Northern Plains Dance is committed to the safety and wellbeing of its dancers, staff, students, board members, volunteers, patrons, and guests and is prepared to efficiently and effectively respond to a multitude of emergency situations.

With regard to the COVID-19 Pandemic, Northern Plains Dance is following the recommendations of the ND Smart Restart. Northern Plains Dance is continually monitoring reports from the Centers for Disease Control and Prevention (CDC) and the North Dakota Department of Health to stay up to date with the latest information.

For Fall 2020, families may enroll in three ways:

- **In-Person**: all classes live in studio at Northern Plains Dance
- **Hybrid**: some classes at Northern Plains Dance; some classes live online
- **Virtual**: all classes live online

Families can choose to move from in-person to virtual as they feel comfortable doing so and from virtual to in-person at the end of each quarter as space allows. If community spread is uncontained in Bismarck, Northern Plains Dance (NPD) reserves the right to offer virtual classes only. Students’ class schedules will remain the same in all three modes.

Families who select the in-person or hybrid model agree to abide by the following systems and procedures that were designed to maintain a hygienic environment and mitigate spread of COVID-19.

**PERSONAL RESPONSIBILITY**

The following guidelines should be followed for all dancers, staff, students, and guests within a Northern Plains Dance facility. Source: Centers for Disease Control and Prevention (CDC)

- Stay home if you are sick. COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat and loss of taste or smell. Follow the CDC recommendations if you are experiencing COVID-19 symptoms.
- Wash your hands often. Wash with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wear a mask. Cloth or approved paper face coverings can slow the spread of the virus. Face covers should fit snugly against the side of the face, include multiple layers of fabric and be able to be laundered and machine dried.
- Clean and disinfect. Routinely clean and disinfect all frequently touched surfaces, such as keyboards, telephones, light switches, drawers, cabinets, handrails and doorknobs, as well as shared equipment, such as printers and copiers.
• Keep your distance. Keeping six feet between you and others is one of the best ways to avoid exposure and slow the spread of the virus.
• Avoid touching your face. Germs can spread from other people or surfaces when you touch your eyes, nose or mouth with unwashed hands.

**FACILITY CLEANLINESS AND SANITATION**

Northern Plains Dance is taking proactive measures to maintain clean facilities and reduce germs by implementing frequent cleaning of high-touch surfaces such as doorknobs, desks, computer equipment, ballet barres, and sound equipment. Increased cleaning is being implemented as per CDC guidelines. We have added an approved disinfectant solution to the mopping liquids used to clean the floors and have increased the number of times throughout the day/per week the floors are mopped, along with other sanitation measures throughout the facility.

**GUIDELINES FOR OFFICE STAFF**

Northern Plains Dance will begin opening its facilities to staff and with limited access to the public on August 31, 2020. At this time, staff will be able to resume working at a Northern Plains Dance Facility according to the following guidelines:

• Staff will park away from the building to allow parents to drop off and pick up students.
• Northern Plains Dance will make reasonable accommodations for employees with underlying medical conditions.
• Employees with a shared office space that does not allow for six feet of distance will be:
  i. assigned to a new work area or
  ii. put on an alternating work from home/office schedule or
  iii. continue working from home until further notice
• The main reception desk will be modified to include a barrier between employee and guest.
• In person meetings should consist of no more than ten people.
• Use of the kitchen will be limited to staff only.
• Employees are required to wear face masks or cloth face coverings in common areas unless they are in their private office.
• Employees are required to use proper hand washing, observe respiratory etiquette, and avoid using other employees’ phones, pens, notepads, or other work tools.
• Employees are required to regularly clean and sanitize their work areas with particular attention to high-touch equipment such as keyboard, mouse, phones.
• Employees should use a sanitizing wipe to clean shared office equipment after each use. ie: copiers and postage machine.
• Employees should use sanitizing spray before and after each visit to the restroom.
• Employees should follow social distancing guidelines including maintaining a physical distance of at least 6 feet between individuals.
• Employees are discouraged from inviting personal guests to a Northern Plains Dance Facility. At this time, personal guests will not be permitted to enter the facility and employees must meet guests outside.
• The following daily procedures will be implemented until further notice
  i. Temperature checks upon arrival to work
  ii. Any employee with a temperature above 100.4°F will not be allowed to enter a Northern Plains Dance facility until they have no fever and no evidence of COVID-19 symptoms.
  iii. Any employee exhibiting COVID-19 symptoms will be sent home.
COVID-19 EXPOSURE DECISION TREE FOR NPD

The following Flowchart shall be applied if any Northern Plains Dance employee, student, dancer, or volunteer has been exposed to COVID-19

COVID-19 DECISION TREE

Northern Plains Dance

START HERE BY SELECTING THE GREEN BOX THAT FITS THE SCENARIO

Student/Staff is in contact with someone who shows symptoms of COVID-19, but no diagnosis.

