

# North Shore Performing Arts Center

## COVID-19 ~ Phased Opening Plans

As a business, we need to be an example of exemplary practices within our community. It is important to remember the consequences of not fully following safety procedures – as a business, as an individual, and to our community – as we proceed.

### 1. Physical Space – Common Area

- a. Aside from black table and 4 chairs, all other items are to be removed from the waiting room. All benches, rugs, toys, etc are to be stored in the cubby area.
- b. Personal belongings are no longer allowed overnight.
- c. Cubbies and Changing Room no longer available to dancers or staff.
- d. All garbage cans to be without lids.
- e. Not allowed to fill water bottles or cups from studio sinks. Students required to bring own water.
- f. Quiet Area tables and cubbies are not allowed to be used.
- g. Open ALL exterior doors in your classroom. The only exception to this would be driving rain, extreme temperatures, mosquitos, etc.
- h. Place air purifier with HEPA filter in Studio 3.
- i. Replace all HVAC filters.
- j. Student microwave off limits and removed to the kitchen.
- k. Staff and students only allowed in the building.
  - i. Fri Summer Fun Week show(s) live-streamed.
  - ii. Waiting room closed to non-NSPAC students & faculty.
- l. No external shoes are allowed within the building.
- m. Eliminate non-essential visitors, including guest teachers.
- n. Plexiglass screen in office pass thru.
- o. Facility visits, meetings, etc must be scheduled.
- p. Hand soap and paper towels to be available in Bathroom 1 and Bathroom 2.
- q. Hand sanitizer to be available at the entry of the building, Studio 1, Studio 2, Studio 3, Kitchen, & Office.
- r. Colored dot system with social distancing guidelines placed on floors for entry into individual studio rooms.
- s. Social distancing drop-off and pick-up markers will be set on the exterior of the building.
- t. Move 6' grey carpet to exterior to be designated Check-In & Out Zone.
- u. Remove wood wall barres from Studio 2.

### 2. Physical Space – Classrooms

- a. Classes to remain separated into cohorts during Summer Fun Weeks.
- b. Maintain siblings in same cohorts.
- c. Class Ratios
  - i. Preschool Ages 3-5 is 1:5
  - ii. School Age 1:10
  - iii. Registered dancers may opt into classes via live stream.
- d. Classrooms to be taped into 6' marked squares, Dance Blocks, with a minimum 3' buffer on 3 sides of the perimeter with the 4th perimeter having a 6' buffer for teacher and demonstrator (see #11 Classroom Set-Up).
  - i. Studio 1: 15 Dance Blocks, max occupancy to follow MA mandated phased guidelines.
  - ii. Studio 2: 15 Dance Blocks, max occupancy to follow MA mandated phased guidelines.
  - iii. Studio 3: 12 Dance Blocks, max occupancy to follow MA mandated phased guidelines.
- e. Each square to have a marked associated Home Base within the perimeter for dancer's individual belongs.

- f. Use of studio owned props or ballet barres are discouraged. Use must be discussed with the Director so cleaning protocol can be established.
- g. Use of acro mats for acro classes only allowed under specific hygiene protocol, include disinfecting all mats & equipment after use. See #12 Acro for more detail.
- h. Teachers to wear studio-provided face shield at all times. Additionally, teacher to wear a face mask when within 6' of students.

### **3. Cleaning**

While cleaning and disinfecting, staff must wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used. Cleaners to include Clorox Wipes, for most surfaces and Shark Steamer for floors.

- a. Director, either Studio Director or Summer Fun Director, or a non-teacher designee is to be responsible for daily deep cleaning and between class exchange cleanings of the waiting room, public spaces, and bathrooms.
  - i. Paying extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms and sinks, and other surfaces.
  - ii. Clean and disinfect toys and activity items, including sports and specialty activity equipment (e.g. and climbing walls), used by children more frequently than usual.
  - iii. Steam floors at end of day.
  - iv. Empty and remove all trash on a daily basis.
- b. Teachers responsible for between class exchange cleanings of their classroom and equipment.
  - i. Paying extra attention to frequently touched objects and surfaces, including doorknobs, class desk, Home Base Spots, etc.

High touch surfaces made of plastic or metal, including play structures, tables and benches, should be frequently cleaned and disinfected. Cleaning and disinfection of wooden surfaces or groundcovers (mulch, sand) is not recommended.

