**ILLUSION DANCE CO COVID-19 BASIC HEALTH & SAFETY POLICIES & PROCEDURES**

**Please expect delays at the beginning of this process as everyone gets used to the new protocols**

**Daily Self Screening Tool**

* Screening must be done within 2 hours of your scheduled time, prior to attending class EACH day. If you show ANY of the symptoms listed, please DO NOT enter our studio.

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| --- | --- | --- | --- |
| 1. | Do you/your child have any new onset (or worsening) of any of the following symptoms: | **CIRCLE ONE** | |
|  | Fever | **YES** | **NO** |
|  | Cough | **YES** | **NO** |
|  | Shortness of Breath / Difficulty Breathing | **YES** | **NO** |
|  | Sore throat | **YES** | **NO** |
|  | Chills | **YES** | **NO** |
|  | Painful swallowing | **YES** | **NO** |
|  | Runny Nose / Nasal Congestion | **YES** | **NO** |
|  | Feeling unwell / Fatigued | **YES** | **NO** |
|  | Nausea / Vomiting / Diarrhea | **YES** | **NO** |
|  | Unexplained loss of appetite | **YES** | **NO** |
|  | Loss of sense of taste or smell | **YES** | **NO** |
|  | Muscle/ Joint aches | **YES** | **NO** |
|  | Headache | **YES** | **NO** |
|  | Conjunctivitis (commonly known as pink eye) | **YES** | **NO** |
| 2. | Has the person attending the activity/facility travelled outside of Canada in the last 14 days? | **YES** | **NO** |
| 3.. | Have you/your child had close unprotected\* contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill? | **YES** | **NO** |
| 4. | Have you/your child attending the program or activity had close unprotected\* contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill? | **YES** | **NO** |
| 5. | Have you/your child or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19? | **YES** | **NO** |

**Entering & Exiting the Building:**

* Please do not arrive earlier than 5 minutes before your scheduled class time.
* **All persons are required to wear a mask upon entering & exiting the boot room/lobby.**
* I will allow 2 families (dancer & parent only) in the entrance 6 feet apart at the same time. IF you feel your child needs this assistance, if not please allow them to walk in on their own. You must be quick and leave as soon as possible to allow other students in.
* Once the dancers have shoes and coats off they will then drop off their bags in the designated bag area (previously our waiting room), each dancer will have their own sanitized spot on the floor to store their belongings. After that is done dancers must stand on the floor markers in the lobby area and wait to be sanitized and their temp taken before entering the dance class. Dancers need to bring their water bottles with them into the studio. Once dancers are in their designated dance square they may remove their masks.
* Due to AHS guidelines boot rack and coat hooks in the lobby area will be closed. Students should bring their items with them into the dance rooms and place on designated space provided. This includes boots and outdoor wear (coats, mitts etc.). Please make sure to have a plastic bag to put these items in. If you prefer parents may take the students outdoor wear with them and bring back in at pick-up.
* Students must arrive ready for dance. Hair MUST be done prior to class as teachers can no longer assist with hair.
* All students will be required to use hand sanitizer before entering the studio space. Our sanitizer will have a minimum of 80% alcohol in it, if you prefer your child to use their own please make sure they have a sanitizer packed in their dance bags.
* Parents picking up after class MUST be on time. For younger students please wait outside the studio doors spaced out on the sidewalk and we will bring your child to you. Older students will be watched while walking safely out to your vehicle.
* It is important that your child knows a number you can be reached at. I will have all numbers on hand but should there be any changes to pick up, please text the teacher.

