

Saskatchewan Dance

Reopening Guidelines for COVID-19

Created by
Canadian Dance Teachers' Association
SK Branch



June 1st, 2020

****In preparation for Phase 3 reopen date of June 8th, 2020****

****Revisions in red – as of November 19th, 2020****

Executive Summary

Mandatory Measures (Health Canada)

As of November 19th, masks are mandatory to be worn indoors – entering / exiting the building and in common areas - across the province. This information will be added if or as it becomes available. This guidebook is based on current guidelines from the Saskatchewan Health Authority (SHA).

These are Studio Specific Suggestive Measures put forth from the CDTA Sask Branch.

As there are no existing “Studio Specific” measures from Health Canada or Sask Health, these ideas are for your review and are guidelines. Realize that each studio will have to accommodate measures that will fit your specific and unique space/classes/needs.

As none of our peers would want their business to be a source of contamination, we have worked towards erring on the side of caution with the following measures.

We have tried to anticipate solutions for any issues you may encounter to create a Covid safe studio. You may need to strengthen or relax these measures depending on the situation in your particular area.

Even as these measures are not mandatory, they are highly recommended and may provide you, as well as your employees and clientele, with the confidence to return to the studio.

Remember that the situation is changing every day/week/month, and with that comes a change in these measures.

Be aware, be informed, be protected.

Please note that any advisories made by federal, provincial, or local health authorities always take precedence over these proposed guidelines for returning to the dance studios.

This guidebook is not a substitute for medical or legal advice.

*NOTE: At this point in time, with Phase 3, the limit per studio is 10 persons (including teachers). This number is set to increase to 30 in Phase 4, but only if you have the room in your studio to practice proper physical distancing for 30.

Please take information from this guidebook that is pertinent to your studio and share with your clientele.

If you have questions about how to make your studio COVID safe, please contact CDTA SK Branch at contact@cdtaskbranch.com.

If you have questions about COVID-19, please visit the Saskatchewan Health Authority (SHA) website: <https://www.saskhealthauthority.ca/>

Table of Contents

Executive Summary	1
Table of Contents	2
General Studio Information	
Health and Safety	3-4
Classroom Management & Function	
Prior to class	5
Physical Function of Studio During class	6-7
Preschool Classes	8
Cleaning and Disinfecting	9-10
Preventative Measures/PPE/Worker Health	11
Retail/Merchandise	12
Waiver Suggestions	13
Insurance	14
Resources	
Online Forum Suggestions	15
SHA Websites	15
Signage	16-19
Cleaning Schedule Templates	20-22

General Studio Information

***Identify, educate and train all volunteers, staff and clientele on roles to reinforce these guidelines.**

***Be clear in your forms of communication prior to, during reopening and ongoing to ensure a safe studio environment.**

Health and Safety

1. **Signs** – Be sure signage is clear and gives direction as to what is expected EVERY step of the way.
 - a. Post signs such as: DON'T TOUCH FACE, WASH HANDS and PHYSICAL DISTANCING throughout your space. Be sure there is a proper hand-washing technique sign in every washroom. *(Templates and a resource website can be found at the end of this document for your use.)*
2. **Close Studio Lobby** – Only dancers and Instructors enter the building
 - a. Have dancers wait in their car until it is time to go into the studio. Waiting rooms are used as entrances to dance class instead of parents/siblings waiting areas during class. When dancers enter/exit building, they should line up 6 feet apart.
 - b. Parents of children under the age of 6 can come in with their child but leave as soon as child is delivered to Instructor/person in charge.
 - c. If your studio has more than one entrance, consider making one an entrance and one an exit.
 - d. Prop open any doors possible to reduce doorknob contamination. Also, clearly mark ANY doors to rooms that are not to be entered (employees only, etc.).
 - e. Remove as many unnecessary items/furniture/books/etc. as possible from waiting room to free up more space for physical distancing.
3. **Cell Phone Usage**
 - a. Work with dancers to eliminate cell phone usage completely while in the studio. It is recommended that dancers leave cell phones in their bag for the entire time they are in the studio.
4. **Scheduling**
 - a. Stagger your schedule if you are running more than 1 studio room at a time in the same building. Schedule the beginnings of classes so each class is arriving and departing at different times. This will be necessary if your classes total more than 10 people (including teachers) coming through common areas.
 - b. This will also give time to clean surfaces between classes. Allow 10 to 15-minute cleaning intervals between change-over of students.
 - c. It is suggested to temporarily reduce class time to allow for sanitation between classes.
 - d. It is suggested to look into scheduling the same groups/levels of classes on the same night (if possible). Could also look at only doing a change-over of groups once a night.
 - e. It is suggested with larger classes, you consider having some students attending in-person and the other students taking class at home via an online platform. The next week, students would switch.