### **4. Identify / Handling Sick**

- a. TEACHER / STAFF: Above all else, if you are feeling sick, have a fever, difficult breathing, or a cough, DO NOT COME TO THE STUDIO! If you have been exposed to someone with COVID-19, or have travelled outside New England, please self-quarantine according to MA guidelines. If you become sick at the studio, remove yourself from the classroom immediately, notify the Director, and head to the kitchen.
- b. STUDENT: Drop-Off protocol is imperative. Those who become sick at the studio are to be isolated immediately, must wear a facemask, wait in the Office chair supervised by the Director, and wait for pick-up.
- c. Anyone tested positive for COVID must wait 10-days from the date of test to return.
- d. Anyone exposed to a positive COVID patient must wait 14-days from the date of contact to return.
- e. If NSPAC exposed, we must maintain confidentiality
  - i. Notify Board of Health
  - ii. Notify all Families possibly exposed
  - iii. Notify all Staff

### **5. Plan to Communicate & Share Info w/Families**

- a. Update Contact Info;
- b. New forms – updated immunization, etc;
- c. Provide a parent video for procedures;
- d. Provide access to all documents via e-mail, website, and in studio.
- e. Post Compliance Attestation poster on front door.
- f. Complete COVID-19 Control Plan.
- g. Post Employer & Worker posters within each classroom.

### **6. Drop Off**

- a. Must enter main door only. To be monitored by Studio Director, Summer Fun Director.

- b. Encourage the same family member to be pickup/drop off person.
- c. Grey Carpet on exterior leading up to door will be Check-In Zone.
- d. Screening questions:
  - i. Today or in the past 24 hours, have you or any household members had any of the following symptoms?
    - 1. Fever (temperature of 100.0°F or above), felt feverish, or had chills?
    - 2. Cough?
    - 3. Sore throat?
    - 4. Difficulty breathing?
    - 5. Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
    - 6. Fatigue? (fatigue alone does not exclude participation)
    - 7. Headache?
    - 8. New loss of smell/taste?
    - 9. New muscle aches?
    - 10. Any other signs of illness?
  - ii. In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?
  - iii. Observe for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

**7. Pick Up**

- a. Students remain socially distance in waiting room while awaiting parent.
- b. Parent must socially distance on exterior of building.
- c. Child will be released when parent reaches Pick-Up Zone.

**8. When to Wash Hands:** Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds when the following criteria are met:

- a. Upon entry into and exit from program space;
- b. When coming into the program space from outside activities;
- c. Before and after eating;
- d. After sneezing, coughing or nose blowing;
- e. After toileting and diapering;
- f. Before handling food;
- g. After touching or cleaning surfaces that may be contaminated;
- h. After using any shared equipment;
- i. After assisting children with handwashing;
- j. After contact with facemask or cloth face covering; and
- k. Before and after changes of gloves.

**9. Exceptions to Use of Face Masks/Coverings:** Exceptions for wearing face masks include situations that may inhibit an individual from wearing a face mask safely. These may include, but are not limited to:

- a. Children under the age of 2 years;
- b. Children who cannot safely and appropriately wear, remove, and handle masks;
- c. Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
- d. Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask;
- e. Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
- f. Individuals who need to communicate with people who rely upon lip-reading.

**10. Physical Distancing:** Programs must attempt to maintain at least 6 feet of distance at all times and limit contact between individuals and groups, whenever possible. When 6 feet is not possible, individuals should wear masks or cloth face coverings.

- a. Physical distancing must be encouraged for children and staff at all times, including but not limited to:

- i. During transitions (e.g., waiting for bathrooms)
  - ii. During meal
  - iii. While traveling to and from the outdoors
  - iv. During all activities
  - v. During rest or quiet play time
- b. Limit contact (such as shaking or holding hands, hugging, or kissing),
- c. Stagger drop offs/pick-ups.
- d. Store children's belongings in a manner where they do not touch.
- e. Stagger recess and play outside one group at a time.
- f. Refrain from games and activities that encourage physical contact or proximity of less than 6 feet, like tag or circle time.
- g. Spaces for children must be organized in a way that allows staff to enforce and maintain consistent physical distancing guidelines. Physically rearrange the room to promote individual play, including setting up individual play activity stations like puzzles and art. Space activity areas/centers as far apart as possible.
- h. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.

#### **11. Classroom Set-Up**

- a. Each classroom will have a 6' buffer along the front of the classroom for the Teacher and Student Assistant.
- b. The remaining 3 sides shall have, at minimum, 3' buffer.
- c. 6' squares Dance Blocks will be taped out on the floors. Each square will be designated with a letter. Each Dance Block will have an associated Home Base within the buffer. Home Base will be used for the individual student's belongings. The Teacher would use the classroom desk for the belongings and a spot will be established for the Student Assistant.

