

# COVID SAFETY GUIDELINES FOR OAHU DANCE AND WELLNESS

*Disclaimer - The response to the COVID-19 pandemic is continuously evolving as we learn more about the virus and the best techniques to address the associated risks. These materials are based on currently available information and guidelines from the CDC and other resources as of August 15, 2020. This guidance may change from time to time which would require updates to procedures and requirements. This document should be used only as a general reference. Studios are solely responsible for determining the best practices to deploy within their own dance environments, and release the drafters of the guidelines from any liability for any COVID-19 situation in their dance studio.*

# OVERVIEW

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## NOT PERMITTED ON OUR SITES

- You have **tested positive** for COVID19
- You are subject to **government-issued or a healthcare provider's orders to quarantine.**
- You have been **identified through contact tracing** as someone who needs to be tested for COVID-19. Stay home and self-isolate until you receive a negative test result.
- A **member of your household has tested positive** for COVID-19, or you have been notified that you have had close contact with a person with COVID-19. Close contact is defined as being within six feet of a person with COVID-19 for 15 minutes or more, even when both parties are wearing face masks.
- You are **sick or have a fever. If you are sick, stay home.** Even if you only have mild symptoms of illness that could be COVID-19. Contact your medical provider and follow their advice.
- A person with a **fever of 100.4 F** or higher is not permitted into the building or classroom.

## COVID-19 SYMPTOMS

*We post the following list of Covid-19 symptoms in our studios and have sent them to our clientele.*



- Unusual weakness or fatigue
- Shortness of breath or difficulty breathing
- Cough
- Fever greater than 100.4°F or feeling feverish
- Chills
- Unexplained muscle pain or body aches
- Sore throat
- Nausea or vomiting
- Diarrhea
- Congestion or runny nose
- Headache
- Skin rash
- Chest pain or pressure
- New loss of taste or smell

# 01. PUT SAFETY FIRST

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We have a system in place to do a mandatory health check before each of our classes. All students and employees are required to monitor their own health daily and screen for the COVID-19 virus. Anyone who plans to be at our studios physically is required to use and complete a web form that will include a brief questionnaire on COVID-19 symptoms and possible exposure. The health check-in is mandatory prior to entering the premises before the start of any classes.

If temperatures are taken before entry, use a touchless thermal scanner to minimize contact and ensure adequate body temperature. A person with a fever of 100.4 F or higher should not be permitted into the building or classroom.



## FACE MASKS/COVERINGS

All dance students and employees are required to wear an approved face covering when on the business premises, which is consistent with county, state guidelines and federal recommendations. The face covering should cover the nose and mouth. This includes wearing a face covering outdoors while on property. Gaiter face coverings, N95 Masks, and any mask with a vent are not allowed. If a student or client is not able to wear a face covering due to health restraints, it is recommended that they attend classes virtually instead of in person.



## ON SITE PRE-ENTRY SURVEY QUESTIONS

- Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
- Do you live in the same household with, or have you had close contact\* with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?
- 3. Have you traveled outside of Oahu in the past 14 days?
- 4. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?

***Fever, Chills, or Repeated Shaking/Shivering;  
Cough, Sore Throat, Shortness of Breath,  
Difficulty Breathing,  
Feeling Unusually Weak or Fatigued,  
Loss of Taste or Smell, Muscle pain, Headache,  
Runny or congested nose; Diarrhea***

If the answer to any of these questions is yes they will not be allowed to enter the building or classroom. This individual will need to provide a Doctor's note saying they tested negative for the Coronavirus or they will have to self-quarantine for two weeks.

*\*Close contact is defined as being within six feet of a person with COVID-19 for 15 minutes or more, even when both parties are wearing face masks.*



## GOOD HYGIENE BEFORE AND AFTER ENTRY

*Hand sanitizer stations will be placed throughout every business environment and at their entrances.*

### Staff/Teachers

Will be required to sanitize their hands upon arriving on the premises.

Will have their temperature taken at the door showing it is below 100.4 f degrees.

