



**CHARLOTTE KLEIN**  
**DANCE CENTERS**

**COVID-19 PROCEDURES AND POLICIES  
FOR REOPENING**

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Dear CKDC Families, Faculty, and Staff:

We are so excited to get back into the studio! While we have appreciated the opportunities Zoom gave us to connect with each other through quarantine, we know it is not the same as being in the studio with our fellow dancers and friends.

As the Massachusetts government is beginning to set new restrictions and policies for reopening, we have started to formulate plans for the coming dance season. This document serves as a reference point for all CKDC students, families, faculty, and staff about our current plans and procedures surrounding Covid-19 health and safety measures.

With that being said, it is important to note that this document is subject to change as the laws and suggestions of Massachusetts change. This is a flexible and adaptable document, and the procedures outlined currently may not be what is put into place in the fall. We will continue to update our plans based on the rules and regulations of the state, and we will continue to inform you through our website as our procedures change through our website. Our priority will always be the health and safety of our students.

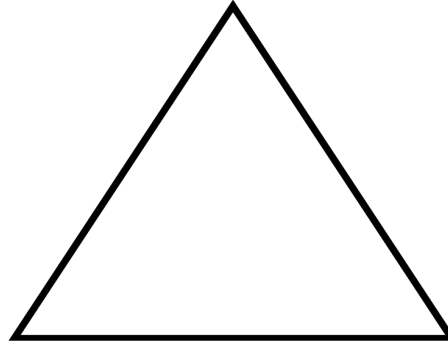
As we try to move towards our “new normal” at CKDC, we understand that every family has been and continues to be affected differently by the pandemic. While we strive to have our policies minimize the interruption of your dance experience while also adhering to state regulations, we understand that these policies may not work for every family situation. Please reach out to us with your questions and concerns, and we will do our best to provide a solution.

**To ensure the health and safety of all members of this community, Charlotte Klein Dance Centers will be enforcing all policies and procedures listed throughout the document as we return to the studio. If a family member, student, faculty member or staff member is unable or unwilling to cooperate with the policies below, they will be unable to return to Charlotte Klein Dance Centers until the policies or their decision to cooperate have changed.**

# **We are all responsible for each other!**

## Faculty/Staff:

Responsible for executing and overseeing studio policies and adhering to state-set guidelines outside of work



## Students:

Responsible for understanding studio policies, following all directions given by teachers, and supporting other dancers through this new process

## Families:

Responsible for ensuring your family is following all state-set guidelines and following all studio rules with respect and patience for others

## **Exposure to Covid-19**

Covid-19 can be carried by three different types of people:

Type 1: Shows symptoms and tests positive

Type 2: Does not yet show symptoms and tests positive

Type 3: Does not ever show symptoms and test positive

All three types of Covid carriers can expose others to the virus through two methods:

Airborne: Breathing, Coughing, Sneezing

Direct/Indirect Contact: Physical contact, shared door handles etc.

## **New Policies:**

If a faculty member or student has tested positive for COVID-19, the studio will close for 48-72 hours for proper cleaning and sanitation. All classes will continue to be held through this period on Zoom. We will immediately contact the students' families who have been in contact with the student or faculty member through classes. By law, the person who has tested positive will remain confidential.

If a member of your household or someone you have close contact with regularly has tested positive for COVID-19, you are required per guidelines of the CDC to quarantine for 14 days, even if you have tested negative. You will be able to attend classes through Zoom during those 14 days.

**We have developed a  
Three-Step Prevention Procedure  
to limit the spread of COVID-19 in the CKDC  
community.**

1. **Exposure Prevention:** Limiting exposure to anyone exhibiting symptoms or anyone in contact with anyone exhibiting symptoms or travelling
2. **Contact Spread Prevention:** Disinfecting facilities, holding contactless classes, limiting number of students and parents in facilities
3. **Airborne Spread Prevention:** Requiring staff, students, and families to wear masks at all times

**Exposure Prevention Policies:**

Student	- No students with symptoms allowed
Families	<ul style="list-style-type: none"> <li>- Any student who has been exposed to a known Covid-19 positive person may not come to studio until they have been self quarantined for 2 weeks and are symptom free</li> <li>- Any student who has been exposed to someone who has travelled out of state must refrain from entering the studio for 2 weeks after the person's return.</li> </ul>
Faculty/Staff	<ul style="list-style-type: none"> <li>- Any faculty or staff member who has been exposed to a known Covid-19 positive person may not come to studio until they have been self quarantined for 2 weeks and are symptom free</li> <li>- Any faculty or staff member who has been exposed to someone who has travelled out of state must remain home for 2 weeks after the person's return</li> </ul>

### Contact Spread Prevention Policies:

Student	<ul style="list-style-type: none"><li>- Students must sanitize hands upon entering the studio, in between classes, and when exiting the studio</li><li>- Students must bring their own filled water bottle, all water bubblers have been removed (water will also be available for purchase)</li><li>- Students will bring a small bag containing only what they need for class</li><li>- Students must wear masks at all times</li></ul>
Families	<ul style="list-style-type: none"><li>- Families must wait outside at designated pick off and drop off locations. Be mindful that each studio space has a different location which will be marked with proper signage and social distancing markings.</li><li>- <b>All classes will end 5 minutes early and begin five minutes late in order to provide enough time to properly sanitize the studio space for the next class. Please arrive timely for pickups.</b></li></ul>
Faculty/Staff	<ul style="list-style-type: none"><li>- Faculty and Staff must sanitize hands upon entering the studio, in between classes, and when exiting the studio</li><li>- Bathrooms will be disinfected every hour</li><li>- Studios will be disinfected in between every class and at the beginning and end of each day</li></ul>