Health and Safety Continued ...

5. Promote good health and hygiene

- a. Employees should not report to work if they are exhibiting any COVID-19 symptoms or are under quarantine.
- b. Students should not attend class if they are exhibiting any COVID-19 symptoms or are under quarantine.
- c. Both employees and students should be reminded to follow protocols to maintain properly sanitized surroundings as well as their selves (washing hands, coughing into elbow, no sharing, etc.).
- d. Depending on your studio layout, it is recommended to have numerous hand-sanitizing stations/wash stations set up (this can include hand sanitizer, wipes, etc.).

6. Food

- a. Students should eat at the same time if possible, spaced 6 feet apart. No microwave foods and no shared food.
- b. Wipe areas with disinfectant (table/chairs/floor) as soon as students are finished eating.

7. Water:

- a. Turn off water fountains.
- b. Students should bring their own water bottles from home.
- c. Water bottles should be wiped down on arrival at the studio.
- d. Water coolers / water bottle filling stations are acceptable if sanitized properly and frequently.

8. Traffic flow – studio should provide traffic flow indicators.

9. Outdoor Classes/Events – follow current SHA guidelines <https://www.saskhealthauthority.ca/>

Classroom Management & Function

Prior to Class:

1. Attire / Grooming – “Come Dance Ready”

- a. Students should come dressed in dance clothes to eliminate changing on site. This reduces the risk of contamination and the use of more rooms.
- b. Medium to long hair should be put into a ponytail, or better yet, a bun before entering the building. Experts are not sure about the length of time the virus stays on hair. Therefore, it is recommended to avoid having hair moving around in the air as well as students playing with their hair.

2. Bags/Outerwear

- a. Studio should set guidelines that work best for your building, based on space (i.e. bringing a backpack for dance shoes and a separate bag for boots, coats, etc.)
- b. Non-dance clothing should be spaced out on clothing hooks or placed in a personal bag (no hanging coats on top of coats, etc.)
- c. Students should leave in a single file line in the order they entered so they can gather their items quickly, leaving the next person to enter the space.

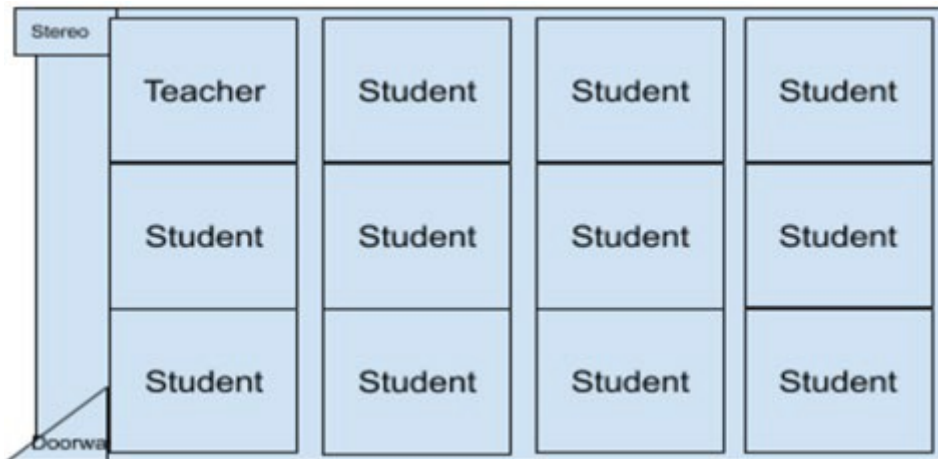
3. Someone at the door doing Temperature checks and asking the SHA questions.

