

Covid Operations Plan (Fall 2020)

This operations plan is updated to reflect the *State of Michigan Coronavirus Executive Order 2020-175* and *The COVID-19 Guidelines for Sports and Exercise Facilities* issued by MIOSHA and Michigan Department of Labor & Economic Opportunity dated 9/9/2020. Executive Order 2020-175 allows businesses such as dance studios to open for business at 25% capacity while adhering to social distancing guidelines, the wearing of face masks at all times, and the proper cleaning guidelines for our type of operation.

Legal Name of Business: Arts in Motion, LLC

Address: 6175 Jackson Rd., Suite B, Ann Arbor, MI 48103

Business Phone: 734-222-6246

Co-Owners/Directors: Amanda Stanger-Read and Scott Read

Worksite Coordinator: Amanda Stanger-Read

Responsible for Notifications: Amanda Stanger-Read

Responsible for Tracing: Amanda Stanger-Read

PURPOSE OF THIS POLICY

This policy is in response to the COVID-19 pandemic and associated governmental executive orders as they apply to the day-to-day operation of *Arts in Motion, LLC* and is intended to ensure the safety of students, parents/guardians and teachers against the spread of the Coronavirus at the premises of *Art in Motion Dance Studio* at 6175 Jackson Rd., Ann Arbor, MI. In order to minimize the risk of the spread of the Coronavirus, Arts in Motion fully requires that students, parents/guardians and anyone entering the studio premises follow the applicable governmental executive orders as well as these *Arts in Motion* COVID-19 guidelines.

DEFINITIONS

Self-Monitoring means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Social Distancing means remaining out of congregate settings, avoiding mass gatherings, and main-

taining distance (approximately 6 feet or 2 meters) from others when possible.

Face Masks, or face coverings made of cloth shall cover the mouth and nose and be secured under the chin and fit snugly against the sides of the face.

Symptoms compatible with COVID-19, for the purpose of these guidelines, include subjective or measured fever in excess of 100.4 degrees Fahrenheit, cough, shortness of breath, or difficulty breathing.

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. However, by removing the germs, it decreases their number and therefore any risk of spreading infection. Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

High-Touch Surfaces are those surfaces that have frequent contact with hands. This can include, but is not limited to doorknobs, keyboards, handrails, locks, handles, ballet barres, etc.

Close Contact is defined as:

- Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (more than 10 minutes); close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case,

OR

- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Isolation means the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

Quarantine in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

STUDIO ACCESS/ENTRY CONTROL/LOG-IN PROCEDURES

Before travelling to the studio:

- All families must sign the *Parent Agreement* form, the *Release of Liability* form and the *COVID Statement* before being allowed to participate in dance classes.
- All studio employees, students, parents/guardians and any visitor to the studio are encouraged

to take their temperature and perform a self-assessment each day they are scheduled to enter the studio. Anyone that has a temperature over 100.4 F or otherwise feels ill or exhibit symptoms of COVID-19 shall stay home and not attempt to travel to the studio and enter the studio premises.

You should make sure your temperature is less than 100.4 degrees Fahrenheit and are able to answer NO to all of the following questions in order to enter the studio premises:

1. Have YOU been diagnosed with, or have you been notified by your medical provider that you are a person under investigation (suspected of having) for, COVID-19 within the last 14 days? **YES or NO?**

2. Have YOU been in close contact with a person who has been diagnosed with, or is under investigation for, COVID-19 in the last 14 days? (**Close Contact** is 6 feet or less for more than 10 minutes.) **YES or NO?**

3. Have YOU experienced any cold or flu-like symptoms in the last 10 days (to include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting or diarrhea)? **YES or NO?**

4. Have YOU returned from a cruiseship OR (except for commuting) have YOU returned from any country outside of the United States in the last 14 days? (**Commuting** is defined as traveling a distance between one's home and work on a regular basis.) **YES or NO?**

• An affirmative response to screening question 1 above requires the individual to be excluded for 14 days following the last exposure to the individual diagnosed with COVID-19. A negative COVID test is required to be able to return to *Arts in Motion Dance Studio*.

• An affirmative response to screening questions 2 above requires the individual to be excluded for at least 3 days from the potential exposure, and no symptoms have developed. A negative COVID test is required to be able to return to *Arts in Motion Dance Studio*.

• An affirmative response to screening questions 3 above requires the individual to be excluded for at least 3 days with no fever (three full days of no fever without use of medicine that reduces fever) and other symptoms have improved (for example, cough and shortness of breath have improved) and at least ten days passed since symptoms began.

• An affirmative response to screening question 4 above requires the individual to be excluded for 14 days following travel unless that travel was due to commuting from a home location outside of Michigan. Exceptions include necessary workers engaged in travel related to supply chain and critical infrastructure.

Upon Arrival at the Studio:

• Before entering the studio all studio employees, students, parents/guardians, and visitors must wear a facemask. At the front entry, you will be asked to use hand sanitizer and will be subject to a temperature check by a screener (staff member). Anyone having a temperature of 100.4 degrees

Fahrenheit or above will not be allowed entry and will be told to go home and seek medical advice from their doctor.

