



COVID-19 Preparedness Plan For The Minnesota Dance Studio Owners Group

The Minnesota Dance Studio Owners Group is committed to providing a safe and healthy workplace for all our staff and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The individual members making up the Minnesota Dance Studio Group are all responsible for implementing this plan.

Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our staff and customers. Only through the cooperative effort can we establish and maintain the safety and health of our workplaces.

Studio owners and management are responsible for implementing with all aspects of this COVID-19 Preparedness Plan. Staff is responsible for complying with all aspects of this COVID-19 Preparedness Plan. The Minnesota Dance Studio Group listed each by studio owner and business name fully support the enforcement of this policy.

Our staff are our most important assets. We are serious about safety and health and keep our staff working at the Minnesota Dance Studios represented within this Group. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by:

- Surveying regularly among the Minnesota Studio Owners Group in order to raise staff-related questions and concerns in navigating during this unprecedented time;
- Meeting virtually among the Minnesota Studio Owners Group to establish common practices so as to prevent the spread of illnesses in general;
- Debriefing regularly these common practices the Minnesota Dance Studio Owners Group agrees to establish with our staff; and
- Encouraging open discussions within these online surveys, virtual meetings, and regular staff debriefings in order to improve our Preparedness Plans for the Minnesota Dance Studio Owners Group as a whole. These open discussions also aid in addressing the unique aspects of each member's businesses.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and address:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Customer controls and protections for drop-off, pick-up and delivery;
- Housekeeping, including cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and workers; and
- Supervision necessary to ensure effective implementation of this plan.

SCREENING AND POLICIES FOR STAFF EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Staff have been informed of and encouraged to SELF-MONITOR for signs and symptoms of COVID-19. The following scenarios are agreed among members of the Minnesota Studio Owners Group to assess staff health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms.

- **Scenario 1:** The staff member has been clinically evaluated for COVID-19 and lab testing confirms COVID-19. In this case, 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 has been clinically evaluated for COVID-19 and is clinically diagnosed COVID-19. In this case, the staff 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 has been evaluated and an alternative clinical or laboratory confirmed condition exists. In this case, the staff 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 has monitored 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. In this case, the staff member will stay home for at least 7 days or for 72 hours with no fever and improvement of respiratory symptoms before returning to the dance studio - whichever is longer.

To support this scenario, the Minnesota Studio Owners Group will ask qualifying questions as a means of health screening upon any staff member's arrival to the workplace. Outside of underlying health conditions, "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 before returning to the dance studio - whichever is longer:

- *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 week, have you knowingly been exposed to a person with COVID-19?*
- **Scenario 5:** The staff member has not been clinically evaluated and has monitored symptoms at home. While self-monitoring, the staff member observes other symptoms not consistent with COVID-19. In this case, the staff member will follow the individual sick leave policy of the dance studios making up the Minnesota Dance Studio Group.

The Minnesota Studio Owners Group has implemented policies and processes that promotes our staff to stay at home when they are sick, when household members are sick, or when required by the Minnesota Department of Health and/or health care provider to isolate themselves or a member of their household. Though there may be variance among the individual members making up the Minnesota Studio Owners group, best practices in policies and procedures, include but are not limited to:

- **Best Practice 1:** Staff contacting their direct supervisor on a regular basis, such as but not limited to the day the staff is scheduled to work. The method by which they communicate with their direct supervisor may vary among individuals comprising the Minnesota Studio Owners Group. These methods include, but are not limited to:

- Calling their direct supervisor by phone;
 - Sending a written communication to their direct supervisor via text message;
 - Providing a written communication to their direct supervisor via email; and/or
 - Communicating to their direct supervisor utilizing app-based solutions, among others.
- **Best Practice 2:** Staff working in concert with his/her direct supervisor to determine the appropriate course of action when unable to attend due to illness, or due to a household member's illness. The appropriate course of action may vary among individuals comprising the Minnesota Studio Owners Group. These appropriate courses of action may include, but are not limited to:
 - Identifying a director-approved substitute staff member to fulfill the duties,
 - Reorganizing the work to be performed among those staff able to work,
 - Permitting a virtual delivery of work from home; and/or
 - Rescheduling the work upon ability to return to the workplace, among others.