- a. If you choose to take temperatures, it is recommended to use a non-contact (laser) thermometer. Make sure to get as close to the forehead without touching for an accurate reading...anything above 37.3° is a concern. The person taking these readings definitely needs to wear PPE.
- b. It is suggested that staff also have daily temperature checks, recording results at the beginning and end of every shift.

Physical Function of Studio During Class:

1. **Studio classroom doors should remain open during classes** – after a short period of time, the virus spreads more easily in an enclosed space (anything over 15 minutes).
2. **It is recommended that dancers stay in the same room**, even if they are there for more than one class. Teachers move from room to room. Be sure all students know exactly WHERE they are to go upon entering studio (i.e. assign spots/boxes.)

Physical Distancing Example



- a. Centre work (suggestions) – Put markings on the floor to keep 6 feet apart.
 - i. Tape boxes on the floor 6 feet x 6 feet (i.e. spike tape, painter's tape, GameCraft – floor marking tape).
 - ii. Place dots or X's on the floor: for traveling steps, use a dot or X on each side of the studio so student can travel from point A to point B without straying from their mandatory distancing.
- b. Barre work (suggestions) – Tape the barre into 6-foot sections, one dancer per section.
 - i. The signs found at the end of this document can also be hung above the barre to guide students as to where they should stand.
 - ii. Take turns at the barre, sanitizing after each student switches. If you alternate using the barre weekly: (i.e. on Week 1 students ABCDE on the barre with students FGHIJ doing barre work in centre. Week 2, the groups switch places), you would only have to sanitize the barre after all barre work is completed for that class.
 - iii. Eliminate barre work and do all centre barre or floor barre.

Physical Function of Studio During Class Continued ...

- c. Down the Floor (suggestions)
 - i. Mark the floor at the end of the room with 6 feet in between spots (could mark BOTH ends of the room.)
 - ii. Have dancers line up along the sides of the room and only one row of people on the marks. As the dancers move down the floor, the next row will move into position on the marks. Students waiting to travel are to maintain physical distancing.
 - iii. Use 16-32 counts before the next line starts down the room.
- d. Floor work – Dancers could bring their own yoga mats and sanitize before and after use.
 - i. If working on the floor without a mat, wash floors between classes.
- e. Acro
 - i. Each student should have their own space on the mat. Sanitize mats after use.
 - ii. Avoid partner work, return to foundations that do not require spotting (strength, balance, flexibility, etc.)
- f. Baton Twirling
 - i. Twirlers must have their own baton and keep it for the whole class. Baton should be sanitized before and after each class.
- g. Props – No props should be used from the studio.
 - i. Students could bring their own props, which only they touch/use. Sanitize before and after each use.
- h. How to cool down the studio
 - i. Air purifiers, outside ventilating air conditioners or furnace fans are acceptable but not fans which just blow air around (potential to spread virus.) Windows can be opened.
 - ii. Always follow current SHA guidelines <https://www.saskhealthauthority.ca/>
- i. Practice no-contact teaching to maintain physical distancing. Utilize verbal cues, videos, etc. in place of physical contact.

