

Artistic Director: Susan Jaffe | Co-Directors: Marjorie Grundvig and Dennis Marshall

PITTSBURGH BALLET THEATRE SCHOOL



COVID-19 STUDIO PROTOCOLS AND PROCEDURES

The planning of this document has been informed by guidance from local, state and federal public health authorities, as well as applicable orders and regulations from the governor of Pennsylvania and relevant federal agencies. Given the evolving nature of COVID-19 recommended guidance, PBT School will be constantly updating our protocols and procedures in response to continuing developments. Updates will be communicated by email and through our website. We all must commit to the actions and precautions we can take as individuals to help protect our PBT community.

We all must commit to the actions and precautions we can take as individuals to help protect our PBT community. It will require all of us to show care for our friends, peers, colleagues and neighbors as we strive to keep our community healthy.

This document details what is required of students and families prior to entering the PBT Studios building, while in the studios and during student pick-up and departure. There will be a required acknowledgment at the end of this document stating that you have read and understand the outlined guidelines.

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REQUIREMENTS TO ATTEND IN-STUDIO CLASSES

- ◆ Sign and return the COVID-19 waiver (included with CD/SD registration).
- ◆ Adhere to PBT School's social contract detailed in this document.
- ◆ Sign and submit acknowledgement of PBT School COVID-19 protocols and procedures linked [here](#).
- ◆ Complete a pre-screening for every day your student plans to enter the building.
- ◆ Supply and wear masks for each student.
- ◆ Quarantine/shelter in place for two weeks prior to entering the building. This will be required for those who are traveling from states listed on the Pennsylvania Department of Health website. To see a list, please click [here](#).

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PRE-ARRIVAL INFORMATION

◆ PRE-SCREENING

All students must complete a pre-screening prior to their visit by using a health screening app. (Further instructions will be sent out prior to the start of classes.) This is the required method of screening for all students entering the building. Screening will be required to be completed within two hours prior to the start of the student's first class of the day.

◆ ARRIVAL TIME

Students should arrive 15 minutes prior to class, unless otherwise specified. Students will not be allowed into the building prior to this time. Additionally, we ask that you do your best to be on time for your class. If a student arrives more than 5 minutes after the scheduled class start time, they will not be allowed in the building. *If a student is enrolled in an in-studio program, but is exhibiting symptoms of COVID-19, they may take class in a virtual format. They can return only after proof of a negative test or after a 14-day self quarantine.

◆ BUILDING ACCESS TO STUDENTS AND FAMILIES

We will no longer allow parents and families to wait inside PBT facilities while their children are in class. The parking lots will be open for families who wish to wait while their dancers are in class. Parents/guardians must be aware that parking is limited and not guaranteed, and therefore must be prepared to wait off premises.

◆ WHAT STUDENTS MAY BRING

Students will be required to arrive wearing their proper dancewear and will not be permitted to change in the dressing rooms. Only one small bag per dancer will be permitted.

Students will need to bring and wear one mask and pack an extra mask in a plastic bag.

Water fountains will not be available for use; students should arrive with full water bottles.

Students are encouraged to bring their personal water bottles labeled for individual use only.

◆ MISSING CLASS DUE TO SYMPTOMS

School directors and faculty understand and support that students will need to miss classes in order to keep themselves and others safe. Students exhibiting any symptoms of COVID-19 will not be permitted to take class. If symptoms are observed during student drop-off, the student will not be permitted in the studio. Any student displaying symptoms after being dropped off will go to a designated isolation area in the building until a parent/guardian can come pick them up. Parent(s)/guardian(s) must be available daily, should this need arise.

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DROP-OFF + ARRIVAL INFORMATION

◆ CONTACT FREE STUDENT DROP-OFF

Families will enter the parking lot in their vehicles and wait by the curb near the main entrance. Parent(s)/guardian(s)/student(s) will wait in their vehicle and display their student's health screening results to a staff member. Arrival protocol may also include an additional temperature check by staff. After receiving approval from our staff, the student can proceed to curb for entrance into the building. If not, they will not be permitted into the building or to take class.

◆ STUDENTS TAKING PUBLIC TRANSPORTATION

Students taking public transportation will be asked to line up on the curb in designated areas. Students will be required to display their health screening results to a staff member. Arrival protocol may also include an additional temperature check by staff. After receiving approval from our staff, the student can proceed to curb for entrance into the building. If not, they will not be permitted into the building or to take class.

◆ OUTSIDE CHECK-IN

After approval from a staff member, students will proceed to the ramp where they will stand in designated areas. Students will be required to stay within these blocks and observe social distancing guidelines. They will then be escorted into designated areas inside the building.

