

## Cleaning and Disinfecting Lobby, Office and Ballrooms

CLEANING: with household cleaner or soap and water solution

DISINFECTING: Wiping down with an EPA-registered household Disinfectant

WEAR GLOVES when Cleaning and Disinfecting.

REMOVE trash daily.

### LOBBY AREA

1. Once per day, clean and disinfect door knobs, push plates, pay counter, lobby shelves, lobby tables, light switches.
2. Remove magazines and books from lobby
3. Remove trash from receptacles.
4. CLOSE water fountain. Provide paper cups in bathroom for a drink.

### OFFICE

1. Once per day, clean and disinfect door knobs, pay counter, phones, office equipment, public ink pens, keyboards and light switches.

### BATHROOMS

1. Once per day, clean and disinfect bathroom sinks, faucets, countertops, toilet and handles, door knobs, light switches.
2. Provide paper cups for drinking
3. Provide antibacterial hand soap for hand washing and paper towels
4. Remove Trash from receptables daily.

### BALLROOMS

1. After EACH CLASS, clean and disinfect door knobs, wipe down ballet barres, student shelving.
2. Once per day, wipe down stereo equipment, phone, pens, electronic equipment, light switches.
3. Remove Trash from receptables daily.

## Employee Safety Policies

- Teachers who have symptoms (i.e., fever, cough, or shortness of breath, persistent head ache, nausea) should notify studio and stay home.
- Teachers who are sick should follow CDC-recommended steps. Teachers should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Teachers who are well but who have a sick family member at home with COVID-19 should notify the studio and follow CDC recommended precautions.
- Teachers reporting to work will have temperature taken at the door.
- Teachers will be asked to wash hands immediately upon entering the studio.
- Teachers will be asked to have a face mask (provided) available to assist students to the door or speak with parents. Masks will be optional while teaching class.
- Teachers will disinfect between each class... ballet barres, student shelving (if used) door knobs according to Cleaning and sanitizing guidelines.
- Teachers will wash hands or use hand sanitizer between each class
- Teachers will refrain from touching students or their belongings.

## Classroom Safety

- Space students out during warm up and exercises as much as possible
- Avoid direct contact with any student. Try to keep social distance.
- DO NOT use any props in class i.e. chairs, stools, hats, etc.
- Do not have students hold hands or touch other students during class.
- Avoid handling student's bags, shoes or clothes.
- Classes will not be able to take group bathroom breaks or drinks
- Disinfect your classroom between classes i.e. wipe down door knobs, ballet barres (if used), student shelving, etc.
- Wash Your hands or use antibacterial hand gel between EACH CLASS.

