



# COVID-19 Academy Studio Guidelines

## Fall 2020

### Before you come to BalletMet

- Setup HealthCheck – BalletMet is using a health screening service for building admittance. Please see the information below on how to set up your account.
- Student Logins – BalletMet will be utilizing Mind/Body software for students to access online classes and schedules. You will receive further instructions on how to use and your login information closer to your start date.
- Sign the BalletMet Liability Waiver and COVID 19 Addendum. This will come as a separate email via adobe sign closer to your start date.

### Before you leave home each day

- **Complete the HealthCheck** – this includes taking your temperature (note: if HealthCheck is not completed you will be denied entry to the building).
- Use restroom.
- Fill up your **water bottle** (labeled with name).
- You must wear your own mask when you exit your car when you arrive at BalletMet. You will be given a mask to wear each day for dance class but we are requiring masks upon arrival as students do interface with staff prior to receiving their BalletMet mask for the day.
- Wear your **ballet clothes** under your clothes.
- You'll be asked to **remove street shoes** when you enter the building, we suggest wearing slip-on shoes with ballet shoes underneath as you'll need to do this standing up. Please do your best as weather permits.
- For Pointe, **tape toes at home**.
- Due to the increased amount of items needed as the weather grows colder, we are asking students to come with a **plastic bin** that can house their dance bag and all of its contents,

winter coat, snow boots, and all items listed below. The plastic bin should be of a size that the student can carry to and from class each day. Bins will not be stored at BalletMet.

- Pack the **smallest possible ballet bag** (be sure to include):
  - Plastic Grocery Bag (for street shoes)
  - Clean Beach Towel (should replace daily)
  - Clean Sweat Towel (should replace daily)
  - Band-aids, snacks, pain reliever or any other items you may need

## Dropoff & Parking

- Students will be entering off the parking lot in the **back of the BalletMet building**. Please note only students and faculty are permitted into the building.
- SOME students will be entering and exiting at the front of the building by studio F/G. If this applies to you/your student **you will be notified**. In this case, students should remain in the car until the check-in monitor is ready to check them in. We anticipate there being a line of cars.
- Please arrive 15 minutes prior to class for check-in.
- Please note if **you miss your time entry you must wait until the next break** to join the class (could potentially be up to 90 minutes). You may not wait in the building. You may not wait in the parking lot unattended if you are not in your own vehicle. If you contact us before you arrive, we **may** be able to make arrangements for a late student **but this is not guaranteed**.
- **Please enter the BalletMet Parking lot** off Grant Avenue. (see map)

### If you are being dropped off

- Please arrive on time (15 minutes prior to class for check-in).
- Please pull into a **designated drop-off parking spot**.
  - **Gray** if your class is in the **main building**.
  - **Red** if your class is in the **performance space**.
- **If you are in the main building- Stay in the car** until your Group number goes up on the number board is called to the check-in area.
- Once your board goes up you can line up on the socially distanced spaces on the ground at the lineup line.

- **If you are in the performance space: You may line up** on the socially distanced stickers on the outer wall as soon as you arrive.
- If the parking spaces are full for your drop off area, please wait until there is an opening and pull in. Please be cautious as there will be students passing by the cars. Please also make sure that you are not blocking the sightlines of the staff member trying to check-in other cars.
- Parents, please **wait until your child has cleared the check-in** and has entered the building before you leave. Also note, student pickup is in a different location.
- If the weather is bad, students may wait in cars instead of in a line outside in the parking lot. In these cases, please pay close attention to when there is or is not another student checking in.

### **If you are driving yourself/taking the bus/walking**

- Park your car. Do not park in a drop off space.
- Wait in a marked standing social distance area.
  - The performance space social distancing area is against the performance space building. The main building social distancing area is in the parking lot starting in the front row of spaces between the grey and red spaces.
- When you are called, proceed to the check-in area one at a time.

Note: if the weather is bad, please stay in your car until all the drop-offs have been checked in. Then proceed to the check-in location one at a time. If you live at the View or take the bus, please wait under the awnings for others to check-in, then proceed to the check-in location one at a time.

### **Entering the building**

- Wait for the coordinator to call you, as the coordinator calls you everyone should move up a spot on the socially distanced standing circles.
- Give your name.
- Flash your HealthCheck green screen on your phone or advise coordinator you checked in online.
- If your HealthCheck screen has cleared hit the bottom-left section of the screen titles passport. This will pull up your Healthcheck history and you can show your check-in. You do not need to do your HealthCheck again.
- Providing false and/or inaccurate information to HealthCheck will lead to discipline.
- If your screen does not stay up, they can advise they did their HealthCheck, advise the color and ask to check it
- Stop at the social distancing floor sticker and remove your street shoes, place in a plastic bag, and put the bag into your dance bag/plastic bin.