3. Please Note: at this time, singing in any class is not allowed by SHA. Check SHA website for updated guidelines.

Suggestions for managing your Preschool to 6-year old Classes

1. Have designated spots for students to go to, with their bag, when they arrive. Students should remain in this spot until class begins.
2. Use the colored plastic circles (like placemats) set up on the floor so students know where they stand to get into a line. Assign each student a specific color (or letter – if you only have one colour of circle, you could put letters or numbers on them with marker). Hula hoops set on the floor at proper distancing could also be used.
3. When taping the boxes on the floor (as illustrated above), different colored tape could be used for each side of the box (but all boxes match) and then a small box or X in the center of the box. The center box (or X) is a different color in every box so the big box can be designated a specific colour (i.e. small box is green so is named the green box/square, the next 6x6 box has a small yellow box so is named the yellow box/square, etc.). <https://www.facebook.com/DiscoverDanceEducation/videos/690503638403261>
4. If wanting to work on traveling steps, place a matching plastic circle across the room so the child could travel back and forth, knowing exactly where they are travelling to.
5. If wanting to work around the room (in a circle), tape out a circle/oval on the floor with marks every 6-feet so students are reminded how far apart to be. This could be tricky as children execute travelling steps at such different speeds, making it hard to keep their distance. Another option is to have students hold 6-foot long streamers that would be disposed of after class.

Cleaning and Disinfecting

Is there a difference between Cleaning and Disinfecting? YES!

- Cleaning products remove dirt, dust and oils, but don't always kill germs.
- Disinfectants are applied after cleaning to destroy germs.
- Cleaning is required prior to disinfection to remove soil and ensure the effectiveness of disinfection (unless otherwise indicated by the manufacturer).
- Common disinfectants include bleach solutions, quaternary ammonium (QUAT), alcohol (70%) and peroxide. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants.

1. Handwashing

- a. Frequent hand washing is recommended upon arrival and after each class (EVERYONE!). SHA suggests having someone confirming all students wash hands after using the washroom.
- b. Any type of soap works, and any temperature of water is fine, however, cool water helps keep skin from cracking.
- c. The most important factor after using soap and water is to thoroughly dry hands - provide paper towels.
- d. Proper handwashing with soap and water is 20 times more effective than hand sanitizer.
- e. Hand sanitizer should be reserved for times when soap and water are not accessible and is not recommended for young children (age 5 & under). It is suggested to use unscented baby wipes for young children and in situations where students cannot get to soap and water.
- f. Teachers/Faculty should NOT share hand lotion, each should have their own.

2. Cleaning protocol – Implement a timely cleaning protocol for studio spaces.

- a. Between Classes:
 - i. Disinfect Barres
 - ii. Disinfect Floors (if bare skin contact has been made or fluids/sweat dispersed)
 - iii. Disinfect dance mats
 - iv. Disinfect door handles
 - v. Disinfect Stereo equipment - Only one teacher touching equipment within the class.
- b. Washrooms: Disinfect 2-3 times each evening
 - i. Disinfect commonly touched surfaces (door handle, light switches, sink area, faucets, toilet levers, seats and lids)
 - ii. Lined no-touch waste baskets (emptied daily is fine)
 - iii. Only one person in the washroom at a time, even if you have more than one stall in the washroom.

3. Cleaning should be done with a clean re-useable or disposable cloth after each lesson.

Use damp cleaning methods, such as damp clean cloths and/or a wet mop. Do not dust or sweep (which can distribute virus droplets into the air) unless you have sprayed the floor with a 70% alcohol spray (or any other known “kill on contact” spray) first and let it dry.

Cleaning and Disinfecting Continued...

4. Cleaning protocol for common/shared spaces.

- a. It is up to the landlord and tenants to set up a cleaning arrangement of shared/common spaces.

5. Non-Toxic cleaners

- a. These disinfectants are approved for use with potential viral contamination:
 - i. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
 - ii. Cavicide or Oxivir – surface safe for eating after using properly (follow instructions).
 - iii. Serv Clean Sanitize is food safe and WHIMS safe.
 - iv. A spray bottle of 70% alcohol can be used on floors and mats. It dries quickly and any wetness left after is water and can be wiped away.
 - v. Lemon Tree Liquid cleaner-disinfectant-deodorizer-bactericide-fungicide (OSTREM CHEMICAL CO. LTD.) – detergent-based; designed for institutional use such as Hospitals, Nursing Homes and Institutions where housekeeping will be of prime importance in controlling the hazard of cross infection.
 - vi. Refresh Peroxide Cleaner – (OSTREM CHEMICAL CO. LTD.) – a hydrogen peroxide based multi-purpose cleaner, stain remover, sanitizer, and deodorizer. Can be used on most surfaces in a variety of areas including bathroom fixtures, glass and mirrors, floors and walls, desks, tables and chairs, countertops, chrome and bright work, tile, and grout.