The Minnesota Studio Owners Group has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and thus requiring them to quarantine for the required amount of time. The method by which directors communicate with their staff may vary among individuals comprising the Minnesota Studio Owners Group. These methods include, but are not limited to:

- Calling the staff member by phone;
- Sending a written communication to their staff member via text message;
- Providing a written communication to their staff member via email; and/or
- Communicating to their staff member utilizing app-based solutions, among others.

In addition, The Minnesota Studio Owners Group has also implemented a policy to protect the privacy of staff's health status and health information should they test positive for COVID-19, or be clinically diagnosed as positive for COVID-19. The Minnesota Studio Owners Group will have individual policies and procedures to inform those in direct contact with the staff member. The method by which directors communicate with those exposed include, but are not limited to:

- Calling those exposed to COVID-19 by phone;
- Sending a written communication to those exposed to COVID-19 via text message;
- Providing a written communication to those exposed to COVID-19 via email; and/or - Communicating to those exposed to COVID-19 utilizing app-based solutions, among others.

HANDWASHING

Basic infection prevention measures are being implemented at The Minnesota Dance Studio Owners Group workplaces at all times. Staff will be instructed to wash their hands for at least 20 seconds with soap and water at any or all of the following times:

- Arrival to the workplace near the start of their work shift;
- At regular intervals during their work shift, such as between classes;
- Departure from the workplace following the end of their work shift;
- Following blowing one's nose, coughing, or sneezing;
- Prior to and following any mealtime during the course of their work shift; and
- Following use of the restroom during the course of their work shift.

The Minnesota Dance Studio Owners Group may also employ the use of hand-sanitizer dispensers throughout their facilities (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Similarly, all visitors and customers to the dance studio will be encouraged to wash their hands for at least 20 seconds with soap and water at each of the following times:

- Arrival to the facility;
- At regular intervals during their time at the dance studio, such as between classes;
- Departure from the facility following the end of their visit at the facility;
- Following blowing one's nose, coughing, or sneezing;
- Prior to and following any mealtime during the course of their stay at the dance studio; - Following use of the restroom during the course of their visit.

The Minnesota Dance Studio Owners Group may also employ the use of hand-sanitizer dispensers throughout their facilities (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Though there may be variance among members comprising the Minnesota Dance Studio Owners Group, best practices as it relates to teaching and reinforcing healthy hygiene practices may include, but are not limited to:

1. **Best Practice 1: COMMUNICATE HEALTH ETIQUETTE EXPECTATIONS** as it relates to handwashing to all staff and to its visitors. The Minnesota Studio Owners Group will have individual policies and procedures for its staff members and its visitors to understand its health etiquette expectations. The method by which directors communicate include, but are not limited to:
 - Hosting a staff training session to instruct healthy hygiene techniques;
 - Providing a written communication to staff members and to customers via email;
 - Communicating to staff and customers utilizing app-based solutions; and/or
 - Utilizing social media to educate visitors and customers, among others.
2. **Best Practice 2: ESTABLISH SIGNAGE THROUGHOUT THE FACILITY** to teach and to reinforce healthy hygiene practices for all staff and visitors. As an example, members of the Minnesota Dance Studio Owners Group may display signage within each restroom illustrating proper hand washing technique. As a second example, members of the Minnesota Dance Studio Owners Group may display signage near each hand sanitizing station reminding visitors to use hand-sanitizer following blowing one's nose, cough, or sneeze. Health etiquette signage includes, one or more of those materials and trainings readily available and recommended from the Minnesota Department of Health:

