

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. 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 Community Division students prior to entering the PBT Studios building, while in the studios 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 the COVID-19 waiver (sent with mindbody class 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 you plan to enter the building.
- ◆ Wear a mask on property and bring an extra.
- ◆ Quarantine/shelter in place for two weeks prior to entering the building. This will be required for those who have traveled to 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 form prior to their visit. The form will be sent to students from PBT School prior to their class. This is the required method of screening for all Community Division students entering the building. Screening will be required to be completed within two hours prior to the start of the class for which the student is registered to attend.

### ◆ 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 students do their best to be on time for class. If a student arrives more than 5 minutes after the scheduled class start time, they will not be allowed in the building.

**Walk-in class registrations are NOT permitted. All students must register for a class far enough in advance so as to be able to fill out the COVID-19 waiver and health screening form within 2 hours before class begins.**

### ◆ WHAT STUDENTS MAY BRING

Students will be required to arrive wearing their proper dancewear and **will not be permitted to use 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

Students exhibiting symptoms of COVID-19 will not be permitted to take class. If symptoms are observed during entry at building, the student will not be permitted in the studio.

A cancelation made less than 2 hours before class will result in a full charge of the class and the student would lose their class credit. If the cancelation is COVID/illness-related and falls outside of the cancelation window, students must reach out to Marcie Day ([mday@pittsburghballet.org](mailto:mday@pittsburghballet.org)) or Julia Adams ([julia.adams@pittsburghballet.org](mailto:julia.adams@pittsburghballet.org)) so that the credit can be put back onto their PBT account. No-shows without communication will result in a class charge/loss of class credit.

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## DROP-OFF + ARRIVAL INFORMATION

### ◆ CONTACT FREE BUILDING ENTRY

Students must park in lot across the street and then walk over to the main entrance. 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 be required to present a screenshot of the health screening form completion confirmation to a staff member before entering the building. Once permitted into the entry vestibule, students will have their temperature taken by a non-contact kiosk. Once approved, they will be escorted into designated areas inside the building.

### ◆ 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 follow same entry procedures as those listed above.

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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.

**Students will NOT have access to any dressing rooms, family waiting areas, the lobby or 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 students. 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 asked to leave the building.

At the end of class, students will assist with the wiping down of their barre and floor space.

## PICK-UP INFORMATION

### ◆ EXITING STUDIOS

Students will exit from the PBT lobby through which they entered.

In order to comply with social distancing precautions, students must leave promptly at the conclusion of their class.

# PITTSBURGH BALLET THEATRE SCHOOL

## 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.



### 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.

# PITTSBURGH BALLET THEATRE SCHOOL

## 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.

## ADDITIONAL RESOURCES

PBT School will provide students with virtual guidelines that will illustrate the screening process, in-studio instruction and departure policies.

Signage will be posted in highly visible locations outlining:

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

# PITTSBURGH BALLET THEATRE SCHOOL

## 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.
- The student must leave the building immediately.
- School will check in on student during quarantine period.
- Students who had close contact as defined above will be determined.
- All students who had close contact of potentially infected student will be contacted personally.
- All 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 and students.
- 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 and students.
  - Notify all students of COVID-19 infection in PBT School.
  - Make direct contact via telephone with all students 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 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.

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## ACKNOWLEDGEMENT

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