



COVID-19 HEALTH & SAFETY POLICY

Introduction

Despite the changes and challenges this year has insisted we confront, Capital City Ballet remains your home for the finest classical ballet training in a safe and healthy environment. We take this mission seriously and maintain a steadfast focus on the mental and physical well-being of our students, all while providing the highest quality instruction we can.

Now more than ever, defining a safe and healthy environment requires careful forethought of the habits and practices of our dancers, from the youngest 3-year olds to our senior adults, and everyone in between. As members of the CCB family, we each have a responsibility to one another to adhere to the best practices that limit the risk of spreading COVID-19 among our dancers, staff, and all our families. The following policies demonstrate CCB's commitment to provide as safe and healthy an environment as we can for our community to join in our classical ballet training.

During this time, we ask that we all unite in our dedication to these practices aimed at keeping our community members healthy and safe. The information in these policies is intended as a tool to carry out these practices consistently. This means that as best practices and recommendations evolve, we will adjust our policies and procedures accordingly. As information in these guidelines is subject to change, we will keep you informed of any updates.

If you have any questions about how we developed these policies, please do not hesitate to reach out by [email](#) or phone (512-371-1213). We hope you and your loved ones are as safe, healthy and happy as can be.

Most sincerely,

Your CCB Team
Kimberly, Joseph, Patti, Rachel & Barksdale

Health Policies

The health of all staff, volunteers, and students attending Capital City Ballet is very important. By monitoring your dancer's health, we can help maintain a healthy environment for everyone. However, the virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Because of the hidden nature of this threat, it is our policy, as required by the State of Texas, City of Austin and Travis County, to require staff, students and their families to adhere to the following policies.

Symptom Screening

We ask staff and all families to screen their dancer for illness each day before arriving at CCB. If any of the following symptoms consistent with COVID-19 are present, we ask that they remain at home and, if feeling well enough, to take class via Zoom.

Please monitor for the following signs of illness:

- Fever of 100.0 °F or higher
- Muscle aches
- Dry cough
- Headache
- Shortness of breath
- Earache
- Chills
- Diarrhea
- Loss of taste or smell
- Vomiting
- Sore Throat
- Abdominal Pain

Students and staff who experience regularly recurring allergy symptoms, like runny nose, sore throat, or cough, will be permitted to attend ballet classes.

Face Covering Policy

CCB requires face coverings in order to enter the building. All persons including staff, volunteers, customers, visitors, dancers, and families ("Patrons"), who enter our building MUST wear a face covering over their nose and mouth, such as a commercially made or homemade mask, scarf, bandana, or handkerchief.

This requirement does not apply if covering the nose or mouth poses a greater mental or physical health, safety, or security risk to the Patron, such as anyone having trouble breathing due to a medical condition, or is unconscious, incapacitated, or otherwise unable to remove the cover without assistance.

Social Distancing Policy

Even with the use of appropriate face coverings, individuals should maintain six (6) feet of social distancing from others outside their own household, whenever possible. Specifically:

- Staff should not work within six (6) feet of one another, except to the extent necessary to provide services.
- Patrons should maintain six (6) feet of separation from others outside their own household to the extent feasible when inside the building and must do so while queuing or waiting.

Please see the section Procedures on Campus for additional details about our effort to maintain appropriate distancing as classes changeover.

Cleaning and Disinfection Protocols

In addition to routine cleaning, CCB will implement the following disinfecting requirements.

- High-touch items will be disinfected by staff before classes start for the day, between every class, and after classes conclude for the day.
- Students may be asked to help with cleaning, as appropriate by age.

CCB will maintain adequate supplies to support healthy hygiene behaviors. This includes soap, hand sanitizer, paper towels, disinfectant wipes, extra face covers, and no-touch trash cans.

Before Coming to Campus

We recognize that staff, students and their families participate in all kinds of activities away from CCB. These include school, clubs, sports practices and games, musical group rehearsals and performances, worship services, community service, and youth group activities. We also know that CCB staff, dancers and their families may dine in restaurants, travel, or participate in other social activities. This guidance is meant to help students decide whether to participate safely in activities outside of CCB while planning to attend CCB-sponsored activities.

- Does the activity you're considering have the following three ingredients?
 - Documented health and safety protocols that are clearly communicated to participants?
 - Health and safety protocols that are enacted and enforced?
 - Participants who adhere to those protocols?

If the answer to any of these questions is no, and your dancer wants to return to the CCB studios for class, your family may want to consider not participating in these activities. Alternatively, your dancer may want to take Zoom classes for a minimum of 10 days after participating in these activities to see if any COVID-19 symptoms develop. This is not a requirement; rather, it is a best practice to safeguard the CCB community's well-being.

Avoiding “High-Risk” Activities

The following are activities with a significant potential to spread the coronavirus. Involvement of a CCB staff member or dancer in these activities would require the individual to take Zoom classes from home for 10 days after the event before being allowed to return to the studio.