Does the student/staff show and COVID-19 symptoms (fever of 100.4F/38C or higher, cough, shortness of breath)?

YES

Advise them to consult healthcare provider (in-person or virtually.)

NO

Advise student/staff to follow CDC recommendations for preventing the spread of COVID-19. Suggest they monitor temp before coming back to class. Remind them to stay home if they feel feverish or show symptoms.

Student/Staff is in close contact or lives with someone who is presumed positive or confirmed COVID-19 diagnosis.

Ensure student/staff reports the matter to NPD staff and remains does not enter building for 14 days.

Does the student/staff show and COVID-19 symptoms (fever of 100.4F/38C or higher, cough, shortness of breath)?

YES

Did the healthcare provider determine that COVID-19 testing is required?

YES

Instruct student/staff to remain at home until COVID-19 test results are returned and report COVID-19 test results to NPD staff.

NO

Has the student/staff been symptom-free for 24 hours without the use of symptom-reducing medications?

YES

Student/Staff completes Self-Certification and can return to class.

NO

Student/Staff must remain at home until the answer is yes.

Student/Staff does not feel well (fever of 100.4F/38C or higher, cough, shortness of breath) and/or becomes sick while in class.

Send student/staff home if at class or instruct them not to attend class. Advise them to consult healthcare provider (in-person or virtually.)

Student/Staff has presumptive positive diagnosis or confirmed COVID-19 diagnosis.

NPD staff notifies Director.

Director contacts Board appointed Contact Tracer who will contact the North Dakota Department of Health.

If guidance is not received from the local Health Department, follow the CDC requirements, which are:

1. Identify all students/staff who danced within 3-6 feet of infected student within the last 14 days.

2. Send all students/staff identified in #1 above home.

3. Students/staff sent home will self-quarantine for 14 days unless they hear otherwise from the local health department.
ARRIVAL

• It is very important that you follow all driving procedures with regard to our parking lot. As parents and students will be waiting in the alley between NPD and Turrito’s, absolutely no NPD customers will be allowed to drive in the alley. The west parking lot entrance off of Main Ave should be used as an entrance only.

• Students will enter and exit the building from the Northeast Entrance (front door).

• Exceptions to this are for Levels 3/4/5/6 who will enter and exit through the South door by the railroad tracks to limit contact with other students.

• Parents will drop off and pick up children at designated places and times. Parents of students ages 7 and under may enter the building for drop off and pick up only but are not permitted to wait in the lobby during class time.

• Parents will drop off and pick up children at designated places and times and will not have access to the building.

• Students should arrive no more than 10 minutes before class and must be picked up promptly at the end of class.

• Students are asked to come dressed for class and will not have access to dressing rooms.

• Exceptions to this are for Levels 3/4/5/6 who will be allowed to use the dressing rooms two at a time.

• Students should use hand sanitizer located at each entrance upon entering the building unless they have contacted NPD about a skin sensitivity. Students with a skin sensitivity or condition should use their own hand sanitizer.

• Students should keep their own hand sanitizer with them to augment NPD supplies, and to address any skin allergies to standard products.

• Upon arrival, students will go to the first available chair outside their assigned studio and place their dance bag on the chair and street shoes under the chair.

• Once at designated chairs, students should put on their ballet shoes and gather all items they will need to take into the studio (pre-filled water bottles, hand sanitizer, pointe shoes etc.). We recommend that young children come with slip on shoes (weather permitting).

• Students should wait at their chair for the teacher to invite them into the studio.

• All Safety Protocols will be reviewed and revised according to any updated information from the Center for Disease Control and the State Health Department.

• Staff and students will wear a mask at all times in common areas in the building. Masks during class are requested but not mandatory.

• Masks must be worn at all times within the building, even when dancing. Students should bring multiple masks to change throughout the day if they have multiple classes in a row as moisture from breathing and perspiring affects the effectiveness of the mask. Extra masks should be kept in a separate bag within the student’s dance bag to minimize contamination.

• All students (or parents/guardians for minors) must have a signed COVID-19 Waiver form on file prior to the beginning of classes.

• Students are required to maintain at least 6 ft. physical distance at all times in NPD as indicated by markings in studios and throughout the building.

• Students who are unable to follow NPD COVID-19 Guidelines may be asked to take virtual classes only.

