

Studio Safety Protocols

(Revised August 24, 2020)



In an effort to ensure that we are maintaining a clean environment for the safety of everyone at Infinite Creations, we will be implementing some changes for our 2020 - 2021 season. Information is constantly evolving and changing, so we reserve the right to change any of these protocols at any time, as indicated by AHS. We will continue to monitor and inform you of changes that we need to make.



Before You Arrive

- Parents must fill out a mandatory AHS health screening questionnaire before their child is able to participate
- These questionnaires will be emailed daily, and you will receive one each day your child attends class with us
- Students who do not have a completed questionnaire will not be able to participate until we have contacted the parent/guardian for a verbal screening. **Please be sure to fill out the questionnaire ahead of time to avoid having your child miss out on a part of their class.**
- If you have any questions about your ability to attend based on the questions, please contact 811
- Please also refrain from bringing extra personal items down with you, aside from what the dancers require for class



Masks

- Masks are mandatory for anyone ages 2+ and must be worn in all common areas of the building and our studio lobby
- Masks are not required during physical activity inside our classrooms, but we respect your family's decision if you would like your child to keep theirs on. In that case, please be sure to let our team know.

- If students wish to take their mask off, we encourage them to bring a small plastic sealable bag or container to put their mask in once they arrive in class. If any student does not have one, we will provide them with one.
- Once students have their mask off, they will be given hand sanitizer before being directed where to go next.



When Your Dancer Arrives

- Once a dancer (or any studio guest) arrives, they must wash their hands thoroughly (20 seconds) with soap and water. The sinks are located to your immediate right upon entering our front door.
- Dancers will check in at the desk so we can ensure their health screening questionnaire has been completed
- Dancers will be given a 11 x 16 bin to store any personal belongings. These bins fit perfectly in our cubbies and will be labelled with your dancer's name. Once your dancer is done for the night, they will take their bin back to the office so it can be properly sanitized. This will ensure dancers belongings are contained and will eliminate any excess exposure or touching of personal items.
- Our lobby will be split into three separate waiting areas to accommodate for specific waiting rooms for each of our three studios. Our team members will guide each dancer to the appropriate spot to wait for their class and to store their bin.
- There are floor markers (coloured dots) for students to have a visual of places to stand
- When it is time for class, our Team Members will be sure to get the dancers safely into the proper classroom
- As per AHS's recommendation, we ask that students arrive no earlier than 10 minutes before their scheduled class
- Students who have breaks that are longer than 30 minutes will need to be picked up between classes
- To ensure that we do not have too many people in our designated lobby spaces at a time, we ask that parents for students in classes ages 6 + refrain from coming into the lobby at Infinite Creations (you are welcome to walk your dancer down the stairs and to our front studio door). Please be sure to adhere to physical distancing at all times while inside the building. Please do come in if you need assistance with anything in the office, but be sure to maintain proper distancing
- We may use our back studio door (from studio C) as an arrival and dismissal point. If your child's class will be using this entrance/exit, you will be notified ahead of time via email.
- We have limited our preschool and pre junior class sizes to 6 students per class so that those parents are able to wait with their child in the lobby. We understand that this situation can be overwhelming, and these little guys need their parents to be able to wait with them before class and easily be found after class.



Inside The Classroom

- Once the dancers have taken their mask off (if desired), they will be guided to a designated place to stand in the classroom
- The classroom has been measured and visually marked off into proper physically distant squares so that the dancers know where to stand both centre floor and at the barre (where applicable)
- Teachers will work to ensure physical distancing happens within the classroom and we encourage parents to remind their dancer to always be aware of others around them when they come to the studio
- Soft props will not be used at this time. The only props that will be used in class are ones that can easily and properly be disinfected
- Our teaching team is committed to strict sanitization procedures before, during, and after each shift so that we keep our classrooms as safe as possible.



