

COVID-19 REOPENING SAFETY PLAN

Name of Business: Broadway Dance Center Children & Teens

Industry: Sports & Recreation

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I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, we agree that we will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

We are confident we can maintain 6 ft of distance; however, the following would be mandatory for all that enter the facility to ensure the safety of our employees, customers, and visitors:

- Health declaration form to be filled out prior to entering the facility.
- Upon exiting the elevator on the third floor, street shoes must be left in the lobby area or shoe covers must be worn.
- Temperatures taken before moving from the lobby to the studio proper; anyone with a temperature of over 100.4 F will be sent home.
- Face masks will be mandatory for anyone entering the studio proper and must be worn at all times. PPE will be provided for employees and we will have a stock of masks on hand in case customers or visitors are in need of one.
- Hand washing with soap and warm water for at least 20 seconds will be the mandatory first stop once entering the studio proper.

The following protocols will be in place to ensure the safety of our employees, customers, and visitors:

- Directional signage will be in place to avoid bilateral traffic.
- Restrooms will be designated.
- Regularly scheduled cleaning & disinfecting will occur each time a class has concluded.
- 6 feet markers will be in place in common areas and plexiglass shields will be integrated w/ our tables to ensure safety.
- Reduced capacity guidelines will be strictly adhered to. There will be a cap on how many parents/guardians are allowed in the common areas, based on the number of available socially distanced spots.
- Staggered arrival times will be enforced.
- Pick-ups and deliveries will happen in the lobby of the facility; carrier workers will not be allowed beyond the lobby space and will use the designated package drop off spot outside the freight elevator. All front desk staff will be wearing masks along with a plexiglass partition for protection.

To manage industry-specific physical social distancing:

- Masks will be worn at all times.
- Studios will be taped off to allow for a minimum of 6ft between people.
- Staff desks are 6ft apart and all facing a wall so that no one is facing towards another staff member.
- Maximum of 2 people in the faculty lounge at a time.
- Reduced capacity guidelines will be strictly adhered to in each studio.
- Staggered arrival times will be enforced.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, we agree that we will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
 - We will have a stock of approximately 500 three-layer disposable masks for all employees and visitors per week. They have been ordered from an online vendor and will be re-ordered as needed. We also have latex gloves for cleaning/disinfecting, shoe covers, and some face shields on hand

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- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
 - Masks must be worn at all times. If a personal cloth mask is soiled, it must be placed in a plastic bag to be brought home and washed; we will replace it with one of our disposable masks on site. If a disposable mask is soiled, it must be discarded in trash receptacles; no PPE may be left on the floor, on counters, or in studios.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
 - High touch surfaces will be disinfected frequently: stereo equipment; phones; door handles; tables; light switches; desks; keyboards; toilets; faucets; sinks. All staff will sanitize after each use. Anything that is touched will be immediately sanitized after use. All office supplies and other personal objects will not be shared.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, we agree that we will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
 - The log will be maintained by our Studio Operations Manager and Covid point person. That log will be kept behind our Front Desk so that it is visible and easily accessible.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
 - There will be a designated hand washing station in the common space and an additional restroom that is designated specifically for hand washing. Anyone entering the facility will need to immediately wash their hands with soap and warm water for at least 20 seconds. No-touch dispensers with EPA-approved hand sanitizer will be stationed around the facility and easily accessible from each studio.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

- We will have regular cleanings in the studios after each class that include floors and all touched surfaces; bathrooms will be cleaned and sanitized multiple times throughout the day.
 - Clean & disinfect all areas used by the person
 - Wear disposable gloves
 - Clean w/ soap & water
 - Disinfect w/ registered disinfectants (based on EPA List) or diluted household bleach solutions ($\frac{1}{3}$ cup of 5.25%-8.25% bleach per gallon of room temp water) or alcohol solutions w/ at least 70% alcohol

C. Communication. To ensure the business and its employees comply with communication requirements, we agree that we will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.
 - The Studio Operations Manager, along with front desk staff, will be in charge of maintaining a log of each person that enters the site. The log will be kept at the Front Desk, which is at the entrance to the facility.

If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, one of the following people will be responsible for notifying state and local health departments: The Director of Youth Programming, Associate Director of Youth Programming, The Studio Operations Manager, or the Owner/Manager of the Business.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, we agree that we will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.
 - Screening will be done via an [Online Health Declaration FORM](#) before arriving on site. They will not be allowed to enter the studio proper without having filled out the form.
 - Temperatures will be taken on-site by the Studio Operations Manager and/or Front Desk staff. Trainings will be conducted prior to the facility re-openings; those trainings will be in proper PPE handling, proper handwashing, and proper facilitation of temperature checks.
 - Face masks and protective plexiglass shields will be provided. Those responsible for screening practices will use a contact free thermometer.
 - Testing will be recommended for all close contacts of persons with SARS-CoV-2 infection. Because of the potential for asymptomatic and pre-symptomatic transmission, it is important that contacts of individuals with SARS-CoV-2 infection be quickly identified and tested.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, we agree to do the following: Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, we will do the following:

- Close off areas used by the person who is sick
- Open outside doors and windows for increased air circulation
- Wait 24 hours before clean/disinfect (or as long as possible)
- Clean & disinfect all areas used by the person
 - Wear disposable gloves
 - Vacuum the area
 - Clean w/ soap & water
 - Disinfect w/ registered disinfectants (based on EPA List) or diluted household bleach solutions ($\frac{1}{3}$ cup of 5.25%-8.25% bleach per gallon of room temp water) or alcohol solutions w/ at least 70% alcohol

- We will make every effort to limit contamination by practicing cleaning/disinfecting protocols after each class switch. Restrooms will be designated to help with contact tracing/exposure, along w/ social distancing, proper PPE equipment being worn, and enforcing diligent hand washing or hand sanitizing.
- We will inform any close contacts of possible exposure via email but maintain confidentiality. We will require potentially exposed contacts that they should stay home for 14 days, telework if possible, and self-monitor for any symptoms. We will share information on places to get tested for COVID-19.

Staying up to date on industry-specific guidance:

To ensure that we stay up to date on the guidance that is being issued by the State, we will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

The following resources were used when creating this Safety Plan:

General Information

New York State Department of Health (DOH) Novel Coronavirus (COVID-19) Website Centers for Disease Control and Prevention (CDC) Coronavirus (COVID-19) Website Occupational Safety and Health Administration (OSHA) COVID-19 Website

Workplace Guidance

CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019 OSHA Guidance on Preparing Workplaces for COVID-19

Personal Protective Equipment Guidance

DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees OSHA Personal Protective Equipment

Cleaning and Disinfecting Guidance

New York State Department of Environmental Conservation (DEC) Registered Disinfectants of COVID-19 DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19 CDC Cleaning and Disinfecting Facilities

Screening and Testing Guidance

DOH COVID-19 Testing CDC COVID-19 Symptoms