After entry we require employees to use hand sanitizer and/or wash hands frequently with soap and water for at least 20 seconds, especially:

- After wiping or blowing your nose, coughing or sneezing due to allergies. If possible, remove yourself from the room to cough or sneeze. If you cannot, cough/sneeze into your inner elbow. Leave the building for the day if you continue to cough or sneeze.
- After returning from a public place or shared common area/space
- After touching trash or objects frequently used by others
- After using the toilets

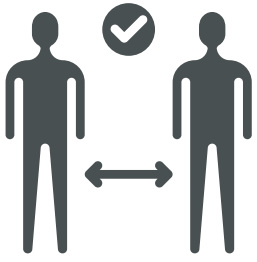
### Clients/Students/Guests

Will be required to sanitize their hands upon arriving on the premises.

Will have their temperature taken at the door showing it is below 100.4 f degrees.

After entry all students, clients, and guests will be encouraged to use hand sanitizer and/or wash hands frequently with soap and water for at least 20 seconds, especially:

- After wiping or blowing your nose, coughing or sneezing due to allergies. If possible, remove yourself from the room to cough or sneeze. If you cannot, cough/sneeze into your inner elbow. Leave the building for the day if you continue to cough or sneeze.
- After returning from a public place or shared common area/space
- After touching trash or objects frequently used by others
- After using the toilets



## PHYSICAL DISTANCING

The following physical distancing practices should be strictly adhered to:

Stay at least 6 feet from others at all times.

All personal belongings must also be stored a minimum of 6 feet apart. For water breaks face a wall or corner away from others to hydrate between exercises at least 12 feet apart and only remove your mask for 60 seconds or less. If a longer break is needed, they will go outside of the building.

For snack breaks, individuals will be asked to go outside of the building, whenever possible, so they can remove their mask to eat and increase social distancing. They will also have to repeat sterilization procedures to re-enter the building/classroom.

Our businesses have taken steps to ensure that all individuals in our studio are able to practice safe social distancing. This includes marking off 6' X 6' foot squares of individual space with tape that students and instructors must adhere to.

Class limits will be based on the space/studio's square footage and the ability to physical distance students/clients to be 6' apart.

We've adjusted our class offerings to include a hybrid format that allows our clientele to participate in group classes either in studio, online virtually, or a combination of both while adhering to city and county mandates on indoor gatherings.

# 02. TRAIN AND ADAPT

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## INSTRUCTOR PROTOCOL

During class instructors will **monitor and remind** students to keep their distance by following floor markings.

Instructors will follow and enforce "**No Contact**" policy for students. Choreography will be adjusted to allow for "No Contact" between students, partnering, etc. Instructors will demonstrate and instruct without touching the students and maintaining social distance at all times.

**If contact is absolutely necessary instructors must:**

- **1-Disinfect their hands,**
- **2-Put on gloves,**
- **3-Limit contact to only one student,**
- **4-After contact remove and dispose of gloves,**
- **5-Disinfect hands.**

**Sanitize all high touch surfaces** and ballet barres after every use and at least between classes. Swiffer and Sanitize dance floors after every class. (For Marley Dance Flooring you can use Simple Green by following the directions on the bottle). Instructors can ask a responsible student to assist in cleanings. Disposable gloves are recommended for cleaning to avoid exposure to chemicals.

If a student, faculty, or staff member **discloses information about feeling sick,** recent travel, or Covid exposure staff will notify the Studio Owner or Program Director immediately so they can take necessary steps to protect other students and staff.

If a **Student is reporting breathing issues** while exercising with a mask, they can be escorted outside the building by a staff member, instructor, or assistant. When outside they can safely remove their mask to regain their breath. Suggest for them to either put their hands on their head to open up airways or bend their knees, lean forward and put their hands on their knees to get more air into their lungs.

Require all students to **bring their own water bottles** and no sharing.

**Instructors must sanitize work stations** before the start of classes and before you leave or switch dance studios.

It is recommended instructors consider wearing eye protection as well as face masks. This can be in the form of face shields, goggles or safety glasses.

# CLEANING AND DISINFECTING PERSONAL WORKSPACES

Our businesses do the following to clean our workspaces:

**Clean and disinfect high-contact surfaces** in personal workspace frequently.

**Clean and disinfect floors** and high touch areas before and after each class, rehearsal, or performance.

**High-touch surfaces** in common areas in our studios will be **cleaned multiple times a day** and at least every 4 hours. Including door handles, elevator buttons, faucets, and paper towel dispensers.

Props, mats, and **equipment will not be shared** between instructors or students. Everyone is responsible for bringing their own personal props, mats, and equipment. They are responsible for disinfecting these items after every use.