- Students will be given a disposable mask daily to wear. **Use of our specific masks is required at all times in our building, including class.** Mask is to be worn over the nose and mouth and cover the chin.
- One at a time, approach the mask table and sanitize your hands.
- Pick up your mask and immediately put it on replacing your personal mask that you wore into the building.
- Walk to the handwashing area and wash hands then head directly to class.
- Place your bin at your barre spot.

## **In the Studios**

- There is a sanitation station at the entrance to every studio – it includes hand sanitizer, CDC approved disinfectant spray and paper towels.
- Barres are marked to show where you will stand to stay six feet apart. Please maintain this distance at all times.
- When class ends, students will be released one by one to the disinfecting station. Please spray disinfectant on a paper towel and then wipe down your barre location.
- The center floor markings are 4'x4'. They are spaced so that there will be 12' distance around them. Please stay within your marked location.
- Students will be assigned a position at the barre and the center that will not change throughout the class time.
- There will be no hand corrections.
- Students will be allowed to stretch on the floor provided they stay on the beach towel they have brought.
- Students will be allowed to sit on the beach towel they provide to change their shoes.
- Cardio exercises that cause heavy and deep breathing will increase as training gears back up. BalletMet will monitor this closely and make alterations as we see fit based on ongoing safety recommendations.
- There will be no floor work and no Pas de Deux (partnering).

## **Lobby**

- The lobby is closed in both the Main Building and Performance Space.
- Trainee students will be eating lunch in their studio on their beach towels at their center taped out square. Students will only remove masks to eat/drink then will immediately put them

back on. Food should be limited to items that would not be sticky on the dance floor if spilled. There will be no microwave use.

- No payments will be taken onsite.
- All vending machines are shut down.
- Restroom access is controlled by a coordinator (teacher in Performance Space).
- There is a single social-distanced line in the main building to do most things, including restrooms and water bottle refills. The coordinator will direct you while you are in the lobby. Please ask the coordinator or your teacher if you need assistance.
- All dressing rooms are closed.
- You may not change clothes in the restroom.
- Merchandise sales are online only and can be accessed through mind/body.

## **In Between Classes**

- Trainee and some other higher-level students that have longer training days will be given periodic 15-minute breaks outside if possible.
  - You may remove your mask while outside and social distancing.
  - You may bring snacks that can be consumed in 5 minutes during the break.
  - You must maintain social distancing during this time.
- Students are allowed to ask the front desk for a fresh mask if they need one
- Please slip your street shoes back on to go on break and bring your plastic grocery bag.
- In the case of rain students will remain in studios.
- You will be released one at a time to use the restroom or refill your water bottle.
- Masks must be worn to reenter the building.
- Upon entering the building, slip street shoes back off and put into your plastic grocery bag.
- Upon entering the studio, place a plastic grocery bag with your shoes back into your dance bag.
- Go to studio disinfecting station and use hand sanitizer.
- Return to your designated spot to continue class.

## Main Building Pickup

- Student pickup from the main building will be in the front of the building.
- Students will stand inside socially distanced.
- Parents will pull up and the coordinator will notify the student of parent arrival.
- Parents may have to circle the block to avoid creating traffic congestion.
- Please note: **Parents must be ready to pick up students as soon as the class is ended** – students will not be permitted to remain in the building.
- Self-driving students will wait until parent pickup students leave. Staff will accompany self-driving students around the building to the parking lot.

## Performance Space Pickup

- Parents picking up students should enter BalletMet from N. 6th Street.
- Student pickup will be on the south side of the Performance Space on Edward St (the alley between the main building and Performance Space).
- Parents will pull up and the coordinator will notify the student of parent arrival.
- Parents may have to circle the block to avoid creating traffic congestion.
- Please note: **Parents must be ready to pick up students as soon as the class is ended** – students will not be permitted to remain in the building.

## HealthCheck Information

BalletMet is using HealthCheck to screen staff, students, and faculty's potential COVID-19 symptoms, also commonly referred to as Corona Virus. Screens should be done daily before the student leaves for BalletMet buildings.

[Click here](#) for full directions on access via the App. [Click here](#) for full directions for accessing via the website. Please note this is a mandatory daily requirement.

- Note: If you do not get the registration email after completing the steps please check your spam.
- Also note the building codes are in the setup document (you will **not** get an email with the code). The code for BalletMet's main building is: R24c0Mef and the code for the Performance Space building is CSXM6aNng

Upon answering some questions, including providing your temperature you will be shown a colored screen.