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BUILDING AND STUDIO PROTOCOLS/PROCEDURES

◆ ATTIRE/BAGS

Students have the option to put their street shoes in the designated bag they can bring into the studio or shoes can be left outside of the studio. Street shoes are not permitted inside the studio unless in a bag. We recommend wearing easily removed shoes to aid with this process. Mask must be worn at all times.

◆ BUILDING ACCESS AND RESTRICTIONS

Bathrooms in the lobby will be available for student use. There will only be two students permitted in the bathroom at a time.

No other areas of the PBT facility will be available for students or families, including the lobby or family waiting area.

Students will not have access to the second floor of the PBT Studios building.

◆ IN-STUDIO

A sanitation station will be available for students to use upon entry into the building.

Studios will be segmented with specific assigned spots for dancers. There will be a spot at the barre and one in center (if applicable).

Students will need to keep their items at the barre within their bag.

If students begin exhibiting symptoms of COVID-19 during class, they will be escorted to an isolation area until a parent/guardian can pick them up. Families should plan to be available in the event that they need to pick up their student.

At the conclusion of class, students will assist with the wiping down of their barre and floor space. Students will wait in the studio until an outside staff member confirms that their ride has arrived. Students who are picked up late will be escorted to the lobby to wait.

PICK-UP INFORMATION

◆ EXITING STUDIOS

Students will exit from the PBT lobby through which they entered. Parents/guardians will pick students up at the end of the curb in their vehicles. Staff will supervise this process.

In order to comply with social distancing precautions, students must leave or be picked up promptly at the conclusion of their class. Please be on time to avoid late pick-up fees.

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SOCIAL CONTRACT



MASKING

- a. Students are required to wear masks in the building, including during class.
- b. Faculty and all personnel will be required to wear masks in the building at all times.
- c. Masks should be worn in such a way that covers the mouth and nose at all times.
- d. Students should avoid touching their masks.
- e. Faculty will provide instruction on how to properly wear masks as necessary.



SANITIZATION

- a. Sanitizer stations have been installed near each studio entrance or inside the studio.
- b. If students leave class they should repeat hand hygiene.
- c. For young students, faculty will review proper hand washing, proper mask wearing, and proper cough and sneeze etiquette.



SHARING RESTRICTIONS

- a. Students may not share food, water bottles, clothing, shoes, or any other personal items.



SOCIAL DISTANCING

- a. Remain greater than 6 feet from nearest person.
- b. Follow posted maximum capacity signs.
- c. Do not plan or attend large, in-person gatherings.
- d. Quarantine 14 days prior to coming to campus.
- e. Stay in cohort (where applicable).



OUTSIDE OF STUDIOS

- a. Students are expected to correctly wear a mask in any public setting, including but not limited to grocery stores, other businesses, schools, public events, other peoples' homes, etc.
- b. Public transportation poses additional risk of exposure, so it should be limited if possible. If you do use public transportation, avoid touching handrails and try to remain socially distanced if room allows. Always sanitize your hands after using public transportation.

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CONFIDENTIALITY

PBT School will respect the privacy and confidentiality of any student who reports an illness. Please be aware that due to the seriousness of exposure to the novel coronavirus/COVID-19, PBT School may need to inform others who came in close proximity to an infected student, without identifying the student by name. PBT School also may be required to notify governmental authorities, including the public health department, the CDC, and the Occupational Safety and Health Administration.

TUITION / WITHDRAWAL

As we prepare to provide a mixture of instructional models, including in-person instruction and on-site experiences for our students, we are also preparing for the contingencies that the COVID-19 crisis may require us to address. We cannot predict if some or all instructional formats for all or part of the 2020-21 ballet year may change due to the public health emergency caused by the COVID-19 pandemic. Our tuition and payment schedule will remain in place regardless of any changes in instructional format. Tuition directly impacts our ability to provide meaningful educational programs, experiences, and services and will not be refunded in the event that instructional format changes for any part of the 2020-21 ballet year. Our withdrawal policy also remains unchanged and you can review this in our Student Handbook. In the event all school classes move to a fully virtual format, and a student does not have an appropriate space for virtual instruction, families may contact the school office to discuss enrollment status changes.

ADDITIONAL RESOURCES

PBT School will provide families with a "How To" video that will illustrate the screening process, in-studio instruction and drop-off and pick-up policies.

Additionally, each level will have a virtual orientation with their instructor and school administration to answer any questions or concerns you may have. Zoom links will be sent out at a later date. For young students, faculty will review proper hand washing, proper mask wearing, and proper cough and sneeze etiquette.

