.

Screening and policies for dancers and family members exhibiting signs and symptoms of COVID-19

Signs will be placed on the dance studio's front entrance asking individuals to stop and not enter the building if they are experiencing listed symptoms. During Phases 2 and 3, additional people will be asked to wait in their vehicle. Also, during Phases 2 and 3, dancers will enter the dance studio in the front of the building but will exit through the back door of the building. During Phases 2 and 3, all people entering the dance will have their temperature taken and must pass a list of entry questions without any positive responses

Dance families have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Parents should test their dancer's temperature before entering the studio each day. Parents should also monitor their dancer daily for a new onset or worsening cough or shortness of breath. If a dancer is ill, the same procedures will be enacted as listed above in the five scenarios for staff. Parents should contact Fusion Dance by phone or email whenever their dancer is ill (or a family member is ill) and the dancer will be required to stay home.

Fusion Dance has purchased a no-touch infrared thermometer to test temperatures of dancers who develop a fever when they are at the dance studio.

Fusion Dance staff will ask qualifying questions as a means of health screening upon any dancer's arrival back to the dance studio. "Yes" answers to any of the following questions will deny entry to the dance studio. The dancer will be advised to stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms – whichever is longer.

- Have you tested for COVID-19 with a positive confirmation?
- In the past 72 hours, have you had a fever above 100.4 Fahrenheit?
- In the past 72 hours, have you had a cough or a worsening in your cough?

- In the past 72 hours, have you had shortness of breath in conjunction with a cough or a worsening in your cough?
- In the past 72 hours, have you had a change in smell or taste?
- In the past week, have you knowingly been exposed to a person who has a confirmed case of COVID-19?

Fusion Dance has also implemented a policy for informing dancers if they have been exposed to a person with COVID-19 at the dance studio and requiring them to quarantine for the required amount of time. Dance families will be informed in writing while protecting privacy of others. Fusion Dance has implemented a policy to protect the privacy of dancers' health status and health information.

If Fusion Dance is notified that a dancer entered the dance studio while asymptomatic, the dance studio may be closed for a period of time to be deep cleaned before reopening.

Handwashing

Basic infection prevention measures are always being implemented at our dance studio. Staff is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All staff, dancers and visitors to the studio will be required to sanitize their hands immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at the front entrance, front desk, costume room, located within each dance studio, and at the back exit so that staff, dancers and visitors may use them for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Signs will be placed in the restrooms describing best practice handwashing techniques.

Respiratory etiquette: Cover your cough or sneeze

Staff, dancers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Trash receptacles will have covers removed during Phases 2 – 4 to be no-touch containers.

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, dancers, and visitors. Please notify staff if the dance studio is out of tissues or if trash receptacles need to be emptied. Reminders will be given verbally in addition to signs and parent and staff email and newsletter communication.

Staff who work in the front lobby of the studio will wear masks. Staff and dancers will wear masks as they enter and exit the dance studio and while in studio hallways. Visitors will be asked to wear masks. Please be aware we will not be requiring dancers to wear masks during class as this poses a problem with children touching their faces much more often and poses a potential breathing issue to some of our

dancers which could lead to serious health and safety risks. Staff may choose to wear masks during their time teaching in the studio.

Social distancing

We are taking careful actions to facilitate social distancing. Social distancing of at least six feet will be implemented and maintained between staff, dancers, and visitors in the dance studio through the following engineering and administrative controls:

- During Phases 2 and 3, dancers should not enter the dance studio until invited in individually by a staff member. Dancers should be outside the dance studio doors no more than 5 minutes before the start of their classes and walk to the door in a single file, while observing social distancing. Staff will allow dancers into the dance studio one by one and direct dancers through the studio. Parents and guardians will drop off and pick up outside of the building.
- During Phases 2 and 3, dancers may only enter the build through the front door and must exit the building through the back door. Staff will help the dancers safely exit the dance studio.
- Extra signs will be posted in the dance studio to guide staff, dancers and visitors through each space and help everyone practice social distancing.
- Dance studio classroom floors will be taped off to give each dancer individual workspace.
- Class times will be staggered to decrease crowded hallways.
- There will be 15 minute breaks between classes to allow staff to clean before the next group will come into the dance studio.
- Staff and dancers may not linger in the hallway. Social distancing must be maintained in locker area. Excess seating in the dance studio may be placed in storage to discourage lingering.
- There will be a staff hall monitor to help endorse social distancing during classroom transition time. This staff member will also sanitize all high-contact public surfaces during Phases 2 – 4.
- Dancers should arrive at the dance studio in dance clothes. Dancers are encouraged to wear a cover-up to and from the building as desired. Please keep all extra items at home to cut down on transfer opportunities. Do not bring large dance bags. Bring a plastic bag (or any small bag that is made from a wipeable/non cloth surface) with you to store your street shoes, cover-up clothing, and other small items. If a mask is worn into the studio, but not going to be worn during class, the mask must be left inside the plastic bag with other personal items. There will be spots marked on the studio floor for each student to store their water bottle and plastic bag.
- Props will not be used during Phases 2 and 3. They may be used on a limited basis with increased cleaning during Phase 4. All props may be used during Phase 5.
- Remind dancers not to touch others, shake hands, give “high-fives”, or give hugs.
- Dancers who have a break between classes must exit the building during Phases 2 and 3. They will need to wait outside and maintain social distancing.
- Visitors will not be allowed in the dance studio lobby during Phases 2 and 3. They may be allowed on a limited social distancing basis in Phase 4.
- Common areas in the dance studio will be closed during Phases 2 and 3 and may be opened on a limited basis in Phase 4.
- A plexiglass panel (or acrylic) will be added to the reception desk in the lobby of the dance studio.