- Using transportation modes like airplanes, trains, public buses (not school buses), taxis or rideshares
- Large-group gatherings that lack formal protocols, such as house parties, funerals, weddings, or music concerts
- Being in close contact, [as defined by the CDC](#), with someone who has tested positive for COVID-19 or who exhibits symptoms consistent with a positive COVID-19 diagnosis. As of Oct 21, 2020, the CDC defines “close contact” as someone who was within six feet of an infected individual for a total of 15 minutes or more over a 24-hour period.

Before Traveling to CCB

Please read through the entirety of this document. If you understand it and accept its terms, **please sign and date the waiver** at the end of this document. No student will be allowed to return to in-studio classes without a signed waiver.

CCB COVID-19 Check-in Form

Parents of youth dancers will need to complete CCB's health screening questionnaire each day their dancer is scheduled to come to campus. Students without a submitted questionnaire will be asked to wait outside the studio until the questionnaire is completed and submitted. In the questionnaire, families will be asked to verify that their dancer:

- Exhibits no symptoms consistent with a positive COVID-19 diagnosis;
- Has not received a positive COVID-19 test result in the previous 10 days; and
- Has not participated in a “high-risk” activity as described in the above section.

Preparing to Leave for CCB

- CCB strongly recommends that dancers use the restroom before leaving home to minimize the need to use a restroom at CCB.
- The changing room at CCB will remain closed until further notice because it is too small to promote proper physical distancing. Therefore, all students should wear dance clothes under their street clothes, with hair done and dance shoes ready to put on upon entering the building. Remember: do not wear ballet shoes outside the CCB building.
- Students should bring a small bag or backpack containing only essential items needed for class. Street clothes will be kept in this bag during class. Bags will be left on or under benches provided for the dancers' use during class.
- Plan to arrive at the CCB building 5 minutes before class start time.

Procedures on Campus

Entering the Building Procedures

- Please arrive 5 minutes before class starts. This is important to aid the turnover process from one class to the next and to ensure best use of class time for all students.
- All students must have their masks on before entering the building, and then proceed directly to the designated waiting area.
- Parents should not plan to remain in the building during class. Parents who have a reason to remain in the building should clear it in advance with the Administrator.
- All students attending class need to use hand sanitizer upon entering the building. Students should bring their own sanitizer whenever possible; however, sanitizing stations are set-up throughout the building.

Students in the Small Studio

- Students will proceed quietly to designated waiting spaces outside the small studio (markings 6 feet apart) where they will change shoes and remove street clothes. All personal items should be placed inside the student's bag before entering the studio.
- The teacher will call students into the studio once the previous class has been dismissed and studio sanitizing has been completed.
- Upon entering the studio, students should go directly to spots assigned by the teacher.
- If a student feels the need to remove their mask for any reason, they will step into the ventilated bathroom designated exclusively for that purpose.

- At the end of class, students will be dismissed from the studio and proceed immediately to designated waiting spaces in the hall (chairs or floor markings) where they will change shoes, put on their street clothes over their dance attire, and wait for their parents to pick them up.

Students in the Large Studio

- Students will quietly proceed to designated benches in the studio, where they will change shoes and remove their street clothes. All personal items should be kept in their bag, which can remain under the bench during class. Students will wait quietly as the prior class finishes and exits the studio.
- Students will take their places at the barre when instructed by the teacher.
- If any student feels the need to remove their mask for any reason, they will step into the small hallway which will be ventilated through a window fan in the multipurpose room.
- The barres will be disinfected before class is dismissed.
- At the end of class, students will return to the designated benches as students waiting for the next class take their spots at the barre. They will change shoes, put on their street clothes, and wait quietly in the studio until their parents arrive to get them. Students may be asked to leave the studio and wait in designated spaces outside the studio.

Exiting the building procedures

- Parents should arrive within 5 minutes of the dismissal time of their child's class.
- Parents will give their child's name to the attendant at the door, who will then retrieve their child for them.
- Any student driving themselves should exit the building as soon as they have changed their shoes and put their street clothes on.

Ill at School Policy

If a student or staff member exhibits symptoms consistent with COVID-19, the individual will be isolated, and a parent or guardian will be notified and asked to pick up the student. An ill staff member or self-driving student will be asked to leave the premises. Classes in that studio will be cancelled for the remainder of the day. At the discretion of CCB staff, classes in the other studio may continue as long as CCB staff deem it safe and appropriate to continue.

The following day, CCB staff will thoroughly clean and disinfect the waiting areas, isolation areas, and the studio prior to resuming classes. CCB consults [CDC guidance](#) for how best to properly restore the safety of the building.