**Green = Good to go!** Head down to the building, please note you will need to show your screen or advise the check-in coordinator of your web check-in.

**Yellow= Call Jamie Lara**, the HealthCheck Supervisor to discuss entry on a case by case basis. You will not be permitted in the building until you talk to Jamie.

**Red= Stay home -Call Jamie Lara** (note-red 3 days in a row will require a doctor's note to return). You will not be permitted in the building until you talk to Jamie.

If your student has a red or yellow screen they may still participate in online classes they simply need to notify us to send them the links.

If you cannot complete HealthCheck on an app or a website at home, please contact Jamie Lara to make other arrangements.

**Please do not 'test' the app to see what it takes to get a red or yellow screen, this app helps with contact tracing and testing the app can cause issues as it relates to effective contact tracing.**

**If a yellow or red screen appears at any time, our staff gets notified and the student will not be allowed in the building until they talk with Jamie Lara.**

**Jamie Lara contact information: [jlara@balletmet.org](mailto:jlara@balletmet.org) | 832-563-8924**

Please note: BalletMet may require that a student test negative for Covid-19 before returning to our facilities.

We are asking that if students are traveling from outside of Ohio that they try to follow the Ohio Department of Health's Travel Advisory guidelines if possible. Those can be found here:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>

## **If a student becomes ill while at BalletMet**

If a student becomes ill while on BalletMet premises. – they will be placed in an isolation room where they will stay until a parent or guardian picks them up.

If the student is self-driving, we will work with the staff, parents, and the student to identify the best way to have the student return home.

Students who are ill should not return to BalletMet until BalletMet gives them permission to do so.

## **If there is a confirmed case of COVID-19 at BalletMet**

- We will notify everyone via email that there has been a confirmed case.
- Any student can temporarily or permanently switch to digital class access if they would rather not be in the building.

- BalletMet will report confirmed COVID-19 cases to the Columbus Department of Health.
- BalletMet will participate in contact tracing as appropriate.

BalletMet may need to close some or all its studios to prevent spread of COVID-19.

## **MindBody Student Login**

BalletMet has chosen to use Mind/Body to keep students schedules up to date and allow them access to all of their virtual classes.

This structure is set up to where we need 2 email addresses. One for a minor student to access their schedule and virtual classes and one for an adult parent or guardian to approve waivers, billing, etc.

Students without an email tied to the student account will have problems logging in to the system and accessing their virtual classes. Please note the student email can actually be a 2<sup>nd</sup> parent email, it just cannot be the same as the parent email.

Students/Parents will get their login information and setup instructions via an email sent by BalletMet. You will receive this information on or before the Thursday before your class starts.

If you do not have access to the internet or a smartphone please contact Lynette for alternative methods at [lshy@balletmet.org](mailto:lshy@balletmet.org) | text 614-403-7382.

## **Other changes you may notice at BalletMet**

- Our building is closed to the general public. Only students, faculty, and staff are allowed in the building.
- We have removed all the tables and seating in the lobby and performance space.
- Our front desk has a plexiglass barrier.
- We have re-designated our restrooms. Make sure you look for new signs before you enter.
- There are a lot more doors propped open so that we can avoid touching as many areas as possible.
- Masks are mandatory within our buildings.
- We have limited the number of students per classroom to ensure social distancing even while dancing.



## **Some things you can't see**

In addition to our regular cleanings:

- We have increased the disinfecting of high-touch areas throughout the day.
- We have nightly facility disinfecting.
- We have created a schedule so that groups do not arrive, have breaks or depart at the same time in the same building.
- We have upgraded our HVAC units. These units use positive and negative ions to charge the air as it passes through it to actively purify the air, killing bacteria, viruses, mold, and more. Ionization also helps reduce allergens, smoke, odors, and other particles from the air supply

## **Who to contact**

### **BalletMet Academy mainline**

614-224-1672 or 614-229-4860

Advising of absence (not due to HealthCheck yellow or red screen) Kathy Wilson: 614-794-3101

### **HealthCheck supervisor & health questions**

Jamie Lara | [jlara@balletmet.org](mailto:jlara@balletmet.org) | text or call 832-563-8924

### **Mind/body and Livestream questions**

[mindbody@balletmet.org](mailto:mindbody@balletmet.org) | Helpline: Text or Call 614-427-2730

Other helpful resources:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

\*All information subject to change

\*We will be re-evaluating and updating our policies and procedures as safety guidelines surrounding COVID-19 continue to change.