Signage will be posted in highly visible locations outlining:

- a. Proper mask wearing.
- b. Hand washing guidance.

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DECISION MAKING FRAMEWORK: COVID-19 EXPOSURE

The purpose of this document is to help school administrators make decisions about how to act in the event of an exposure to or infection of COVID-19 amongst students and/or staff members.

This document is adapted from the "Allegheny Intermediate Unit Decision Making Tree" for use by Pittsburgh Ballet Theatre School.

DECISION MAKING FRAMEWORK: COVID-19 EXPOSURE

Close contact: An individual who was within 6 feet of an infected person for at least 15 minutes at any time during the two days prior to symptom onset. If the infected individual is asymptomatic but tested as positive for COVID-19 infection, a close contact is anyone who was within 6 feet of an infected person for at least 15 minutes at any time during the two days prior to specimen collection.

Exposure: Having come into contact with a cause of, or possessing a characteristic that is a determinant of, a particular health problem.

Isolation: Separates sick people with a contagious disease from people who are not sick.*

Quarantine: Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

*Definitions retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

WHAT TO DO IF A STUDENT IS SICK AT PBT SCHOOL?

If the student is ill and the diagnostic outcome is a confirmed COVID-19 infection, PBT school will:

- Clean and disinfect the area(s) where the student was present.
- Identify corrective actions, if any, that can be taken for the future.
- If infection proves to be widespread than the isolated individual, PBT School will elect to suspend in person operation either fully or for the cohort and pivot to fully online instruction until it is deemed safe to reopen.

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WHAT TO DO IF A STUDENT HAD A CONFIRMED CONTACT WITH A COVID-19 CASE?

If no close contact is established and the student is asymptomatic

There is no further action needed

If close contact is established

- The student will be isolated from others.
- Parent to be notified that pick up must occur ASAP
- School will check in on student during quarantine period.
- Students who had close contact as defined above will be determined.
- All families of students who had close contact of potentially infected student will be contacted personally.
- All families of students who did not have close contact of potentially infected student will receive email notification.
- Privacy of potentially infected student must be maintained at all times.

A student who is potentially infected with COVID-19 must:

- Stay home, self isolate.
- Seek medical attention where necessary.
- Remain out of school until:
 - at least 10 days have passed since symptom onset AND 72 hours have passed since symptoms were last observed.
 - PBT may elect to require medical note to return to school.

PBT school must, in the event of a student being identified as a close contact:

- Follow established communications plan to inform students, families, and staff members.
- Notify Allegheny County Health Department and provide all information required by the Department
- Open an investigation to identify close contacts.
- Act to identify corrective actions, if any, and adopt them into future policy.
- If communication and tracing reveal that close contact is widespread amongst the school population, PBT will elect to temporarily suspend in person operations for the school or a specific cohort and pivot to online instruction.

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WHAT TO DO IF A STUDENT IS SICK AT PBT SCHOOL?

If student is sick but symptoms are not consistent with COVID-19 infection

Student should go home and wait for symptoms to resolve before return but no further action is required.

If the diagnosis is not confirmed as a COVID-19 infection but student exhibits symptoms of COVID-19, PBT school will:

- Follow established communications plan to notify staff, students and families.
- Clean and disinfect the area(s) where the student was present.
- Identify corrective actions, if any, that can be taken for the future.

If the student is ill and the diagnostic outcome is a confirmed COVID-19 infection, PBT school will:

- Follow established communications plan to notify staff, students and families.
 - Notify all families of COVID-19 infection in PBT School.
 - Make direct contact via telephone with all families who are identified as a close contact of infected individual.
- Notify Allegheny County Health Department and provide all information requested in a timely fashion.
- Open an investigation to identify close contacts of the infected individual.

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If student is sick AND symptoms are consistent with COVID-19 infection

- Notify the school administrators and activate Workplace Safety Team.
- School should follow up with student and family regularly until a diagnosis is made.

If the diagnosis is not confirmed COVID-19 but mirrors symptoms of COVID-19 (e.g. student has flu-like symptoms), student must:

- Stay home, self isolate.
- Seek medical attention.
- Remain out of school until:
 - at least 10 days have passed since symptom onset AND 72 hours have passed since symptoms were last observed.
 - PBT may elect to require medical note to return to school.

If the student is ill and the diagnostic outcome is a confirmed COVID-19 infection, student must:

- Stay home, self isolate.
- Seek medical attention.
- Remain home until:
 - at least 10 days have passed since symptoms first appeared, AND remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever reducing medications)
 - AND other symptoms have improved.
 - School may require clearance from a healthcare provider to return to school.