The student or staff member will not be allowed back in the studio until:

- they have been symptom-free for a minimum 24 hours since the fever subsided with no fever-reducing medication;
- a minimum of 10 days has passed from the onset of symptoms, and
- symptoms have resolved.
 - Except in the case in which the student was seen by a licensed health care provider who has indicated in writing that the student poses no health threat to others and is able to participate in CCB activities.

Communicating Positive COVID-19 Diagnosis

CCB community members have an obligation to notify the school if the dancer or a household member of the dancer has received a positive COVID-19 test. Depending on the scenario, CCB may notify families and staff members of the test result; however, CCB will strictly maintain the privacy of the infected individual.

- If the individual testing positive came into close contact with any other student or staff member in the CCB building within 2 days prior to testing positive:
 - CCB will notify the staff and families of dancers with whom close contact was made.
 - Classes that the individual attended will revert to Zoom-only until a minimum of 10 days has passed and no additional individuals have developed symptoms consistent with COVID-19.
 - Staff and students with whom close contact was made will not be permitted back in the studio until a minimum of 10 days has passed and no additional individuals have developed symptoms consistent with COVID-19.
- If the individual did not come into close contact with any other student or staff member in the studio, CCB will notify families or staff only if classes or other school operations will be impacted.
- If a teacher has tested positive but the teacher did not have close contact with any student within 2 days prior to testing positive:

- Either a substitute teacher will be installed or all of the teacher's classes will revert to Zoom-only until a minimum of 10 days has passed and no additional individuals have developed symptoms consistent with COVID-19.
- Affected families will be notified only if classes will be Zoom-only until a minimum of 10 days has passed and no additional individuals have developed symptoms consistent with COVID-19.

COVID-19 Acknowledgement of Communicable Disease Risk and Waiver

Acknowledgement of Risk

Capital City Ballet (CCB) is taking recommended measures to promote the safety and health of all dancers, families, and employees during this school year.

Despite these efforts, CCB cannot prevent you or your dancer from becoming exposed to, contracting, or spreading COVID-19 while utilizing the studio's services or premises. We are taking all reasonable measures to prevent the spread of COVID-19 at the studio. However, we cannot completely control every risk within our environment, nor can we control the individual conduct of all dancers and visitors in our facility. Dancers and parents/guardians are required to acknowledge this fact and to acknowledge that it is possible that there can be exposures to COVID-19 cases in our community, a risk to both our students and staff.

Code of Conduct

As a condition of participation in any services within the CCB facility, dancers and parents/guardians assume all risk of potential exposure to COVID-19. We require all students, and their household members and their guests, and employees who come onto the CCB campus to abide by this Health & Safety Policy. The Policy, which will be provided electronically to all families and staff and will be posted at the studio, includes requirements to practice physical distancing, wear masks and follow other health and safety protocols, including performing a pre-class self-screening before engaging in studio activities until such time as the school determines that they are no longer necessary. For your pre-class self-screening, we ask you to monitor your well-being, and check for signs of illness including fever, cough, sore throat, and/or loss of appetite. If present, do not come to the studio, seek medical care if appropriate.

All students and their household members and employees are also expected to comply with local, state and federal codes enacted to prevent the spread of COVID 19 infections when they are off campus. Household members should also comply with medically established guidelines, such as those listed on the [Centers for Disease and Control website](#). If a student and/or a student's household members is/are unwilling or unable to commit to these practices, that student should select our remote learning option.

Request to Disclose

We ask dancers, families and employees to support keeping our community informed and to disclose if they have been in "close contact" with someone who tests positive for COVID-19 or with someone who exhibits symptoms consistent with a positive COVID-19

diagnosis (e.g. an individual yet to be tested or waiting on results). If dancers or employees experience this scenario or any of the following scenarios, please utilize our Zoom dancing opportunities.

CCB uses the CDC's definition of close contact. This means being within 6 feet of an infected individual for a cumulative duration of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. This definition may change.

If anyone in the household has been in close contact, parents/guardians and employees are asked to immediately inform CCB by emailing Patti@capcityballet.org, and to utilize Zoom classes until COVID-19 status has been determined by, and addressed through health care professionals.

Waiver and Release

I have read and understood the above information and warning concerning COVID-19. I understand that my dancer has the option of attending CCB via Zoom or other remote options that may be offered and hereby choose to accept the risk of contracting COVID-19 for myself, my household and my student in order to utilize the studio's services and enter the studio's premises. I commit to informing my dancer(s) of each of his/her/their duties and responsibilities under this Health & Safety Policy, Code of Conduct and Request to Disclose. On behalf of myself, my dancer(s) and my household, I RELEASE AND HOLD HARMLESS, and waive our right to bring suit or other legal action against, Ballet Arts of Austin dba Capital City Ballet and its officers, directors, managers, officials, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing the studio's services and premises. **I understand that this waiver means I give up my right to bring any claims, including claims for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence, and I give up any claim I may have to seek damages, whether known or unknown.**

Student Name

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date