### Airborne Spread Prevention Policies:

Student	<ul style="list-style-type: none"><li>- Students must wear masks at all times</li></ul>
Families	<ul style="list-style-type: none"><li>- Families must wear masks or face coverings when social distancing is not possible</li><li>- Only one family member is allowed for pick up and drop off, and this family member will not be allowed inside the studio</li></ul>
Faculty/Staff	<ul style="list-style-type: none"><li>- All faculty/staff must wear face masks at all times</li><li>- Faculty and staff will confirm the use of air filters throughout the studio to purify the air</li></ul>

### **Studio Entrances/Exits:**

The teachers will open the doors 15 minutes before classes begin. The doors will remain open until class begins, at which point the teacher will close the door. The doors will reopen 10 minutes before the end of class. **Please be mindful that classes will end 5 minutes before the scheduled ending time and begin five minutes after to allow for proper sanitizing in between classes.**

#### Worcester:

- Studio A: We will use the main studio door. The waiting room area will be closed.
- Studio B: We will use the main studio door for entrance and exit.
- Studio C: Students will enter through the main studio door, and exit through the door in Studio C.
- Studio D: Students will enter and exit through the main entrance connected to the barbershop. The waiting room area will be closed.

#### Westboro:

- Studio A: Students will enter through the front door (not the double door), and they will exit through the Studio A door. The waiting room area will be closed.
- Studio B: Students will enter through the front door (not the double door), and they will exit through the double door. The waiting room area will be closed.
- Studio C: Students will enter through the main door and walk down the hallway to enter the studio, and they will exit through the front door closest to the exit.

As of July 6, we are allowed to have up to twenty-four students and one teacher in each studio space, and a building occupancy of up to 40%. The dancers will be spaced six feet apart, and teachers will be wearing face masks and sanitizing the space in between classes.

Our non-competitive classes will be capped at 12 dancers. Our competitive classes will be capped at 20 dancers. We have purchased TVs for all of our studios so that Zoom can be an option for anyone who is sick or who does not feel comfortable joining us in the studio space.

## Summary of Charlotte Klein Dance Centers Reopening Policies

	Initial Opening
Student Policies	<ul style="list-style-type: none"> <li>- Students must bring their own water bottle.</li> <li>- Students must sanitize hands upon entering the studio, in between classes, and exiting the studio.</li> <li>- Students must arrive ready for class, changing areas in the studios will be closed.</li> <li>- Bathroom use before arriving at the studio is encouraged.</li> <li>- Students will bring a small bag containing only what they need for class.</li> <li>- <b>Students must wear masks at all times.</b></li> </ul>
Family Policies	<ul style="list-style-type: none"> <li>- Any student who has been exposed to a known Covid-19 positive person may not come to studio until they have been self quarantined for 2 weeks and are symptom free</li> <li>- Any student who has been exposed to someone who has travelled out of state must refrain from entering the studio for 2 weeks after the person's return.</li> <li>- Designated pick up/drop off spaces will be marked outside. No family members will be allowed in the studio</li> <li>- All administrative questions will be handled through phone or email</li> <li>- <b>All classes will end 5 minutes early and begin five minutes late in order to provide enough time to properly sanitize the studio space for the next class. Please arrive timely for pickups.</b></li> </ul>
Class Policies	<ul style="list-style-type: none"> <li>- Each studio will have its own entrance. Students will enter through the specified door.</li> <li>- Students will not switch studios in between classes at this time</li> <li>- Dancers may be asked to bring items from their home to use in class.</li> <li>- Acro mats will be assigned individually per student and not shared, with each one being thoroughly wiped down before and after use.</li> <li>- Students will not have any physical contact with their classmates and teachers</li> <li>- 6x6 squares will be clearly marked on floors in all studios, skipping every other one so every dancer remains 6' apart</li> </ul>
Staff/Faculty Policies	<ul style="list-style-type: none"> <li>- All staff and faculty will be required to wear face masks</li> <li>- Must sanitize hands upon entry of studio, in between classes, and upon exiting the studio</li> <li>- Any faculty or staff member who has been exposed to a known Covid-19 positive person may not come to studio until they have been self quarantined for 2 weeks and are symptom free</li> <li>- Any faculty or staff member who has been exposed to someone who has travelled out of state must refrain from entering the studio for 2 weeks after the person's return.</li> </ul>
Facility Policies	<ul style="list-style-type: none"> <li>- Waiting areas will be blocked off and closed to everyone</li> <li>- Bathrooms will be disinfected each hour</li> <li>- Air filters will be used throughout the facilities</li> <li>- The facility will be disinfected 2x per day in addition to disinfected in between class times</li> </ul>