6. Hygiene Officer/Attendant

- a. You may consider engaging a “hygiene officer/attendant” whose job is to monitor outside of the classroom (i.e. entrance/exit area and washrooms). This person’s job will include cleaning and maintaining physical distance practices.

Preventative Measures/PPE/Worker Health

1. Masks

a. Teacher Masks:

- i. are suggested to reduce spread to students. **As of November 4th, 2020, all dance instructors are required to wear masks.**
- ii. should be changed when soiled, when new students enter or after 2 hours. (please check with Sask Health for proper use).
- iii. use of 3D masks (face shield) are another option (but at this time a mask is required to be worn with the shield).

b. Student masks:

- i. **As of November 19th, 2020, it is mandatory that ALL persons in the building wear a mask (entering / exiting and in common areas).**
- ii. **As of November 19th, 2020, it is recommended that dancers (over age 2) wear masks during class.**

2. Gloves

- a. The use of gloves is NOT recommended.

3. Clothing

- a. Staff may consider bringing a change of clothes to change into before leaving. It is also suggested to shower and wash teaching attire immediately after you get home.

4. Signs of Illness

a. If a Student is showing signs of illness:

- i. No coming to the studio if the dancer or anyone at home is sick until everyone has shown no symptoms and/or completed a 14-day quarantine.
- ii. Dancers are NOT allowed to attend class and watch, possibly use this time to watch with Zoom at home.

b. If a Teacher is showing signs of illness:

- i. No coming to the studio if the teacher or anyone at home is sick until everyone has shown no symptoms and/or completed a 14-day quarantine.
- ii. Teacher could teach via zoom if they are feeling ill, but well enough to teach.

- c. In the event that someone in a relationship with your studio is diagnosed with or exposed to COVID, SHA will handle all information processing to ensure confidentiality.

Retail/Merchandise (if applicable)

Retail – Display clear signage with guideline info

1. Hand hygiene must be performed between each customer - hand washing with soap and water or hand sanitizer.
2. Create strategies to minimize handling of retail objects before purchase, if offered, including:
 - a. Avoid the trying-on of garments. If it is necessary, encourage customers to sanitize hands before a try-on.
 - b. Surfaces in retail space and change rooms (if allowed) will be cleaned and disinfected after each use. Discourage use of reusable bags.
3. Update return policies to prevent the risk of COVID-19 transmission to workers, volunteers and patrons by:
 - a. Eliminating the opportunity to return purchased goods (i.e. final sale only), or apparel. A suggested quarantine for 72 hours before restocking for re-sale. Some shoe stores are doing a 24-hour turnaround and are hoping to eliminate even that by using a Covid disinfectant spray.
 - b. Isolating, cleaning and disinfecting returned goods prior to placing them back onto the sales floor and only after disinfection has appropriately taken effect.
4. Debit Machine Use – Increase your tap limit by contacting the company you use.
 - a. Clean between each use.
 - b. Cover with pad shield could be an option.

Used/Second-Hand Shoes:

1. Suggest setting up online (i.e. Private Facebook page) platform for parents to post shoes for sale (instead of holding in-studio sale).

Dance Stores:

*Moose Jaw

Ballet to Broadway – 306-692-1195 – Open by appointment only for now. Website coming - Plan to take shoes on consignment. Plan to travel to studios in fall if able.

*Regina

Soles & Suites – 306-522-1895 – Closed at this point – online options.