• Students may have their temperature taken upon entry.
IN THE STUDIO

- Students may enter the studio one at a time and take their spot as instructed by the teacher.
- Studios are clearly marked in tape to delineate individual spaces in the center and barre spaces.
- Students must stay within their assigned areas. As studio sizes vary, students will be given at least a 6 ft x 6 ft space minimum in each classroom.
- Dancing with a mask will take some time to adjust to. If a student feels unwell and we think it is due to adjusting to wearing a mask while dancing, we will ask them to sit down for a few minutes and have a drink. Students must go to their designated barre space and face the wall (away from the other students), at which time they can raise their mask, have a drink of water and breathe freely. If they do not feel better after a rest, we will call the parents to come pick up their child, and the student will be brought down to an isolated holding area until their parents arrive.
- Teachers will wipe the barres with sanitizing wipes after class.
- Students will only be allowed to use the bathroom one at a time and only for emergencies. Teachers will open classroom doors for exit and entry. Students must use hand sanitizer before using the bathrooms.
- Students are asked to bring their own, filled water bottles. Water fountains and refrigerator will not be available for use.
- Teachers will work with a “hands off” approach with their students.
- If a class is canceled due to quarantine, instruction will continue virtually until quarantine is lifted.

EXITING THE BUILDING

- At the end of class, the teacher will open the studio door and excuse students to their designated chairs where their belongings are being kept.
- Teacher and students will hand sanitize before leaving the studio.
- Students will exit the building by using the same door they entered.
- Parents of students ages 7 and younger may wait by their child’s belongings but should not enter the building more than 5 minutes before the end of class.
- Parents who park and walk to the door to wait for their students will need to maintain 6-foot distance.
- Parents are encouraged to text students who have their own cell phones to tell them that they arrived and their location. Waiting in a vehicle is permitted on the south side by the railroad tracks.
- Students should observe physical distancing of 6 ft on their way out of the building and while waiting to be picked up.
- Students must be picked up at the designated pick-up location within 10 minutes following their class to avoid cross-over of students.

GENERAL GUIDELINES & SAFETY PROTOCOLS

- FACE COVERINGS: Students, parents and guests must wear a mask at all times within the building.
- FACE COVERINGS: Students must wear a mask at all times within the building even when dancing. Students should bring multiple masks to change throughout the day as moisture from breathing and perspiring affects the effectiveness of the mask. Extra masks should be kept in a separate bag within the Student’s dance bag to minimize contamination.
- SOCIAL DISTANCING: 6 feet physical distancing must be maintained through the building. There will be no physical correction given in class. There will be no physical contact between students.
- LIMITED CLASS SIZES: Enrollment will be limited based on maximum number of students that can safely occupy the assigned studio with a goal of 8-12 students at a time in the studio per class (some classes will have 2 sections of students, with half virtual and half in the studio). All students
will be given a minimum space of 6 ft x 6 ft in their assigned studio.

- **DESIGNATED STUDENT SPACES:** Students will be assigned a space for their gear, a space at the barre and a space in the center. Dressing rooms and lockers will not be accessible. Bathrooms can be used one at a time only in cases of emergency.
- **PERSONAL PROTECTION:** Students are encouraged to bring their own hand sanitizer and pre-filled water bottles.
- **ADDITIONAL CLEANING:** Faculty will clean/disinfect studio spaces between classes. Water fountains will be closed. Hand sanitizer and wipes will be available throughout the building. Floors will be wiped down between classes of different levels.
- If the state mandates a total shut-down, we will move to 100% virtual through Zoom.

### IN CASE OF A COVID-19 CASE

#### IF A STUDENT BECOMES SYMPTOMATIC WHILE AT NORTHERN PLAINS DANCE

- The student will be promptly isolated in a preassigned isolation room by a member of NPD staff.
- Student’s parent/guardians will be notified to pick up the student.
- Student will seek medical help.
- All students and faculty who have been in ‘close contact’ with the student will be notified. ‘Close contact’ is defined by CDC as being within 6 ft of an infected person for at least 15 minutes without Personal Protective Equipment or PPE.

#### IF A STUDENT TESTS POSITIVE

- The class will be suspended to virtual classes for 2 weeks, and then will be reinstated into the in-studio schedule.
- Students who test positive must quarantine for 2 weeks and provide a doctor’s note proving a negative COVID-19 test in order to return to classes.
- The studio will be deep-cleaned before students are allowed back into the affected studio. Assigned studios may be modified to accommodate cleaning.
- NPD will notify local health officials.

#### IF A TEACHER TESTS POSITIVE

- All students and faculty who have been in ‘close contact’ with the faculty who tested positive will be notified. ‘Close contact’ is defined by CDC as being within 6 ft of an infected person for at least 15 minutes without PPE.
- Faculty who test positive must quarantine for 2 weeks and provide a doctor’s note to return to classes.
- All of the affected faculty’s classes will be suspended to virtual classes for 2 weeks, and then will be reinstated into the in-studio schedule.
- The studio will be deep-cleaned before students and faculty are allowed back into the affected studio(s). Assigned studios may be modified to accommodate cleaning.
- NPD will notify local health officials.