STUDIOS 1 & 2

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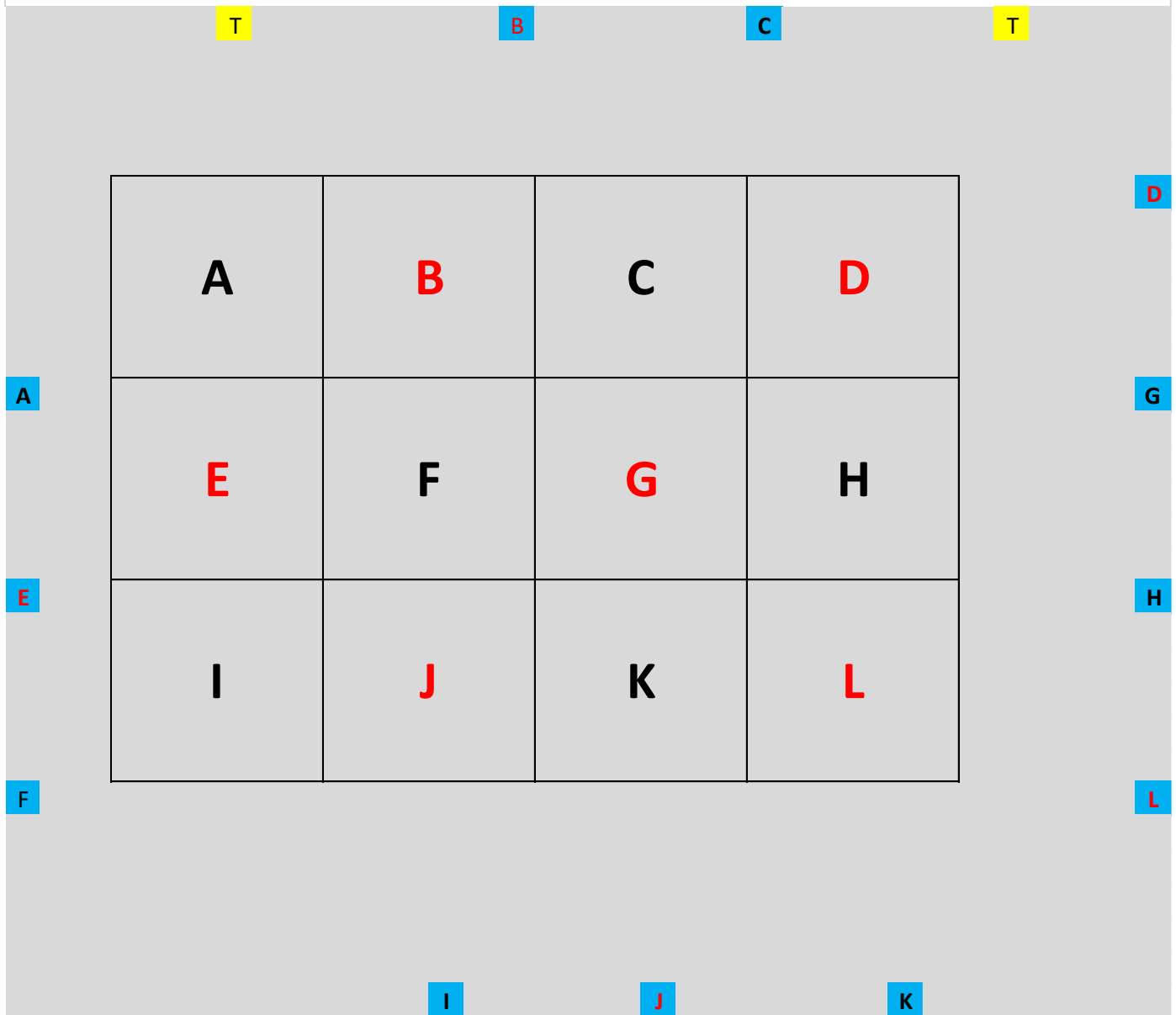
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## STUDIO 3



### 12. Acro

- Students are required to bring their own cleaning wipes and hand sanitizer.
- Teacher to set up 'acro islands. Each student will have their own acro mat. Specific equipment for the days class will be pre-placed on the acro island.
- Student to wipe down their mats and equipment upon entering and leaving class for the day.
- Students will also keep their water and dance bag on their island.
- Student will use their coordinated perimeter Home Base for wall work.
- Student will wipe down the wall after use.
- Student to use hand sanitizer after each use of wipes.

### 13. Summer Fun Weeks

- Summer Fun Weeks will follow all Check-In and Check-Out procedures.
- Summer Fun Weeks are separated into 1 or 2 cohorts depending on overall enrollment.
- A single cohort is to follow state guidelines regarding maximum size.
- Each cohort is to have, at minimum, 1 Lead Teacher and 1 Student Assistant.
- Cohorts are to remain independent of each other.
  - Cohort 1: to use Studio 1 and bathroom off the Waiting Room
  - Cohort 2: to use Studio 2 and rear bathroom

- f. Each student will be assigned a storage bin for the week in which all activities and arts & crafts supplies are to be placed and finished products are to be kept for their Friday show.
- g. Each student and storage bin are to be assigned a Home Base spot.
- h. The show on Friday is to be live-streamed.

If not included herein, the studio will take its guidance from the Commonwealth of Massachusetts. Any and all changes made as part of Phased Reopening shall be considered to be included in this document. All guidance can be found at: <https://www.mass.gov/info-details/reopening-massachusetts>