a. **Five Common Ways Germs Are Spread**

<https://www.health.state.mn.us/people/handhygiene/why/5ways.pdf>

- b. ***Germs Are Tough***
<https://www.health.state.mn.us/people/handhygiene/why/tough.pdf>
 - c. ***When Should I Wash My Hands***
<https://www.health.state.mn.us/people/handhygiene/why/whenwash.pdf>
 - d. ***How It Works: Washing Hands With Soap And Water***
<https://www.health.state.mn.us/people/handhygiene/wash/howsoap.pdf>
 - e. ***Be A Germ Buster***
<https://www.health.state.mn.us/people/handhygiene/wash/fsgermbuster.pdf>
 - f. ***Make Hand Washing A Healthy Habit***
<https://www.health.state.mn.us/people/handhygiene/wash/hwfactsheet.pdf>
 - g. ***Hand Washing With A Nail Brush***
<https://www.health.state.mn.us/people/handhygiene/wash/nailbrush.pdf>
 - h. ***Make Hand Washing A Healthy Habit***
<https://www.health.state.mn.us/people/handhygiene/wash/hwfactsheet.pdf>
 - i. ***Wash Your Hands (In 24 Languages)***
<https://www.health.state.mn.us/people/handhygiene/wash/languages.pdf>
 - j. ***Wash Your Hands Posters***
<https://www.health.state.mn.us/people/handhygiene/wash/washyourhands.pdf>
 - k. ***Minnesota's Health Is In Your Hands***
<https://www.health.state.mn.us/people/handhygiene/food/mnhands.pdf>
 - l. ***Your Health Is In Your Hands***
<https://www.health.state.mn.us/people/handhygiene/food/mnhandsyour.pdf>
 - m. ***How it Works: Cleaning Your Hands With Waterless Hand Sanitizer***
<https://www.health.state.mn.us/people/handhygiene/clean/howrub.pdf>
 - n. ***Alcohol Based Hand Rub: Easy As 1, 2, 3***
<https://www.health.state.mn.us/people/handhygiene/clean/alcoholrubs.pdf>
3. **Best Practice 3: INCENTIVIZE PROPER HANDWASHING AND HAND SANITIZING** for all staff, visitors, and customers. The Minnesota Studio Owners Group will have individual policies and procedures for its staff members and its customers to incentivize them to wash or to sanitize hands properly. The method by which directors incentivize include, but are not limited to:
- Placing hand sanitizing stations near entrance to the facility studio and throughout the dance spaces (i.e. individual dance studio rooms);
 - Marking paths from entrance to the facility to hand washing stations (i.e. restrooms) prior to dance classes;
 - Adjusting class schedules to allow time to wash hands or to sanitize hands at regular intervals throughout a visitor's time at the studio;
 - Adjusting class schedule length so as to reduce the need for mealtimes and thus additional handwashing or hand sanitizing; and/or
 - Offering prize incentives to dance students for a job well done, among others.
4. **Best Practice 4: ENCOURAGE AND REINFORCE HEALTH ETIQUETTE PRACTICES BEYOND HANDWASHING AND HAND SANITIZING** that help mitigate the risk of COVID-19 spread. The

Minnesota Dance Studio Owners Group understand that proper health hygiene extends beyond hand washing and hand sanitizing, complete with supplies to do so. Some of these healthy habits specific to dance studios include, but are not limited to:

- Communicate to staff, visitors, and customers do cover their coughs and sneezes as a means of respiratory etiquette;
- Ensuring our staff and customers bring full water bottles prior to arrival of the facility;
- Educating our staff and customers not to share such water bottles or food items;
- Encouraging customers to come prepared fully for dance class so as to not share other non-food items (example: hairstyling items, class attire, dance shoes); and/or
- Requesting customers wear a dance shoe as opposed to street shoe or bare feet when in studio, among others.

RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

Staff and visitors of the Minnesota Dance Studio Owners Group are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneeze and to avoiding touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors.

Though there may be variance among members comprising the Minnesota Dance Studio Owners Group, best practices as it relates to teaching and reinforcing respiratory etiquette practices may include, but are not limited to:

1. **Best Practice 1: COMMUNICATE HEALTH ETIQUETTE EXPECTATIONS** as it relates to covering one's cough or sneeze to all staff and to its visitors. The Minnesota Studio Owners Group will have individual policies and procedures for its staff members and its visitors to understand its health etiquette expectations. The method by which directors communicate include, but are not limited to:
 - Hosting a staff training session to instruct healthy hygiene techniques;
 - Providing a written communication to staff members and to customers via email;
 - Communicating to staff and customers utilizing app-based solutions; and/or
 - Utilizing social media to educate visitors and customers, among others.