End Of Class/Dismissal

- Hand sanitizer will be given to each student at the end of class
- If dancers would like to wash their hands at the end of their class, they are welcome (and encouraged) to do so
- One at a time, students will be sent to the table to get their mask, put it on and then head out the door
- Students may gather their belongings and return their bins to the office so that the bins may be properly sanitized
- We ask that any preschool or pre junior parents wash their hands upon entering if they have left the studio and come back for pick up
- You are welcome to meet your dancer at the front door of our studio, or anywhere in the main entrance area of the building (or on the sidewalk in the parking lot) Please have a game plan ready and a talk with your dancer to discuss where they are to meet you after class. For the younger students (ages 6-9) we will do our best to supervise them and walk them up to the main building doors. If we cannot help the dancer locate you, they will be brought back into the studio and you will be called
- Please contact the office if you will be late for a pick up. The quickest way to get ahold of us is by phone at 403-454-7788
- Please discuss parking lot safety with your dancer and please also tell them that if you cannot be found, they are to always come back to the studio so we can help
- Parents, you are such a highlight of our studio, so we will miss seeing you in the lobby! We look forward to the day that we can see all of your smiling faces again! Please know you are welcome to come into the studio if needed, we just need to be aware of our numbers and ability for distancing in the lobby at all times.



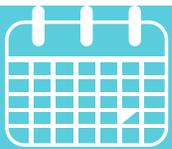
Office Protocols/Attendance/Visitors/ Office Hours

- Our Studio Concierge Team is still committed to the highest level of customer service. Please do not hesitate to reach out to us at anytime, for anything.
- With covid 19, we have implemented a lot of new procedures both for you, and for our team. If you would like to see any of our protocols, or our safety management binder, please let us know! Transparency is our policy.
- Attendance has always been important, but it is more critical now than ever. If in the event AHS needs to do any sort of contact tracing, our attendance records will be used in full compliance of AHS's requests. Teachers must take attendance at every class and note anyone who is late or leaves early.
- Please contact us if your child will be absent! If your child is absent and we haven't heard from you (and you have had steady attendance prior to the absence), you will receive a follow up phone call regarding your absence.** We encourage you to email or call us (leave a message if we're not there, please) with any absence notification.
- We kindly ask that you try to do most of your office inquiries online via email and through the parent portal. If your request or question is better suited to a phone call, we would be happy to arrange a call at a time that is convenient for you.
- Of course, you are still welcome to come into the office at any time. Our season office hours are subject to change but will currently be: Monday - Thursday (5:00 - 8:00pm), Friday (4:30 - 6:00pm), and Saturday (9:00am - 12:00pm) as of September 14, 2020. Any changes to our office hours will be communicated to you via email
- All visitors to the office will be recorded in our visitor log. It will include the date you came in, the time you arrived, and the time you left.



Extra Team/Logistics

- We have hired/scheduled additional team members to assist with lobby supervision, arrivals/dismissals, and cleaning
- Our team is dedicated to ensuring all lobby and common areas in our studio are disinfected regularly and will adhere to a proper cleaning schedule before, during and after all classes
- We will also maintain our regular deep cleaning schedule outside of regular studio hours
- Special attention will also be paid to disinfecting "high touch surfaces" consistently and in timely intervals
- As part of our addition team members, we have a Dedicated Safety Officer (DSO) on at every shift to ensure records are kept, daily health screenings are complete, and everything is cleaned to a high standard at all times
- Our team has worked hard on a "logistics" document that outlines directions for every class on every day/night of the week. Think of it as a dance studio version of Air Traffic Controlling. This way, the team knows where arrivals/dismissals happen for each class, who stays for multiple classes, what studio each class will be in, where students are supposed to wait for each class, etc.



Makeup Classes, Trials and What To Do If You Can't Come To Class

- Makeup classes will not be permitted at this time
- Free trial classes will only be scheduled if space permits. Students who come for trial classes must be registered on Jackrabbit, follow all studio policies, and be signed in as visitors in our log book
- It is inevitable that at some point, your child may not be able to attend class due to illness or having to isolate. If that is the case, we will still be connected and your child will be able to participate in their class remotely.
- If your child cannot attend class due to illness and/or having to self isolate, please contact the office. Our team will help set you up with a zoom invitation
- Your child will be able to be connected at the same time, with the same teacher and classmates and participate in class from home. All participants will be muted to start and then we will go from there to ensure that everyone can hear and no one is being interrupted.
- Our classrooms have been equipped with large screens, and cameras so that teachers can still see, connect and correct the students whether they are at the studio in person, or at home.
- Remember, as per studio policy, there are no refunds for missed classes (including zoom class options).



