



BALLET ACADEMY EAST

HEALTH, SAFETY AND OPERATIONAL GUIDELINES

The following comprehensive plan has been established to allow Ballet Academy East (BAE) to welcome our students, faculty, and staff back into the studios. This plan outlines how we can return to the studios while mitigating, to the best of our ability, the risk of transmission of the COVID-19 virus. These policies and protocols are based on guidance from the Center for Disease Control and the NY State Department of Health.

The health and safety of our students and employees is of paramount importance to Ballet Academy East. We are fully committed to continually updating and revising this plan as new information about the virus becomes available.

COMMUNITY GUIDELINES

The Health of our BAE Community is a responsibility we all share. Our ability to conduct in-person learning rests on our collective commitment to be diligent regarding all the new policies and procedures as well as personal health and hygiene.

Stay Home if Sick or Exposed

Students, parents, caregivers, faculty, and staff should stay home if they have any of the following symptoms: fever, cough, sore throat, nausea, vomiting, diarrhea, extreme fatigue, body aches, shortness of breath, rash or lost sense of taste or smell. If you are experiencing any of these symptoms, consult your medical professional immediately.

If a student, parent, or anyone in your home has been diagnosed with COVID-19 or has been notified by the NY Department of Health that they were in contact with an individual infected with COVID-19, you must notify BAE at once.

Testing

All BAE faculty and staff working on site will be required to get tested for COVID-19 and receive a negative result before the start of the Fall semester. We are not requiring students to be tested at this time; however, daily self-monitoring health checks will be required for everyone entering BAE.

Travel Restrictions and Quarantine

Any student, parent, caregiver, or BAE employee returning from a destination under a CDC Level 3 Travel Health Notice or under travel restrictions by New York State, or whose household member has returned from such a destination, must inform BAE via the email attendance@baenyc.com and will be required to stay home/quarantine in New York for 14 days prior to returning to BAE. Further information on travel advisories can be found at <https://coronavirus.health.ny.gov/covid-19-travel-advisory> Please monitor the New York State travel advisory website if any member of your household decides to travel.

Visitor Rules

Visitors are not allowed on the premises without direct permission from a school official and a scheduled appointment.

GENERAL SCHOOL GUIDELINES

Face Masks

Masks must be worn by all students, parents, caregivers, faculty, and staff at all times, when entering 1651 Third Ave. Students, parents, caregivers, faculty, and staff are expected to supply their own masks. Disposable face coverings will be available at the front desk for anyone who arrives without one.

Acceptable face coverings include, but are not limited to, multilayered cloth face coverings and surgical masks that cover both the mouth and nose. Do not wear masks with vents, fleece masks, bandanas, or neck gators. If you choose to wear a face shields you must also wear a mask.

Hand Hygiene

Hand sanitizing or washing is required before and after class. Hand sanitizer stations are available throughout BAE as well as soap and paper towels in the bathrooms.

Hand sanitizer should be rubbed into palms and thoroughly around hands for 20-30 seconds until dry. Hands should be washed frequently with soap for 20 seconds at a time. Signage illustrating proper hand-washing technique will be posted throughout the school.

Enhanced Cleaning, Disinfection, Ventilation

Enhanced cleaning protocols have been implemented throughout BAE. Surface treating technologies such as electrostatic equipment with CDC approved disinfectants will be utilized to sanitize our studios, including barres and high touch surfaces, before and after every class. Thirty minutes will be allotted between every class to allow for full cleaning and disinfecting including studio floors. The entire premises will be deep cleaned and disinfected each evening.

Indoor air quality has been improved with the installation of two REME HALO® in-duct HVAC air purifying systems and every studio has been equipped with an EnviroKlenz UV-C air purifier with an air exchange rate of 10-15 time per hour. Window exhaust fans are installed in every studio and we will open the windows to maximize the flow of outside air if weather conditions permit.

Physical Distancing

The occupancy capacity of BAE has been greatly reduced to meet or exceed all federal and state guidelines. The number of in-person Young Dancer Division classes has been reduced by 80% and strict physical distancing will be instituted in all studios and common areas.

During Classes: Social distancing will be required in all classes. Studio floors will be clearly marked. Teachers will give verbal corrections and guidance with no hands-on corrections to students.

- Pre-Professional Division Level 3 and up: Everyone will be spaced 12 feet apart.
- Pre-Professional Levels 1 and 2, Young Dancer, Primary, and Enrichment Division Classes: Everyone will be spaced 9 feet apart.