Only cleaning and disinfecting products approved by the Environmental Protection Agency and the CDC for use against COVID-19 are allowed.

**Stock at least 30 days of cleaning supplies**, EPA-approved disinfectants, hand sanitizers, and disposable gloves.

It is recommended to **provide disposable face masks in case an individual forgets to bring one**, misplaces, or their personal mask is unusable because it broke or does not provide sufficient protection against virus spread.





# RECONFIGURING OUR SPACES

The layout of every business is reconfigured to **ensure safe physical distancing of at least six feet.**

The **maximum number of students** allowed in a dance class will be determined by the square footage of the dance area in the classroom. Each student requires 36 square feet of space which represents a **6' X 6' square**. The maximum number is determined by dividing the square footage of the classroom by 36 square feet and allowing additional space at the front of the class for the instructor. Per example a 540 square foot room would be allowed a maximum of 10 individuals which would be 9 students and 1 instructor.

Seating/desks, and movement spaces will have marked individual spaces at least 6 feet apart. if space allows, create storage area for students to store yoga mats - yoga mats should separate in individual cubbies.

Fixed furniture and seating will be blocked off and clearly marked so everyone is sitting at least 6 feet apart.

Rooms will be configured to allow at least a 6-foot buffer between the instructor and first row of students.

Tape markings on floors indicate 6 feet of social distancing.

**Signage will be posted** throughout lobby and waiting areas reminding everyone to social distance and floor markings designating where to stand.

Establish paths with adequate signage to minimize proximity for staff and students.

Ensure that the new floor plan is compliant with fire safety codes.

**No sharing equipment or props** and encourage everyone to bring their own supplies like floor mats, pom poms, and stretching tools.

## REDUCING CAPACITY TO MAINTAIN SOCIAL DISTANCING

We've adjusted our class offerings to include a hybrid format that allows our clientele to participate in group classes either in studio, online virtually, or a combination of both while adhering to city and county mandates on indoor gatherings.

For studios with a front or reception desk, it is recommended for these individuals to wear a shield with a mask or purchase a plexiglass barrier to create further protection when dealing with customers.

No parents or spectators will be allowed in the building or classrooms.

For Preschool aged (3-6) students we recommend one parent remain on-site to monitor their child during class. Some children at this age are not good at advocating for themselves if they are not feeling well or are having trouble breathing with a mask. If a parent remains, they must maintain 6' social distancing from others at all times.

Due to limited class sizes, students who wish to attend classes in person need to register in advance.

Walk-Ins are not permitted at this time.

If possible, have all deliveries, professional cleanings, and maintenance occur outside of class times. Require all vendors to wear a mask, disinfect all times, and only allow them to enter when escorted by a staff member.

## VENTILATION

We will monitor the air conditioning ventilation in our businesses ensuring that all mechanical installations are working at an optimal standard. Recommended maintenance for A/C units in commercial buildings should occur every 2-3 months. Increasing the performance of your air conditioning filters will reduce virus transmission. ASHRAE and the CDC recommend MERV 13 filters. Check with a professional before increasing the air filter rating on your air system. Spaces with doors and windows that assist with ventilation of fresh air into their spaces are left open throughout the day to aid in ventilation.

Portable high efficiency particulate air (HEPA) filtration units are used in some spaces and will be considered to remove contaminants in the air of poorly ventilated areas. If free standing fans are used, they will be positioned in a way that does not direct air from one client to another.

## 03. TAKE ACTION

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### COMMUNICATION PROTOCOL FOR POSITIVE AND SUSPECTED COVID-19 CASES (CONTACT TRACING)

**If and when a positive Covid case occurs** in our building or classrooms or to any person in our organization we will work with that person to find out when they were in our building or exposed to anyone in our building for more than 15 minutes and within 6 feet.

We will **notify all students and customers** in our program of our findings while maintaining the anonymity of that individual according to HIPAA privacy laws.



### STUDIO PROTOCOL FOR COVID-19 CASES

We will close for 48 hours or 2 days and have a Covid specific cleaning team sanitize the building. We will notify all families and specify the days and times that the individual was in the building so that they can isolate at home, contact trace as necessary, and get the advice of a medical professional on how to proceed.

