



## **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. 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.

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#### **COVID-19 Vaccination Requirements:**

##### **Pre-Professional Levels 1-4, Young Dancer, Primary and Enrichment Divisions (Ages 5 and up):**

- Proof of first vaccine must be submitted by December 14, 2021
- Proof of second vaccine must be submitted by January 20, 2022

##### **Pre-Professional Division Levels 5-10, all Adult Students, Faculty and Staff:**

- You must show proof of be fully vaccinated to enter BAE.

##### **Boosters**

- Everyone eligible to get their booster must get it by January 20, 2022, or within two weeks of their eligibility.

##### **Submitting Proof of Vaccination**

Students, Parents and Staff: Complete the BAE Proof of Vaccination Form at this link. Your proof of vaccination will be noted on your account, and you will not need to present it each time you come to BAE.

<https://form.jotform.com/212225303088144>

**Parents, Caregivers, and Visitors:** You must show either your Excelsior Pass or vaccine card to the Front Desk Staff each time you come to BAE. We are unable to keep your proof of vaccination on file.

Requests for exemption to BAE's COVID-19 vaccination requirements will be considered but are not guaranteed. Please email [kaileigh@baenyc.com](mailto:kaileigh@baenyc.com) if you wish to begin the Exemption Request Process. Anyone granted an exemption will be required to provide a weekly negative COVID test to enter BAE.

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### **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. In addition, you must get tested before returning to BAE.

If you, or anyone in your home, have been diagnosed with COVID-19 or have 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.

### **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 at all times when at BAE. Your mask **MUST** cover your nose, mouth and chin. If your mask regularly slips under your nose and requires constant adjusting, please use a different mask.

You may lower your mask quickly to drink water, if necessary.

We strongly recommend the use of KN95 masks (or similar) or double masking.

### **Important Reminder for ALL**

If you are experiencing any cold, flu and/or COVID symptoms, please do not come to BAE. In addition, you must get tested before returning to class.

### **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.

### **Enhanced Cleaning, Disinfection, Ventilation, and Studio Capacity**

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.

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 times per hour. Window exhaust fans are installed in every studio, and windows in all studios will be kept open to maximize the flow of outside air.

The occupancy capacity of BAE has been reduced to meet all federal, state, and local guidelines.

## STUDIO OPERATIONS

### Arrival and Class Procedures

Be sure to arrive no more than 15 minutes prior to the start of your class.

ALL VISITORS to BAE should please stop at the front desk upon arrival. Be sure to have your mask on prior to entering the building. If you are twelve years of age or above and do not have your Proof of Vaccination on file, please present it to the front desk staff. Entrance to the school will not be granted without this information.

#### Dressing Room and Bathroom Facilities

- Dressing rooms are available for quick changes.
- Students are encouraged to arrive already dressed for class.
- BAE's water fountains will not be operational. Students should bring their own water bottle into class.

#### Young Dancer, Primary, and Enrichment Division Procedures

- Young Dancer Division, Primary and Enrichment students may be dropped off. Parents/caregivers do not need to wait on the premises during class.
- Parents may wait on the benches during class, except on Monday through Thursday, 3:00-4:30 PM when it is drop-off and pick-up only.
- If your child attends class on a "drop-off/pick-up only day", you will receive a list of dates when you will have the option to stay and watch class from the observation windows.
- We will not be scheduling any in person observation days during the month of January 2022.

#### Pre-Professional Division Procedures

- Parents/caregivers may drop off only and not wait at BAE.
- Ten minutes prior to the end of class, parents/caregivers may enter BAE to pick up their child.
- Students may not arrive more than fifteen minutes prior to the start of class.

## Adult Division Procedures

- Be sure to follow all health and safety guidelines stated in this document, including mask-wearing, social distancing, health reporting, quarantining, etc.
- Students should arrive no more than 15 minutes prior to the start of class.
- Students must exit the studio immediately after class and leave BAE no more than 10 minutes after class.
- If you are taking a class that requires a mat, you will need to supply your own.

## 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.

### Entering BAE Following Illness, Isolation/Quarantine

Following COVID-19 illness, you must meet the CDC and BAE quarantine/isolation criteria before returning to the studio. The link to review the CDC criteria for ending quarantine/isolation is:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

- Stay home and completely isolate from others for five days. (Day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons.)
- If you are completely without symptoms and have received a negative Antigen test after five days, you may return to BAE. (Please note that currently we do not accept home tests.)
- If you still test positive with a PCR test after five days, you must continue isolation for five more days before returning to BAE, even if you are without symptoms.

Note: Following confirmed non-COVID illness, students must have no symptoms and be fever-free for 24 hours without the use of fever reducing medication.

### COVID-19 Exposure

If any member of our community comes into contact with someone who has tested positive for Covid-19, they must follow the most current CDC instructions for quarantine as listed here:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

- Fully vaccinated people or those who have tested positive for COVID-19 within the previous 90 days do not need to quarantine after exposure. Get tested on Day 5 following your exposure.
- Unvaccinated people may choose one of the following quarantine options:
  - Quarantine for 10 days without testing
  - Quarantine for 5 days and submit a negative PCR test result (test must occur on day 5 or later)

Note: Fully vaccinated means two weeks after you have completed a two-dose mRNA series or one dose of Janssen.

## If Someone Becomes Sick at BAE

- If a child (under 18 years of age) becomes ill while at BAE, the child will quickly be brought to an isolated area. BAE staff will contact their parent or guardian to take the child home.
- If an employee or an adult student becomes sick at BAE, the employee or adult student will leave the building immediately.

## Entering BAE Following Travel

Click here for the most updated and detailed travel guidelines: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### **Fully Vaccinated People Traveling Domestically or Internationally:**

#### *Domestic Travel:*

- You do not need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms. You should still follow all other travel recommendations.

#### *International Travel:*

- Get tested within 1-3 days of departure.
- Wear a mask throughout your travels.
- Test 3-5 days after arrival.
- Once you have a negative test result, you may enter BAE.

### **Unvaccinated People Traveling Domestically or Internationally:**

- Get tested within 1-3 days of departure.
- Wear a mask throughout your travels.
- Quarantine upon arrival for 7 days.
- Test 3-5 days after arrival.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- Once you have a negative test and have completed your seven-day quarantine, you may enter BAE.

## COVID-19 Reporting and Privacy

- If you have been to BAE and have then tested positive for COVID-19 within 10 days of your last visit, please notify the school immediately by emailing [info@baenyc.com](mailto:info@baenyc.com). Please include the date of the positive test and the onset of symptoms (if applicable).
- BAE will immediately notify any students, parents, faculty, and staff who came into contact with the infected person.
- The sick person's identity will be kept confidential.

## **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.