



## **Business Continuity Plan**

*There is no benchmark in place for dance studios after a national crisis like Covid-19. This document serves as a plan for our studio to proceed in line with the CDC and state and local government regulations.*

*Please be aware our schedule and policies can change at any time based on the changing regulations.*

1. Cleanup procedures have been updated including cleaning of porous and non-porous surfaces, disinfecting of non-porous surfaces, cleaning and disinfecting of equipment, tools, and/or supplies used for cleanup process, and disposal of waste.

The CDC encouraged frequent cleaning of high-touch surfaces such as counters, tabletops, doorknobs, light switches, bathroom fixtures, toilets, phones, keyboards, tablets and tables. Other spaces mentioned in the CDC's guidance for commercial spaces include:

- Kitchen/Food Areas
  - Bathrooms
  - Classrooms
  - Offices
  - Retail Spaces
  - Water Fountains
  - Shelving/Racks
  - Sales Counters
  - Carpets and Rugs
  - Stair Handrails
  - Equipment
  - Fitness Equipment include barre, mats, & teaching tools.
2. Increased Awareness & Regard for personal hygiene, and 20 sec hand washing after classes for all students & staff. Hands Free Teaching for all students & staff, and elimination of all unnecessary props & teaching aids. Social distancing within classes & adjusted structures as necessary.
  3. Adjusted drop offs and Hands Free Zone Regulations until CDC guidelines indicate otherwise:
    - Drop OFF only for all Level 1 students & Above
    - Drop OFF & Check in with Lobby staff for all Intro & Pre Dance Students
    - Use of Side Door Entrance for classes isolated to top floor
    - Use of Physical Distancing, Acrobatic Islands, & decreased class sizes
    - Physical exchange of Cash & Checks not be accepted

4. Please note: All classes will end 5 minutes ahead of schedule to pack up students & disinfect rooms and hand washing at the beginning of each class
5. The continuation of Virtual Lessons: We will be practicing duality meaning zoom class availability will continue until further notice in tandem with our studio classes. There is no price differential between in person and zoom lessons.
6. Drop off procedure & physical distancing procedure in lobby to continue throughout. Please have your dancer pack a mask and a zip lock bag to store it in, with their name clearly written on the front. Although inconvenient, we encourage families with more than a 45 minute gap between lessons to pick up their child for the wait.
7. Masks are now mandatory in all public spaces in Pennsylvania. Gov. Tom Wolf announced this order JULY 2 and it was signed by Secretary of Health Dr. Rachel Levine. The team and I have carefully thought about our process moving forward and how best we can follow the order. There are no technical standard or sanctions specifically for dance studios; therefore, I have read through hours of documentation in regard to child care, sports, education, and last PIAA rules. **Pennsylvania Interscholastic Athletic Association, PIAA, has a clear document on mask policy and we will be following suit.**  
**"Coaches, athletes and spectators must wear face coverings, unless they are outdoors and can consistently maintain social distancing of at least 6 feet. Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout, etc. and anytime 6 feet of social distancing is not possible."** There are exceptions to the mask order, like if someone has a medical condition or if wearing a mask makes working unsafe. These exceptions also apply to athletes and sports activities.  
Therefore, effective immediately, the staff will be adjusting GROUP class structures to adapt which will include mask appropriate activities in the beginning of class during non-cardio activities including Ballet Barre, Tap Warm-up, and Flexibility exercises. While actively engaged in workouts, choreography run through, and any cardio inducing activities, mask use will be suspended in group work and resume immediately following.  
**MASKS are mandatory when students enter our building, wait in the lobby before/after classes, and any time they are NOT engaged in workouts.**
8. Food & Water→ Please pack your child with water. Use of the water fountain is discouraged as it is a common place. Bringing food to the studio is highly discouraged however if necessary, ONLY pre-packaged boxes & bags.
9. Wellness & Health: Please monitor your child's temperature before class drop off. In the event of any fever or generalized sickness, DEAC is asking for parents to keep children home for a period of no less than 14 days until the CDC suggests otherwise: Generalized sickness includes, but is not limited to runny nose, cough, sore throat, loss of smell or taste, and overall digestive symptoms. If any students have symptoms, please notify us via email [DEACdance@hotmail.com](mailto:DEACdance@hotmail.com) so that proper closure & disinfecting procedures can begin. We will also be vigilant with staff in regard to wellness. In the event a staff member is ill, measures will be taken including substitute teacher or at last resort, class cancellation.

10. **Effective 8-17-2020, DEAC will be doing temperature checks at the front door for all staff & students.**
11. **Make-up classes in person are NOT available at this time as we limit class sizes. Make-up lessons are encouraged over our Dropbox shared folder and zoom.**
12. **Please review and sign off on the NEW additional Clause for Virus & Wellness on the parent portal.**
13. **In the event we have a diagnosed case, we will reclose the building for approximately 14 days for a commercial cleaning and disinfecting. We will notify employees, students, & families via email immediately and continue re-opening procedures based on the recommendations set forth by the CDC.**
14. **All communication must be completed via email to streamline the process of notifications: [DEACdance@hotmail.com](mailto:DEACdance@hotmail.com)**
15. **As a reminder, costumes are not returnable or refundable. Tuition and registration fees are non-refundable. Beginning with our new season registration, Tuition billing will resume monthly. Tuition for in person classes as well as virtual lessons will be equal, as we believe our services are of equal value.**
16. **Payments & registration for all classes must be completed on Parent Portal, which is easily accessible via a link on our website [www.DancExplosionArts.com](http://www.DancExplosionArts.com)**
17. **If at any point you have decide that your child will not return to the studio in ANY and ALL capacities including zoom, that information will need to be relayed immediately in writing. Due to class size adjustments, we will have significant waiting lists for our children's program this season.**

**The effects of this virus on our community and throughout the world show that we will need to make changes in the way we live and run our business. We have taken a great deal of time & consideration into our policies, cleaning procedures, and overall business practices. We reserve the right to edit and adjust all schedules & policies as we progress through this pandemic. All information will be relayed via email and any and all correspondence should be sent to [DEACdance@hotmail.com](mailto:DEACdance@hotmail.com).**

**We thank you for your support and for reading and following through with our plan.**

**Amy Downs, Director**

**Alexandra Tiso, Assistant Director**

**The DEAC Creative Team**

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