Dancers Den -306-352-3858 – Open by appointment only – online options www.dancewear.com. No shoes on consignment. Plan to travel to studios in fall if able.

All About Dance – 306-522-5377 – Opening June 2nd, summer hours. www.allaboutdance.ca online store coming. Shoe fitting can be by appointment. Plan to take shoes in on consignment. Plan to travel to studios in fall if able.

*Saskatoon

Dance Street – 306-955-2808 – Open (one location only) – Plan to take shoes in on consignment. Plan to travel to studios in fall if able.

*Prince Albert

Stage Stars – 306-764-5353 – Closed at this point. No shoes on consignment. Plan to travel to studios in fall if able.

Waiver Suggestions

****NOTE: Please confer with your own lawyer for specific wording to create your waiver.**

*Studio Owner will stay home from all “Studio” events and commitments if showing any symptoms of COVID-

19. Symptoms have included:

- *cough
- *fever
- *difficulty breathing

1. Suggestions to include in your Student Waiver:

- a. Parents must keep children home from all “Studio” events and commitments if showing any symptoms of COVID-19. Symptoms have included:

- *cough
- *fever
- *difficulty breathing

- b. “Studio” will not be held liable for exposure to COVID-19.
- c. “Studio” is not held liable for contractions of COVID-19 if student is not immunized against COVID-19 (only applicable once a vaccine is available).
- d. If planning on taking student temperatures, permission is needed from parents to enable “studio” representative to do so. All students under 18 years of age need parental permission.
- e. Suggested to include what your studio’s vaccine protocol will be (once a vaccine is available).
- f. Include a hold-harmless clause absolving the studio of liability in the event of direct negligence.
- g. “Studio” is not held responsible for loss of services, fees, etc. in case of government mandated shutdown.
- h. Include a clause as to how you plan on dealing with money collected for 3rd parties (costumes, competitions, etc.).
- i. Have both student (over the age of 10) and parent sign the waiver.

2. Suggestions to include in your Teacher Waiver:

- a. Subcontractor/independent contractor is strongly recommended to have their own insurance. If they choose to not purchase their own insurance, they will not hold the studio/club liable.
- b. If the teacher is exposed to COVID-19 while working for “studio”, they will not hold the studio/owner/club liable.
- c. Teacher will stay home from all “Studio” events/commitments if showing any symptoms of COVID-19.

Symptoms have included:

- *cough
- *fever
- *difficulty breathing

- d. Have protocols in place with teacher on teaching responsibilities and wage if COVID-19 is contracted (i.e. if teacher is ill, can she/he still teach from home).

Insurance

Studio Owners:

1. Follow up on your commercial liability – you state what you are and what you offer when you set up your policy (a claim could be denied if you misrepresent what and who you are/offer in your advertising).
2. Confirm the details of your “business interruption” insurance – be clear on what it covers. This may have changed since the beginning of the COVID situation.
3. Look into umbrella insurance – protects you personally (not just your business).
4. Look into “Force Majeure” clause in your contract. Talk with your insurance agent.

Resources

Online Forum Suggestions

1. **Registration** – Online Google form – Webinar time and day for “how to” information to follow.
2. **Online Class Platforms** – Studio owners/teachers may want to use/continue these platforms as physical distancing measures continue. You may be required do classes with half the students online and half in class until numbers allowed in classes increases. If parents are uneasy to send their children to the studio, an online platform could be used instead.
 - a. Zoom
 - b. Google Meets
 - c. Facebook Live
 - d. Google Classrooms
 - e. BAND App
 - f. YouTube Channel (public, private or unlisted) *If you are teaching syllabus work with set notes and music, the channel would need to be unlisted*
 - g. Instagram Live
 - h. Vimeo

SHA Websites

SHA Cleaning and Disinfecting Guidelines Website:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/environmental-cleaning-and-disinfection-guidelines>

Self-Assessment Tool SK Website:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>