Cleaning, disinfection, and ventilation

We continue to follow stringent sanitation protocols for proper disinfection, operation, and maintenance, as well as adding additional procedures to achieve a new level of cleanliness. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces (i.e. dance floors and dance barres), equipment (i.e. mats, yoga balls, balance balls), and areas in the dance studio environment, including restrooms, break room, staff room, study area, costume room, dressing rooms, prop rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, copy machines and printers, credit card readers, HVAC controls, door handles, light switches, toilets, faucets, sinks, etc. A Studio Disinfecting Policy with Phase Levels and daily and weekly cleaning and disinfecting tasks will be posted in the dance studio janitorial closet. The janitorial closet will be refitted with a locking door handle to keep chemicals out of reach of dancers.

No street shoes will be allowed into dance rooms. Staff and dancers must bring and wear separate shoes for all classes on dance floors. Dancers are not allowed to dance with bare feet during Phases 2 and 3. There may be limited times during Phase 4 that dancers may be allowed to dance with bare feet.

Common areas will be limited to benches, tables and chairs that can be cleaned at the end of each day. The dance studio lobby will be closed during Phases 2 and 3, it will be open on a limited basis during Phase 4 and will be completely reopened during Phase 5. Benches and chairs in dancer gathering areas will be placed in storage during Phases 2 - 4 and will be replaced in Phase 5. The dancer break room will be closed during Phases 2 and 3, it will be opened on a limited basis during Phase 4 and will be completely reopened in Phase 5. The drinking fountain in the common area will be shutdown during Phases 2 - 4 and will reopen in Phase 5. Dancers will be required to bring their own water bottles labeled with their name. All drinks must be taken out of the dance studio at the end of each class. Any water bottles that get left after any class will be thrown away. No items may be shared. The Lost and Found will be eliminated during Phases 2 – 4 and will return in Phase 5. All items left in the studio will need to be discarded – please make sure you have your items before leaving the dance studio. Toys, books, and videos from the studio lobby waiting area will be moved to storage during Phases 2 – 4 and they will be returned during Phase 5. Floors will be cleaned daily, and the dance studio will undergo a deep cleaning once a week.

Germicidal UV Light (Nonozone) systems have been purchased and will be installed in the dance studio's three HVAC units. Germicidal lights use intense rays of ultraviolet light to control and kill contaminants like viruses, bacteria, yeast, and mold. They are installed inside the HVAC duct system and improve the air in the dance studio. This system has no ozone emissions which is a known lung irritant.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

- Stagestep ProClean D Plus will be used on dance studio floors once a week for a deep clean. ProClean D Plus is a hospital strength disinfectant. It is listed as a product that can be used

against SARS-CoV-2 and meets EPA's criteria for use against SARS-CoV-2, the novel coronavirus that causes the disease COVID-19.

- A Shark Steam Floor Cleaner has been purchased to steam and sanitize floors daily.
- Vital-Oxide is an EPA Registered Hospital Grade Disinfectant. It will be sprayed onto high-touch areas in the dance studio classroom between each class. It will also be sprayed onto an industrial strength cotton dust mop to clean floors between classes. This product will also be used to disinfect surfaces throughout the dance studio daily. It kills 99.9% of bacteria and viruses upon contact and then dissipates to prevent chemicals being absorbed through the skin.
- Surfaces will be cleaned daily with soap and water before being disinfected. Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- Latex gloves will be used when using all cleaning and disinfecting products.

The maximum amount of fresh air is being brought into the dance studio rooms (classroom doors must remain open), air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Additional fans may not be used in the dance studio.

Communications and training

This COVID-19 Preparedness Plan was communicated via email to all staff on May 31, 2020 and necessary training will be provided via email, text and in-person training. Additional communication and training will be ongoing via emailed messages and/or video training and will be provided to all new staff who did not receive the initial training. Staff must read and agree to this COVID-19 Preparedness Plan before returning to work at the dance studio.

Instructions will be communicated to dancers and visitors about: how to drop-off and pick-up dancers; how dance classes will be conducted to ensure social distancing between the staff and dancers; required hygiene practices; and recommendations that visitors use face masks when dropping off and picking up dancers. Dancers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Signs will be placed on the dance studio's front entrance asking individual to stop and not enter the building if they are experiencing listed symptoms.

Fusion Dance owner and staff are to monitor how effective the program has been implemented by daily conversations during Phase 2 and weekly conversations during Phases 3 and 4. The owner and staff are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by Fusion Dance owner, Mary Plein, and was posted throughout the dance studio, the Fusion Dance website, and social media sites on June 1, 2020. It will be updated as necessary.

Certified by:

[Signature]

Mary B. Plein
Owner of Fusion Dance