2. **Best Practice 2: ESTABLISH SIGNAGE THROUGHOUT THE FACILITY** to teach and to reinforce healthy hygiene practices for all staff and visitors. As an example, members of the Minnesota Dance Studio Owners Group may display signage within each restroom reminding staff and visitors to cover their coughs and sneezes. As a second example, members of the Minnesota Dance Studio Owners Group may display signage near each hand sanitizing station reminding staff and visitors to covering one's cough or sneeze. Health etiquette signage includes, one or more of those materials and trainings readily available and recommended from the Minnesota Department of Health:
 - a. ***Stop! Protect Your Co-Workers***
<https://www.health.state.mn.us/people/cyc/stopemployee.pdf>

 - b. ***Stop! Protect Your Customers***
<https://www.health.state.mn.us/people/cyc/stopcustomer.pdf>

 - c. ***Cover Your Cough Fact Sheet***
<https://www.health.state.mn.us/people/cyc/cycbgeneng.pdf>

3. **Best Practice 3: ENCOURAGE AND REINFORCE HEALTH ETIQUETTE PRACTICES** beyond covering their coughs and sneezes that help mitigate the risk of COVID-19 spread. The Minnesota Dance Studio Owners Group understand that proper health hygiene extends beyond covering their coughs and sneezes. Refer to additional practices in the previous section.

SOCIAL DISTANCING

Social distancing is being implemented in the workplace through the following engineering and administrative controls: The Minnesota Studio Owners Group agrees to make efforts to do the following within our dance studios facilitate social distancing:

- Use tactics to reduce the number of staff members and visitors in the workplace at one time;
- Outline instructions as it relates to drop-off and pick-up of customers;
- Maintain safe program spaces;
- Consider avoidance of community supplies when possible;
- Accommodate the needs of dancers and families at risk for serious illness;
- Provide signage, demarcation or instructions for staff members, visitors and customers; - Support communication to address concerns expressed.

Though there may be variance among members comprising the Minnesota Dance Studio Owners Group, best practices as it relates to social distancing within a dance studio may include, but are not limited to:

1. **Best Practice 1: UTILIZE A PHASED SYSTEM TO RESUME ACTIVITIES WHILE MITIGATING THE RISK OF SPREAD OF COVID-19.** The Minnesota Studio Owners Group will have variance as to the protocols identifying each phase, and the number of phases themselves. The common theme is each member of the Minnesota Studio Owners Group will abide by recommendations set forth by governance. As an example, a phased approach may include:^[1]_[SEP]

- Phase A:** The “brick and mortar” studio is closed in accordance with governance’s guidelines. In this phase, classes will instead be held in a “virtual” space utilizing app based programs and cloud based solutions.
- Phase B:** The “brick and mortar” studio is open to one-on-one or “semi-private” lessons with specific protocols to mitigate the risk of spread of COVID-19 (i.e. 1:3 ratio). These lessons will have social distancing greater than six feet and limited to noncontact activities. Lessons may have staggered start and end times so as to decrease, if not eliminate, traffic in common spaces. Students will be screened (i.e. health screen questionnaire and/or temperature monitoring). Additional common spaces, such as reception, break rooms and/or dressing, may remain closed. Parent supervision will be discouraged, unless necessary. Parent supervision and service will be in adherence to social distancing guidelines. Masks will be available to staff.^[1]_[SEP]
- Phase C:** The “brick and mortar” studio is open to small group classes with specific protocols to mitigate the risk of spread of COVID-19 (i.e. 1:9 ratio). These lessons will have social distancing greater than six feet and limited to non-contact activities. Lessons may have staggered start and end times so as to decrease, if not eliminate, traffic in common spaces. Students will be screened (i.e. health screen questionnaire and/or temperature monitoring). Additional common spaces, such as reception, break rooms and/or dressing rooms, may remain closed. Virtual instruction may be made available for participants to attend virtually should the need arise (i.e. high risk individual, living with a vulnerable person, etc.) Again, parent supervision will be discouraged, unless necessary. Parent supervision and service will be in adherence to social distancing guidelines. Masks will be available to staff.
- Phase D:** The “brick and mortar” studio is open to larger classes with specific protocols to mitigate the risk of spread of COVID-19 (i.e. greater than 1:10 ratio). Those specific protocols will be in consideration of future recommendations set forth by governance.
- End Phase:** The “brick and mortar” studio resumes operations without specific protocols required to mitigate the risk of spread of COVID-19. The Minnesota Studio Owners Group agree to continue to promote healthy hygiene practices, such as hand washing, hand sanitizing, and respiratory etiquette in this end phase. The Minnesota Studio Owners group will continue to encourage parents to keep sick children home. The Minnesota Studio Owners Group will continue to monitor absenteeism to identify any trends in staff or student absences due to illness.