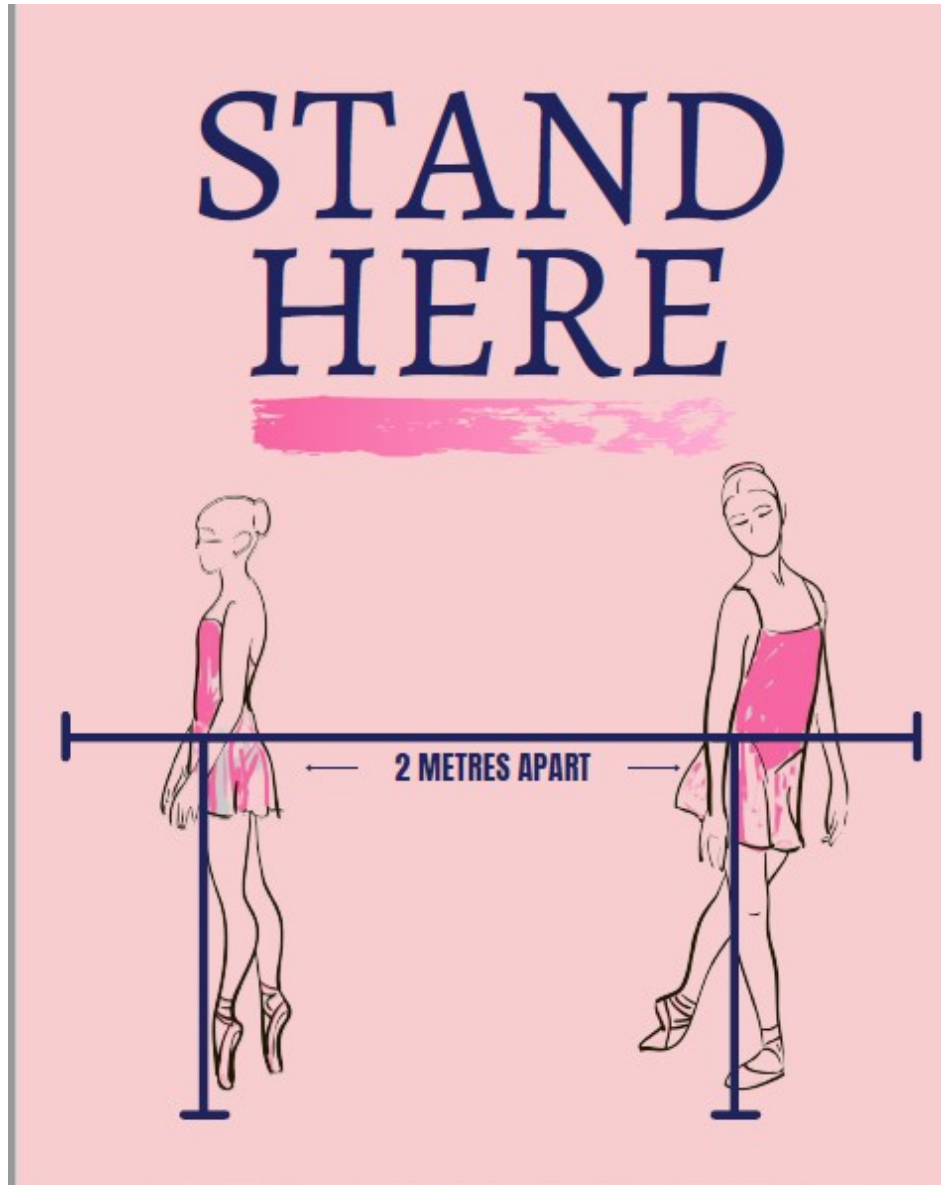
SHA Fitness Centre Guidelines Website:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/gyms-and-fitness-facilities-guidelines>