Common Areas: Students, parents, caregivers, faculty, and staff will practice social distancing of 6 feet apart anytime they are on the premises.

STUDIO OPERATIONS

Arrival and Class Procedures

Be sure to arrive 15-20 minutes prior to the start of class.

Health Screenings/Temperature Checks

- ALL VISITORS to BAE will be required to complete an online daily wellness survey in the main lobby of the school, prior to going to the third floor. If the answer is “yes” to any symptoms, you will not be allowed entry to BAE.
- A touch-less forehead temperature check will be done upon arrival in the main lobby. Anyone with a temperature reading of 100 degrees Fahrenheit or higher will not be allowed entry to BAE.

Shoes

- When entering the third-floor entrance of the school, EVERYONE will be required to put on shoe covers. There will be two touch-less shoe cover units located at the BAE entrance.
- Once shoes covers are on and hands have been sanitized, proceed directly into your assigned studio with all your belongings.

Dressing Room and Bathroom Facilities

- Dressing rooms may only be used to access the bathrooms.
- Students will need to arrive already dressed for class.
- A maximum of two students at a time may use the girl’s bathroom. One student at a time is permitted in the boy’s bathroom.
- Lockers will not be available.
- BAE’s water fountains will not be operational. Students should bring their own water bottle into class.

Class Size

Pre-Professional Division

- Level 1 and 2 classes will have a maximum of 9 students per class, with at least 9 feet of physical distancing.
- Level 3 and up classes will have a maximum of 5 students per class, with at least 12 feet of physical distancing.

Young Dancer Division

- There will be a maximum of 9 students per class, with at least 9 feet of physical distancing.

Young Dancer Division Procedures

- Each Young Dancer Division class has been allotted two studios – one for class and one for parents and caregivers to wait.
- Once parents, caregivers and children have gone through the health screening, put on foot covers and sanitized hands, they will be directed to the “waiting room studio”. Coats and extra clothing should be kept in the waiting room studio during class.
- Children should arrive wearing comfortable play clothes as their dance attire and simply change into ballet slippers for class.
- When class is ready to start, children will be escorted into their classroom. Parents and caregivers will be able to watch class on a large screen monitor from their waiting room studio.
- Children and teachers will be spaced nine feet apart using taped rectangles on the floor. Children and teachers will practice physical distancing throughout the class. Props will not be used unless they are one-time use props that may be disposed of or taken home to keep.
- At the end of class children will be escorted back to the waiting room where everyone will have ten minutes to quickly depart.

To Parents and Caregivers of Young Dancer Division Students: Each child must have a parent or caregiver present in the waiting room, ready to assist their child should they need to use the bathroom, or just need a hug. Teachers will be social distancing throughout the class. You may arrange for a classmate's parent or caregiver to be the chaperone for your child provided we receive email notification directly from the parent in advance. One adult only is permitted to chaperone each child. Siblings, including babies in carriers, visitors, and strollers are not permitted. Street shoes without covers are not permitted in any of the studios. Please use the chairs provided in the studio waiting room. Floor seating is not permitted in the waiting room.

Primary and Enrichment Divisions Procedures

- Parents and caregivers will drop off and pick up their children but will not be able to wait at BAE during the class.
- One parent/caregiver should go through the health check, escort their child up to the third floor, put on shoe covers, sanitize hands, and quickly help prepare their child for class before leaving. Siblings, including babies in carriers, any additional visitors, and strollers are not permitted on the third floor. Street shoes are not permitted in any of the studios.
- The classroom studios will open ten minutes prior to the start of class so that students can have time to remove extra clothes and store their belongings.
- Children and teachers will be spaced nine feet apart using taped rectangles on the floor. Children and teachers will practice physical distancing throughout the class. Masks will be worn at all times.
- At the end of class parents and caregivers must pick up their children on the third floor on time. There will be an extra ten minutes of studio time at the end of class to gather belongings and depart.

Pre-Professional Division Procedures

- **All Levels:** Students should have their dance attire on under their street clothes. Dance bags will be kept in the studio in each dancer's designated space during class. Students must bring their own exercise mat to and from BAE for any classes requiring floorwork. Parents and guardians will not be permitted to enter BAE, except in an emergency. BAE staff will be accessible to any students in need of assistance. Students and teachers will be spaced twelve feet apart using taped squares on the floor. Students and teachers will practice physical distancing throughout the class.
- **Levels 1-4:** Students will take the daily health check and will be dropped off on the lobby level. BAE staff will be there to escort children up to the third floor. Students will then put on shoe covers and sanitize hands before being escorted directly to their assigned studio to prepare for class. After class, students will be escorted back to the lobby by BAE staff. Parents and guardians must be on time for pick up.
- **Levels 5 and up:** Once you have successfully gone through the daily health survey, take the stairs to the third floor. Be sure to practice social distancing on the staircase. Put on shoe covers, sanitize hands, and go directly to your assigned studio.