HOUSEKEEPING

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of surfaces, and areas in the work environment, including but not limited to:

- The disinfection of common spaces such as drop-off and pick up locations, restrooms, break rooms, dance rooms, and dressing rooms, among others;
- The disinfection of high-touch areas, such as door handles, windows, studio equipment, touch screens, phones, keyboards, and credit card readers, among others.

Though there may be variance among members comprising the Minnesota Dance Studio Owners Group, best practices as it relates to housekeeping within a dance studio may include, but are not limited to:

1. **Best Practice 1: READILY AVAILABLE CLEANING CHECKLISTS.** The Minnesota Studio Owners Group will have checklists for its staff members to understand its housekeeping expectations. As an example, members of the Minnesota Studio Owners Group may have housekeeping checklists to be completed prior to opening the studio to its clients each day. Or for instance, members of the Minnesota Studio Owners Group may have housekeeping checklists to be completed between classes at the studio. As a third example, members of the Minnesota Studio Owners Group may have housekeeping checklists to be completed upon closing the studio each business day's end. As a final example, members of the Minnesota Studio Owners Group may have housekeeping checklists to be completed weekly for the studio.
2. **Best Practice 2: MONITORING COMPLETION OF CLEANING CHECKLISTS.** The Minnesota Studio Owners Group understands it needs a way to monitor who is conducting the housekeeping, regardless of frequency. That way, an ability to identify best practices to mitigate the spread of COVID-19 and improvements needed to further mitigate its spread can be addressed.
3. **Best Practice 3: ADEQUATE, EFFECTIVE CLEANING SUPPLIES AND PERSONAL PROTECTIVE EQUIPMENT FOR HOUSEKEEPING PURPOSES.** The Minnesota Studio Owners Group understands the importance of purchasing supplies for use in accordance with product labels, safety data sheets, and manufacturer specifications. Additionally, those supplies will be used with any required personal protective equipment for the product. Though there may be variance among members of the Minnesota Studio Owners Group, example cleaning supplies may include, but are not limited to:
 - Steam floor cleaners for class and/or daily use (example: Bissell Shark Steam Mop);
 - Disinfectant floor cleaning for daily and/or weekly use (example: ProClean D Plus)
 - Spray cleaners for class and/or daily use (example: Steramine Sanitizing Tablets)
 - Disinfectant wipes for class and/or daily use (example: Clorox Bleach Wipes) - Protective gloves for housekeeping duties (example: Latex or Nitrile Gloves)

COMMUNICATIONS AND TRAINING

Members of the Minnesota Studio Owners Group agree to communicate to all staff and to provide training to all staff. Though there may be variance among the members of the Minnesota Studio Owners Group, communication methods may include but are not limited to:

- Hosting a on-site and/or virtual meeting with their staff;
- Providing a written communication to their staff via email; or text message; and/or
- Communicating to their staff utilizing app-based solutions, among others.

Additional communication and training will be ongoing utilizing the methods above to all staff, and new staff who did not receive this COVID-19 Preparedness Plan. Instructions will be communicated to customers about how business will be conducted to mitigate the risk of spreading COVID-19 whether:

- To outline to customers about drop off and pick-up instructions;
- To ensure social distancing in an effort to maintain safe spaces;
- To outline the use of community supplies when at the studio;
- To accommodate the needs of dancers and families at risk for serious illness;
- To highlight signage or instructions for staff members, visitors and customers; and/or - To recommend the use of face masks at specific times.

The Minnesota Studio Owners Group and its management agree to monitor how effective the program has been implemented through regular communications. Examples include but are not limited to staff meetings, among others. The Minnesota Studio Owners Group and its management agree to work through this COVID-19 Preparedness Plan together and update the training as necessary.

This copy of The Minnesota Studio Owners Group COVID-19 Preparedness Plan has been certified by Reflections Dance Academy LLC and was posted throughout the workplace on June 6, 2020. It will be updated as necessary.

Certified by:

Anne Gray

Owner