Sign Templates and Website Resources

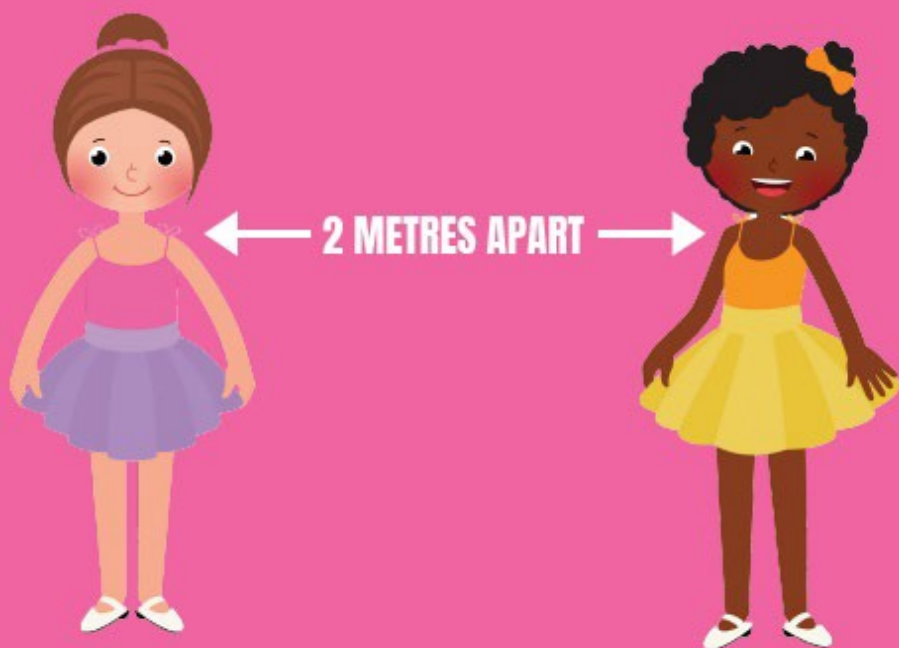
Website where you can download & order personalized dance posters/signs for your studio:

<https://www.danceforabetterworld.ca/purchase/107062-Re-opening-Posters>



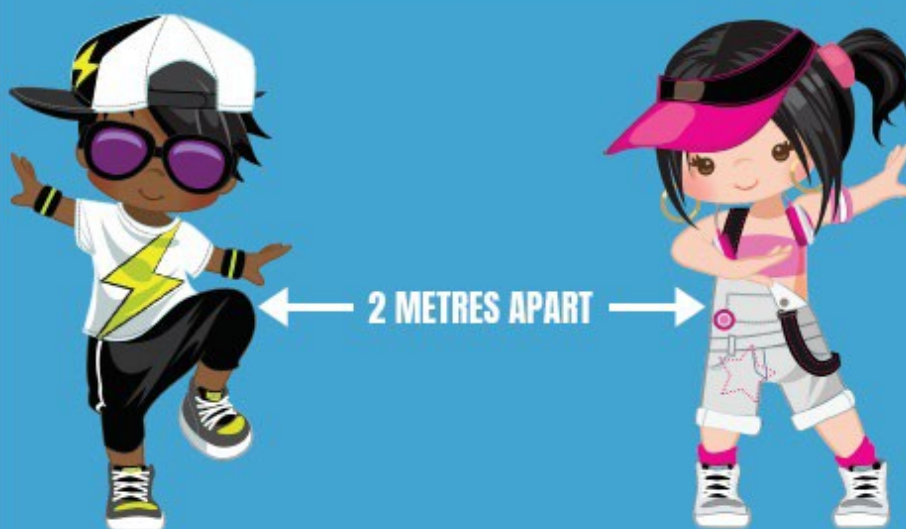
STAND HERE

● ● ● ● ● ●



STAND HERE

STAY SAFE



WASH YOUR HANDS



WATER AND SOAP



FOCUS ON THUMBS



PALM TO PALM



BACK OF HANDS



BETWEEN FINGERS



FOCUS ON WRISTS

Cleaning Schedule Templates

Studio Room Cleaning Log

[illegible]

Common Area Cleaning Log

[illegible]

Washroom Cleaning Log

[illegible]