



# Kathi's Dance & Gym Center Responsible Restart Phase One



## EMPLOYEE

<b>Training/Classroom Preparation</b>	All employees are required to attend training on KDGC's protocol for safety. Employees will set up their classroom to minimize touchpoints.
<b>Employee Health Checks</b>	Employees will take their temperature and sign-off from a self-assessment checklist at the start of each shift.
<b>PPE Standards</b>	Employees are required to wear face coverings when in common areas and within six feet of students/co-workers.
<b>Social Distancing</b>	Employees must maintain a six-foot distance from other staff members and students/parents unless instruction makes it impractical. (i.e. spotting)
<b>Personal Sanitization</b>	Hands will be sanitized upon entering the building and each classroom. Disinfectant wipes and sprays will be available in each classrom.
<b>Communication</b>	Staff will meet regularly to discuss best practices of protocol and to report any incidents/concerns. Updates will be sent to families when appropriate.
<b>Attendance</b>	Attendance will continue to be taken daily should contact tracing be necessary.

## FACILITY

<b>Sanitation of Facility</b>	The entire facility has been cleaned and sanitized. An assistant will be assigned to each class to meet sanitation guidelines.
<b>Removal of Touchpoints</b>	Fewer things in the rooms mean fewer things for people to touch.
<b>Dance Rooms</b>	Markings on the floor, such as dots or squares, visually establish social distancing standards. Preassigned personal spaces around the perimeter of the room for dance bags will be labeled. All classroom doors should remain open when possible to reduce touchpoints.
<b>Gym</b>	Gym mats will be disinfected regularly. Equipment will be cleaned between rotations and at the start/close of each group.
<b>Sanitation Stations</b>	Sanitation dispensers are available in each classroom and throughout the facility.
<b>Snacks</b>	The vending machine will not be used at this time. Bottled water will continue to be available for purchase if necessary. Water sales can only be handled by the teacher or class assistant.
<b>Customer Service Station</b>	Lobby is currently closed. Plexiglass barriers will be hung at counter when lobby is open. You can email Lisa at <a href="mailto:officekdgc@gmail.com">officekdgc@gmail.com</a> or text/call her at 330.717.8724.

# STUDENTS

<b>Arrival</b>	Students will not be permitted to enter the building more than 5 minutes before their class. Parent and student will line up at the door to go through our safety station where temp will be taken and hands will be sanitized prior to going to class. Students should put street shoes into plastic bag. Staff members will escort students to designated spot in classroom. Students will take their bags with them into class.
<b>Temperature Checks</b>	Students will line up according to social distancing standards. As they enter the building, temperatures will be checked until further notice. If the temperature is equal to or exceeds 99.9 degrees, they will be sent home. If the student or a family member is exhibiting flu-like symptoms, the student will be required to stay home.
<b>Personal Sanitation</b>	Hands will be sanitized when entering the building, and upon exiting and reentry of the classroom (e.g. going to the restroom). The instructor can request that student sanitizes for the good of all the students at any time they feel necessary.
<b>Dance Bag</b>	Dancers may bring only 1 bag into the facility. Contents of the bag must include dance shoes, water bottle, personal sanitizer, face covering, plastic bag to put shoes in, and a snack if desired.
<b>Gym Bag</b>	Gymnasts may bring only 1 bag into the facility. Contents of the bag must include grip bag, chalk bag (will be given to student at the gym and should only be used at gym), water bottle, sanitizer, face covering, plastic bag to put shoes in, and a snack if desired.
<b>Attire</b>	Restrooms <b>will not</b> be available for changing. Please arrive dressed for class.
<b>Face Coverings</b>	Face coverings will be mandated when entering and exiting through the common areas of the building unless there are underlying medical exceptions. Once the student is inside the classroom/gym, it is at the discretion of the student's family if it is worn.
<b>Classroom Assignment</b>	Instructors will be changing classrooms. The students will be assigned to and remain in the same classroom. Exceptions will be individually addressed. Numbers will be assigned to each dancer that correspond with their space in the classroom.
<b>Social Distancing</b>	Social distancing standards between students will be strictly enforced. There will be markings on the floor, such as dots or squares, visually enabling students to be mindful of spacing.
<b>Use of Restrooms</b>	Students will only be allowed to exit the classroom if they need to use the restroom. Sanitation of hands is required upon reentry to the classroom.
<b>Exiting the Facility</b>	Students will be directed to collect their belongings and exit the building while maintaining social distancing standards. They will remain outside the building with a designated chaperone until they are picked up in the parking lot.
<b>Lobby</b>	The lobby is currently closed.
<b>Parents</b>	Parents will be asked to drop off students or remain in their car during classes. Communication with teachers/coaches and office staff should be done via email and/or text. Payments can be made by credit card, PayPal, Venmo, check or cash. If paying by cash or check, please put money/check in sealed envelope with child's name on it and put it in the drop box at the front door or in tuition box at entry of Studio A. We would like to have a credit/debit card on file for credit card payments. You can mark that payments be made automatically or you can put only on request and text Lisa to make a payment. If you would like to pay with PayPal, use our email address to send it (officekdgc@gmail.com). If you would like to send by Venmo, use Lisa's cell phone number, 330.717.8724 or @Lisa-Stacey-4.
<b>Zoom Video</b>	Class observation will always be possible through Zoom Video. Parents can watch from their car/home at all times. If you have a child that doesn't have a ride or is sick, he/she can still observe or take the class from home. If for any reason you are unable to attend class and plan on zooming for the day, please text Kathi or Lisa to let them know. You will be sent an email detailing log in information for your child's classes.

**Acknowledgement of Receipt of  
Kathi's Dance & Gym Center  
Phase 1 Reopening Protocol**

I have been given a copy of the Kathi's Dance & Gym Center Phase 1 Reopening Protocol. I have read, understand, and accept the conditions of this document.

Student's Name (please print): \_\_\_\_\_

Parent's Name (please print): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**08/27/2020**