Rapid Response Plan

- According to the CMOH Order 05-2020, here are the following guidelines for isolation and quarantine:

Quarantine	Isolation
Done when people are not yet sick, but have been exposed	Done when people are sick, to keep them from infecting others
The quarantine period for COVID-19 is 14 days <ul style="list-style-type: none"> This is because it can take up to 14 days for an individual to develop symptoms 	The isolation period for COVID-19 is 10 days or until symptoms resolve, whichever is longer

We expect that dancers and families will follow these guidelines and keep us updated as necessary. If there has been any risk posed at Infinite Creations, we will follow all precautions, guidelines and directives from AHS if/when they contact us through their extensive contact tracing efforts.

Rapid Response Plan

This plan will be executed at any time should anyone within our studio present with symptoms (as listed below):

Rapid Response Plan

(to be executed at any time should anyone within our studio present with symptoms as listed below)

Student/Visitor/Staff Presents with:	Who To Contact:	Action:	Protocol:
<p>Mild of Severe Cold/Flu Symptoms that include but aren't limited to:</p> <ul style="list-style-type: none"> • Fever • Sore Throat • Runny Nose • Cough • Difficulty Breathing 	<p>Parent, Guardian or Primary Contact.</p> <p>If that person is not available to be reached within a reasonable time period, emergency contact will be called.</p>	<p>Immediate telephone call to pick up the unwell individual.</p> <p>Provide notice at pickup that the individual must refrain from attending the premises and may return to the studio after full recovery period and are cleared for in-studio classes in accordance with the Public Health Order.</p>	<p>Stay at home and isolate under appropriate AHS protocols that are in effect. We do ask that you fill out the online AHS covid assessment to see if there is further follow up required.</p> <p>We will be contacted if there is anything studio specific that needs to happen moving forward.</p> <p>Track absence in the reporting system.</p> <p>Disinfect Studio, with special attention given to areas the individual had been.</p>
<p>Intense coughing and/or vomiting with or without other cold/flu symptoms</p> <p>Use Sick Kit Bucket, ensure individual safety, and watch for any changes in condition until support (primary contact) arrives</p>	<p>Parent, Guardian or Primary Contact.</p> <p>If that person is not available to be reached within a reasonable time period, emergency contact will be called.</p>	<p>Immediate telephone call to pick up the unwell individual.</p> <p>Provide notice at pickup that the individual must refrain from attending the premises and may return to the studio after full recovery period and are cleared for in-studio classes in accordance</p> <p>Note to student file: what was student doing prior to intense coughing/vomiting with the Public Health Order.</p>	<p>Stay at home and isolate under appropriate AHS protocols that are in effect. We do ask that you fill out the online AHS covid assessment to see if there is further follow up required.</p> <p>Track absence in the reporting system.</p> <p>Disinfect Studio, with special attention given to areas the individual had been.</p>

<p>Individual is absent due to illness – with notice</p>	<p>Parent, Guardian or Primary Contact.</p>	<p>Email or phone call acknowledgement of absence same day as notice of absence.</p> <p>Discuss whether AHS has been contacted or self-screening tool has been utilized and follow AHS direction from that point.</p> <p>The individual must refrain from attending the premises and may return to the studio after full recovery period and are cleared for in-studio classes in accordance.</p>	<p>Track absence in reporting system, with any relevant notes on expected return.</p> <p>Extra cleaning precautions taken as required.</p>
<p>Individual is absent – no notice provided</p>	<p>Parent, Guardian or Primary Contact.</p>	<p>Email or phone call to contact person to discuss the nature of the absence (to be completed on same day of absence).</p> <p>Student absence recorded and discussed. If due to illness, follow guidelines above.</p>	<p>Track absence in reporting system.</p> <p>Designated Safety Officer, on shift supervisor or studio director to monitor response and act accordingly.</p>

Thank you for taking the time to read this and update yourself on our studio safety protocols! As always, please let us know if you have any questions!