**Scheduling of Classes:**

* Classes have been scheduled with an approximate 5-15minute break according to class schedule and to allow for traffic flow as well as to ensure no contact between additional groups of children.
* All absences should be reported to Illusion by email or facebook

**Washroom:**

* Students are encouraged to use the washroom at home to minimize washroom use at the studio.
* There will be no changing allowed in any part of the studio. Washrooms should be used for bathroom use only.
* Washrooms will be sanitized at the end of each night

**Lobby:**

* The parent waiting/viewing area will be closed in accordance with AHS guidelines. No seating will be available.
* Parents of children 3-5 years are required to walk their child into the lobby and stand with them on the on their socially distanced floor marker until class begins. One adult per dancer please.
* Parents of dancers age 6 and up may walk their child to the front doors of the building before returning to their vehicles for the duration of class.
* AHS precaution and prevention posters are clearly visible and displayed around the studio as reminders for physical distancing and hygiene protocols
* No food will be permitted in the building in accordance with AHS guidelines.
* Pre-filled water bottles may be brought into the studio and labelled with your child’s name.
* **Our main studio door will remain open to the lobby at all times to avoid constant touching of the door handle, etc.**

**Classroom Expectations:**

* Students must dance in their own personal space, (6 foot square), based on visible floor markers. Barres will be marked for use every 6 feet. Each square is numbered so kids know which ones to go to while entering the studio. Their water bottle spot is the same number as their square so as not to mix up water bottles.
* I encourage all parents to help with how important these measures are with their child and how “staying in our square” is of the upmost importance.
* Dance steps that “travel” will be executed around the perimeter of the room with social distancing in place
* Masks, while dancing, are optional at this time and will be at your families discretion.
* If a teacher finds that a student is having a hard time or not complying with the new rules, they will be asked to sit down and not participate until moving forward and understood.
* Barres, door handles, bathrooms, designated spots for dancer’s personal items, and other high touch surface areas will be sanitized between each class
* Floors/and or squares will be sanitized at the end of each class if permitted and at the end of each night.
* We are going to be asking our age appropriate students to help assist in keeping our studio safe and clean at all times.
* No contact will be permitted between anyone for any reason unless there is an emergency.

**Instructors:**

* We are required to follow all AHS guidelines.
* We may choose to wear a mask while instructing or if we will be closer than 2m from any student.
* We will enter all dance spaces while wearing a mask to assist or aid students in an emergency.
* We will wash/sanitize hands frequently throughout the duration of each of class.
* Will have access to hand sanitizer and basic PPE, (gloves and masks) at all times.
* We will all have an assistant teacher in each class that deems one present and that assistant will be helping with all the protocols that need to be followed.

**\*\*These protocols are subject to change as per AHS guidelines\*\***

**ILLUSION RAPID RESPONSE PLAN**

Though ILLUSION is taking all steps and necessary precautions to reduce health and safety risks within our studio, we feel it necessary to have some “Covid-19” strategies in place for the upcoming season. These may be amended as needed or in accordance with AHS guidelines.

**If an attendee develops symptoms of illness:**

* The student will immediately be given a non-medical mask, and hand sanitizer.
* The student will be isolated in our studio’s office (door remains open)
* The parent/guardian will be contacted for prompt pick up.
* We suggest the parent contact AHS, use the online assessment tool @ [www.Alberta.ca](http://www.Alberta.ca), or call Health Link 811 for assistance
* Should a positive COVID-19 test result, the class contact information will be provided to AHS for contact tracing.

**If the teacher is ill:**

* Parents will be notified by email, and if we are unable to provide a suitable substitute we will move to an online “Zoom” platform for lessons until a negative COVID-19 test is confirmed.
* Families will receive a re-occurring Zoom link for their dancer’s class time or day. Students will participate in class at home until studio lessons resume.
* Specific “Zoom” details will be provided in a timely fashion should this instance occur.

**Zoom Classes:**

* The studio will be preparing to have each class online should we have absences at a high rate.
* The studio will be looking into Web cams and any other devices to help this transition go smooth. Please be patient with us as this is a new platform for all of us

**If studio closure is mandated by the Alberta Government and/or AHS:**

* We have arranged a contingency plan to ensure our students receive their lessons should our studio be mandated to close by the Alberta Government and/or AHS.
* In the case of a closure, we will immediately move to an online Zoom platform to complete the current month. At the completion of the month, an assessment will be made by Illusion for moving forward with Zoom or in-person lessons with the information made available at the time.
* Specific “Zoom” details will be provided in a timely fashion should this instance occur.
* In the case of a long-term closure (more than 8 weeks), families will be refunded following the “COVID Refund Policies” listed below.