## ADDITIONAL RESOURCES

University of Hawaii at Manoa COVID19 Health  
Guidelines: <https://www.hawaii.edu/covid19-guidelines/>

United State Olympic and Paralympic committee  
Guidance: Return to Training and Sport Event Planning  
<https://www.teamusa.org/coronavirus>

NCAA Core Principles of Resocialization in Collegiate Sports  
<http://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport>

DanceUSA: COVID-19 FAQ for Dancers and Dance Companies Returning  
to the Studio  
[https://danceusa.s3.amazonaws.com/page\\_uploads/COVID%20FAQ%20-%20MAY%202020.pdf](https://danceusa.s3.amazonaws.com/page_uploads/COVID%20FAQ%20-%20MAY%202020.pdf)

CDC- Use of Cloth Face Coverings  
[https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html#fbclid=IwAR2miaZeJZU4DL69VInKmCwgk0FjVuNLml\\_Xg8YSTCD1BucvtB67swmmt2k](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html#fbclid=IwAR2miaZeJZU4DL69VInKmCwgk0FjVuNLml_Xg8YSTCD1BucvtB67swmmt2k)

Dance Studies Association - Resources for Teaching During a Pandemic  
<https://dancestudiesassociation.org/news/2020/resources-for-moving-dance-based-pedagogy-online>

Dancing Alone Together Resources  
[https://dancingalonetogether.org/?fbclid=IwAR2Gw1JRdXg1xuXTHYa2lqj0IRi4fIUeG1xMiWbIGq\\_ITGcYbS1HX13YII](https://dancingalonetogether.org/?fbclid=IwAR2Gw1JRdXg1xuXTHYa2lqj0IRi4fIUeG1xMiWbIGq_ITGcYbS1HX13YII)

COVID19 for Artists  
[https://covid19freelanceartistresource.wordpress.com/?fbclid=IwAR1sDqvZzv6O7YJzPuO6gTo69MxG2HR00E7h3y3wr7aoDk8JTaa08s\\_Xg48](https://covid19freelanceartistresource.wordpress.com/?fbclid=IwAR1sDqvZzv6O7YJzPuO6gTo69MxG2HR00E7h3y3wr7aoDk8JTaa08s_Xg48)

## ADDITIONAL RESOURCES CONTINUED

Hawai'i Arts Alliance Creative Network Covid-19 Webpage -  
[arts@hawaiiartsalliance.org](mailto:arts@hawaiiartsalliance.org)

Artists Relief  
<https://www.artistrelief.org/>

Grants and Resources for Artists  
<https://blog.adobe.com/en/2020/04/03/grants-and-resources-for-artists-during-covid-19.html#gs.ctemq4>

### RESOURCES FOR DANCE ARTISTS AND ARTIST COMMUNITIES

There are new and helpful resources surfacing every day for artists and arts communities during this uncertain time. Please share these resources widely.

NEA: The NEA has created a helpful resource page that shares links to arts service organizations that are providing frequently updated news and resources for artists and arts organizations.

Grantspace: In the face of increased hardships, Grantspace has started a list to point artists, nonprofits, and other individuals and small businesses toward emergency financial resources. Although this list is not comprehensive, new funds are being added every day.

Dance/USA: Dance/USA is working with the Performing Arts Alliance and ArtsReady to provide a number of resources regarding the impact of COVID-19 on our field.

Dance/NYC: Dance/NYC has compiled resources for how artists and organizations can plan, as well as details on how the Federal Government, New York State, and the City of New York are responding to current events.

## ADDITIONAL RESOURCES CONTINUED

COVID-19 Emergency Assistance Fund: Broadway Cares/Equity Fights AIDS' COVID-19

Emergency Assistance Fund is helping entertainment professionals meet coronavirus-related expenses and other challenges brought about by the evolving pandemic.

Foundation for Contemporary Arts –COVID-19 Relief Fund: For as long as the FCA's Board of Directors determines it is necessary and prudent to do so, the Foundation will disburse \$1,000 grants to artists who have had performances or exhibitions canceled or postponed because of the COVID-19 virus.

Disabled Creator & Activist Pandemic Relief: To support disabled activists and creators that have lost honorariums and sales due to conference and event cancellations, volunteers are collecting information to organize a relief fund.

Capacity Interactive: CI is having ongoing conversations about how arts organizations can best be responding to COVID-19, and what digital marketing actions they recommend taking.

Americans for the Arts – COVID-19 Resource & Response Center:  
A comprehensive list of resources and news items, updated daily.