COVID Screening:

1. Screeners will be required to wear face masks or face coverings.
2. Upon entry to the studio, TEACHERS and STAFF must also complete an COVID survey as required by *Washtenaw County Health Department*. The survey includes screening questions 1 thru 4 listed above. Surveys will be available for staff members at the entry to the studio. Instructions will be posted. Entry will only be allowed if all questions are answered with a "NO". If any of the questions are answered "YES", the person will not be allowed entry and will be told to go home and seek medical advice from their doctor.
3. Upon entry to the studio, all STUDENTS and PARENTS/GUARDIANS, will be asked by the screener if they are able to answer NO to screening questions 1 thru 4 listed above. Entry will only be allowed if all questions are answered with a "NO". If any of the questions are answered "YES", the person will not be allowed entry and will be told to go home and seek medical advice from their doctor.

SMART SOCIAL DISTANCING

- Students and teachers must always wear a face mask when entering the studio, and must keep the mask on at all times while on the studio premises. This includes the studios, the reception area, all hallways, and the bathrooms.
- No more than one (1) person can occupy either of the bathrooms at any given time. The only exception to this rule is that young children requiring assistance in the bathroom can be joined by one member of their household.
- Teachers can take the facemask off during the (30) minute cleaning break between classes while inside the studios as long as no students are present.
- Students shall arrive dressed for class 10-15 minutes before the class starts to allow enough time to complete the entry protocol, and will subsequently proceed straight to the designated studio.
- Each student shall place all their personal belongings in a hula hoop on the floor of the lobby outside each studio.
- The CDC-recommended 6' distancing shall be adhered to as much as practical. Close contact is defined as being closer than 6' for more than 10 minutes. The floors of our studio will have lines every 6' to help guide the students while they position themselves and move around on the dance floor. We recognize that students will be in closer contact from time to time, but the duration of these closer contacts are typically very short and will fall well within the social distancing guidelines for close contact.
- Movement during class will be limited to each dancer's own area and students will not be dancing across or around the room for the time being.

- Teachers will refrain from giving physical corrections.
- All classes will be live streamed so that anyone not comfortable or not able to attend an in-person class can still participate.
- Because of the social distancing rules, the only persons allowed to wait in the reception area during class are parents or guardians of children with special needs upon arrangement with the Director or of children ages 3-4yrs. enrolled in Dance Stories. Only one adult per student is allowed and no siblings may be present.
- Facemasks are mandatory at all times.
- The student limit in the studios is as follows and have been determined based upon general social distancing guidelines and reduced occupancy (25% occupancy).
- Studio 1: Six (6) students plus one (1) teacher.
- Studio 2: Four (4) students plus one (1) teacher.

CHECK-IN PROCEDURES

To facilitate tracing and notification requirements, the following check-in procedures will apply:

- Parents will accompany their students into the studio to facilitate the screening questionnaire and then will exit to wait in their cars, not in the lobby. Exceptions to this will be made for students 3-4 years old or for students with special needs upon arrangement with the director.
- Students will be checked in by the screener at the door.
- Parents/guardians accompanying younger children will be checked in by the screener at the door.

EXITING PROCEDURES

- Students will be released from class one at a time and will exit out the back door, where a staff member will make sure they are picked up by a parent/guardian.

PERSONAL HYGIENE

- Sanitation stations will include the following: hand sanitizer, disinfectant wipes (if available), tissues, and a trash can.
- Sanitation stations will be placed in the front reception area and in each studio.

Key times to clean hands include:

- After blowing one's nose, coughing, or sneezing
- After using the restroom

- Before eating or preparing food (no food will be allowed inside the studios)
- Before and after class
- Before and after providing routine care for another person who needs assistance (e.g. a child)

STUDIO CLEANING

General Cleaning:

The studios will be mopped a minimum of three times per week (general non-COVID cleaning) in addition to the specific COVID-19 cleaning protocols of frequently touched surfaces.

COVID-19 Cleaning:

- **Studios:** Frequently touched surfaces will be cleaned in between classes and after the last class. The class schedule has set aside a (30) minute break between classes for cleaning and preparation for the next class. Cleaning between and after classes includes: ballet barres, door hardware (door knobs, pull handles, push plates), knobs on electronic equipment and remotes, surfaces of video equipment, and the floor.
- **Entrance/Reception Area:** Frequently touched surfaces will be cleaned every 2 hours and at the end of each day/shift including: door hardware (door knobs, pull handles, push plates), armrests on chairs, light switches, office phone, printer and printer keypad, and desk surfaces.
- **Bathrooms:** Frequently touched surfaces will be cleaned every 2 hours and at the end of each day/shift including toilet accessories, toilet seats, horizontal counter surfaces, sink fixtures, door hardware (door knobs, pull handles, push plates), light switches.
- **Air Filters** have been installed in both studios to help circulate and clean the air.

TRAINING

Arts in Motion will provide training to teachers and staff and will review the requirements of these processes and procedures. Attendance at the training session(s) will be documented and kept on file as required.

NOTIFICATIONS/TRACING

When an employee is identified with a confirmed case of COVID-19, within 24 hours, the studio will:

- Notify Washtenaw County Health Department by email: L-wchdcontact@washtenaw.org, or by phone at 734-544-6700.
- Cooperate with contact tracing efforts, including notification of potential contacts, such as other employees, students or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

RECORDS KEEPING

Records related to this policy and processes will be maintained in the office. Those records will include:

- Governmental Orders
- Governmental Workplace Guidelines
- Arts in Motion COVID-19 Policies and Procedures
- Occupancy limitations and documentation
- Communication to Students and Parents
- Posters and Signs
- Screening Process Documents
- Employee Screening Records
- Student Sign-In Records
- Case Notifications and Tracing
- Training Documentation