Note: There are MANY unknowns and variables to consider regarding moving forward after a mandated closure, how far along we are in the season, the possible length of the closure, our communities COVID climate etc. A firm decision on continuing or halting lessons for the start of the next month will be made by Illusion if this should arise.

**ILLUSION COVID-19 Refund Policies**

In the case of long term, (more than 8 weeks), Government or AHS mandated studio closure, dance families will be refunded starting at the first of the **next** month.

* **Monthly pay** – your unprocessed post-dated cheques will be returned/held/destroyed. No additional refund will be issued.
* **½ payment** – Your unprocessed post-dated cheques will be returned and/or not cashed. E-transfer, debit or CC families will be refunded by e-transfer. \*refund will be prorated starting at the 1st of the next month.
* **Full pay** – Your refund will be prorated starting at the 1st of the next month.
* Festival entry fees and festival entry credits will be non-refundable after January 1st 2021
* Costume fees will be non-refundable after November 1st 2020.

\*A $10 COVID admin fee will be retained for each refund.

\*Our regular refund polices still apply to any instance other than a Government or AHS mandated COVID 19 closure

**FESTIVAL & COSTUMES FEES:**

* If you are a returning student and have paid festivals fees in the 2019-2020 season, those fees are being credited over by the Festival Directors for a 2020-2021 festival(s)
* **We are planning and trying to reuse as many costumes as we can from our previous year.**
* Please know that with all that is going on we are trying our very best to accommodate each family as best we can. Should a costume not fit and need to be reordered, the family will be responsible for that cost.
* **If you are a NEW student or family, you are required to pay your costume and festivals fees that are stated in the registration package.**
* **There will be NO REFUNDS after costumes are ordered in Nov. and festival fees paid in Jan.**

**HOW YOU CAN HELP DURING THIS TIME:**

**\*\* Please talk with your child and prepare them for our new safety guidelines and protocols on what is expected of them while in the studio. If your child is unable to follow the guidelines and continuously steps out of their designated space they will be asked to sit for the remainder of the class and the parent will be notified.**

- Do not bring your child to class if they are coughing, sneezing, have a fever, stomach ache, body aches, sore throat, chest congestion, diarrhea, vomiting, or any other illness.

- Do not bring your child to class if a family member is ill with any of the above symptoms

- Do not bring toys or extra belongings from home.

- Make sure your child is prepared for class. Including proper attire and footwear, hair pulled back (teachers are unable to assist in ponytails due to AHS regulations) and has used the washroom before entering the studio

- Please do not linger in the parking lot or entrance of the studio as we will need to get students in and out as efficiently as possible

- Make sure you check our website and facebook page often and are signed up for our remind101 (illusionp) as all of our communication will be done through all 3 of these

- Use precautions when out of your home at all times

- Encourage your child to cough and sneeze into their arm, not in their hand, and to not touch other children or their teacher.

- Alert us if your child or any family member does have COVID-19 and has been to the studio within the last 14 days so we can adhere to the state guidelines on this matter.

**A NOTE FROM MISS TASH:**

First off, thank you for registering your child(s) during these unprecedented times. Know that I am trying to cover all angles to ensure the safety of all our teachers, students and families and to keep the studio running. I appreciate your commitment to Illusion Dance Co. and for trusting us with your child(ren).

I promise to keep you as informed as quickly and efficiently as I can with any changes that occur as I foresee many happening each month. It is imperative to me that we keep open communication and we ask that you please have patience with myself and the Illusion staff as we are trying our very best to navigate the waters during these unprecedented times. My staff and I will always do our very best to make the transition into this new world as seamless as possible. Our number one goal is to keep your child happy and healthy and to bring back the joy of dance into their lives!

Sincerely,

Miss Tash and the Staff of Illusion Dance Co.