Pre-Professional Division In-Person and Virtual Class Rotation

- In order to accommodate smaller class sizes and social distancing guidelines, in-studio classes will be scheduled for small set groups on a rotating basis. You will receive your group information closer to the start of the school year.
- When you are not in person at BAE you will be expected to attend your classes online through Zoom. Details regarding Zoom links and procedures will be sent to you closer to the start of the school year.
- Please note that some teachers will be teaching in person and some will be teaching remotely into the studio.
- Students who wish to study fully online, for health, geographic, any other reasons, are welcome to do so. Students may switch from hybrid to virtual programming at any time during the school year. Students who wish to transfer from virtual to hybrid programming may do so only if space is available.
- We highly recommend that students follow the At-Home DIY Studio Guide on our website to create a studio setting that will ensure the best possible online class experience.

Importance of Timeliness for Class

Due to the detailed and carefully organized arrival and class procedure for in-person classes, it is especially important to arrive on time. We completely understand that there might be the rare unavoidable lateness. If, however, we find that a student is regularly late, we will recommend that the student transition to virtual classes.

Departure

- After class, students will have ten minutes to depart.
- Everyone will exit via the stairs. Elevators are available for anyone not physically able to take the stairs. A maximum of two people per elevator is permitted.
- If building re-entry is required after departure, all members of the BAE community will be required to follow entry protocols a second time.

COVID-19 PROCEDURES

We will closely monitor the latest developments regarding COVID-19 to ensure that we are continuing to follow appropriate recommendations from health authorities to maintain a safe environment.

If Someone Becomes Sick at BAE

- If a student becomes ill while at BAE, the student will quickly be brought to an isolated area. BAE staff will contact their parent or guardian and the student must be picked up within one hour of the call. A staff member, wearing PPE will monitor the student until the parent or guardian arrives. A separate exit near the isolation room will be used for departure. The student's symptoms should be reported to a medical professional immediately.
- If an employee becomes sick at BAE, the employee will leave the building immediately and report their symptoms to a medical professional.
- All areas accessed by a sick individual will be immediately cleaned and disinfected following the CDC prescribed guidelines.

COVID-19 Reporting and Privacy

- Just as BAE expects its community members to communicate proactively about their health, BAE will also communicate proactively about the community's health. If a student or BAE employee tests positive for COVID-19, BAE will immediately notify the NYC Department of Health. BAE will also notify the parents/guardians of students, and any faculty and staff who came into contact with the infected person.
- The sick person's identity will be kept confidential.

COVID-19 Tracing and School Closure

- If any member of our community comes into contact with someone who tests positive for Covid-19, they must complete a 14-day quarantine regardless of their own symptoms or test results.
- If any members (students or teachers) test positive in the same class, the entire class will be considered close contacts and will be notified to self-quarantine for 14 days. Classes will continue online during the quarantine period.
- If two or more students or teachers test positive in different classes, the entire school will be closed for 24 hours while cleaning, disinfecting, tracing and notifications take place. Classes will continue online.
- The entire school will close if the percentage of positive tests in New York City are equal to or more than 3% using a 7-day rolling average. If the school closes, classes will continue online through Zoom.

Returning to BAE Following Illness or Quarantine

- Students, parents, caregivers, faculty and staff may not return to BAE until they have met the CDC criteria to discontinue home isolation for COVID-19: one day with no fever without the use of fever-reducing medication, recovery from all symptoms, and ten days elapsed since the symptoms first appeared.
- A negative COVID-19 test result for a student does not reduce the 14-day quarantine period.
- A doctor's note will be required to return to BAE.
- Students who are feeling well enough may participate in virtual classes during their quarantine.

COMPLIANCE WITH HEALTH AND SAFETY PROTOCOLS

Ballet Academy East is responsible for ensuring that all occupants of our space have been provided with clear and thorough instructions regarding BAE's health and safety practices. Please be informed that any person who fails to comply with the health and safety protocols set by BAE will be asked to leave the school.