

ORLANDO BALLET

Health and Safety Policies and Protocols to Prevent the Spread of COVID-19 at HOBC

Updated March 3, 2022

Orlando Ballet (OB) is committed to creating a safe and healthy environment for our employees and students. To that end, OB established a Reopening Committee of staff members who worked to put the appropriate procedures and protocols in place to safely and effectively reopen Harriett's Orlando Ballet Centre (HOBC) in May 2020. We have consulted a variety of external resources and with several experts to ensure that we are taking the right approach to keep our employees and participants safe. We have continued to update these policies and protocols as guidelines and recommendations have evolved. These policies outlined below will apply to all individuals who enter HOBC. Any individuals refusing to abide by the policies and protocols outlined below will not be permitted to enter HOBC and/or will be asked to leave immediately.

Self-Screening

Prior to entering HOBC, all individuals (employees, students, and other guests) should conduct a personal self-screening to confirm that:

- They have not tested positive for COVID-19 within the last five days
- They are not experiencing any COVID-19 related symptoms including:
 - Fever of 100 degrees or more
 - Shortness of breath or difficulty breathing
 - Dry cough
 - Chills (sometimes with shaking)
 - Fatigue
 - Muscle pain or aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - GI symptoms like nausea, vomiting, or diarrhea
- They have not been in close contact in the past 5 days with someone who has tested positive for COVID-19 or is experiencing any of the above symptoms. Close contact is defined as being within 6 feet of an infected/ symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset (or for asymptomatic individuals, 48 hours prior to test specimen collection). NOTE: This does not apply to individuals who are fully vaccinated and do not need to quarantine after an exposure so long as they are not experiencing any symptoms. To be considered fully vaccinated, you must have received both doses of a 2-dose series or one dose of a single-dose vaccine at least two weeks ago.

This self-screening does not need to be recorded or registered any way, but any individuals who are unable to attest to any of the above statements should contact the Managing Director Katherine Fabian (kfabian@orlandoballet.org or 407.418.9811) to discuss their ability to enter HOBC.

Face Coverings

- Beginning Sunday, March 13, 2022, face coverings will be optional for all individuals entering HOBC for an OB activity (class, performance, meeting, or other event).
- Face coverings will be required for all individuals entering HOBC prior to March 13, 2022. Please consult our [prior policies](#) for full details on face covering requirements.
- As detailed later in these policies, individuals who have recently been exposed to or recovered from COVID-19 are encouraged to consider masking while at HOBC.

- External events taking place at HOBC have the right to require face coverings for their own events, but organizers of such events acknowledge that OB will not enforce this requirement and that there may be other individuals on site at HOBC for other activities during their event who will not be required to wear a face covering.
- Attendees of OB activities taking place in venues other than HOBC are subject to the guidelines and policies of those venues and therefore may be required to wear a face covering.

Social Distancing

- All employees, students, and guests are encouraged to practice social distancing by maintaining 6 feet between themselves and others whenever possible. It is noted that there may be some instances where 6 feet of social distancing may be difficult, particularly in the dance studio—but teachers, students, and dancers should endeavor to maintain as much distance as possible between individuals.
- All employees, students, and guests should be cognizant of areas that may become easily congested to avoid over-crowding. These areas may include, but are not limited to, hallways, private offices, kitchens, copy room, locker rooms, and restrooms.

Proper Hygiene

All employees, students, and guests should practice proper hygiene including, but not limited to:

- Proper Handwashing:
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Sanitizing stations will be located throughout the facility.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately wash your hands after coughing or sneezing. If you sneeze or cough into your face covering, it should be replaced with a clean face covering.

Cleanliness

OB will maintain regular, twice daily cleanings, following CDC recommendations

(<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>). HOBC features high-efficiency HVAC systems that are only two years old, have been supplemented with bipolar ionization units to eliminate airborne particulates and pathogens, and are serviced regularly. All employees, students, and guests should help ensure safety and cleanliness around HOBC in the following ways:

- Individuals should clean frequently touched surfaces and objects regularly. Cleaning supplies will be provided so that the ballet barres can be sanitized after each class.
- Individuals should clean up after themselves in kitchens, bathrooms, and other shared areas. Whenever possible, individuals should not share equipment, supplies, etc.
- Individuals should properly clean equipment (i.e., microwave, yoga balls, ballet barres, audio equipment, etc.) with a sanitizing wipe or spray after use.
- Individuals should only bring essential items with the into HOBC and should ensure all items brought into HOBC are clean. Any personal items that become dirty should be removed from HOBC daily.
- Dancers and students should clean up after themselves in the studio including, but not limited to:
 - Remove all personal belongings from the studio daily. Items left in a studio will be discarded at the end of each day.
 - Properly dispose of any personal waste such as tape, bandages, or tissues.
- Employees bringing food items into HOBC should keep those items with their personal belongings or place them in a labeled bag in the refrigerator. Food items should be removed from HOBC on a daily basis.

- Students and guests will not have access to refrigerators or microwaves at HOBC. Food products brought into HOBC should not require refrigeration or heating.
- If an area appears to need additional cleaning, please notify an Orlando Ballet employee immediately.

Miscellaneous Policies/Procedures

- Dancers and students should arrive in their dance attire with proper cover ups. They should not use the locker rooms or restroom for changing into or out of their dance attire.
- Generally speaking, guests will not be permitted into HOBC unless they have a specific business purpose, are coming to take a class, etc. All guests must have an appointment and adhere to the guest screening guidelines and all other COVID-19 policies (including but not limited to wear a face covering and observing social distancing rules).

Activities Outside of HOBC

- To protect yourself, your co-workers, and/or classmates, all employees, students, and guests should follow all local, state and CDC guidelines while at HOBC and when outside HOBC (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>).
- If you decide to engage in public activities, you should continue to protect yourself by practicing everyday preventative actions including, but is not limited to:
 - washing your hands often
 - wearing a face covering when around others
 - avoiding close contact and maintaining at least 6 feet of distance between yourself and others
 - clean and disinfect frequently touched surfaces daily
 - monitor your health and be alert for symptoms of COVID-19
- Please consult the CDC website for further recommendations on how to protect yourself and other when in public (https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fdaily-life-coping%2Fgoing-out.html).

Returning to HOBC After Exhibiting Symptoms of COVID-19

Any employee, student, or guest who is experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) should not enter HOBC and should contact Managing Director Katherine Fabian (kfabian@orlandoballet.org or 407.418.9811) to confirm when they may return. Any individual who is observed displaying any COVID-19 related symptoms while at HOBC will be asked to leave immediately. Students or guests who observe any individual exhibiting symptoms should report this immediately to the nearest OB employee. OB employees should immediately consult with Managing Director Katherine Fabian for next steps. OB will follow CDC recommendations regarding returning to HOBC after exhibiting symptoms of COVID-19. Typically, an individual who has an elevated temperature or exhibits other symptoms of COVID-19 can return to HOBC when:

- He or she receives a negative COVID-19 test result; AND
- He or she has had no fever for at least 24 hours without the use of fever-reducing medication; AND
- Other symptoms of COVID-19 are improving.

A student or guest may return to HOBC earlier if a doctor confirms the cause of an individual's symptoms is not COVID-19 and releases the individual to return in writing.

Returning to HOBC After Exhibiting Symptoms or After Exposure to COVID-19

OB will continue to follow CDC recommendations regarding returning to HOBC after exposure to COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>). An employee, student, or guest who is exposed to another individual who has received a positive COVID-19 test result should contact

Managing Director Katherine Fabian (kfabian@orlandoballet.org or 407.418.9811) as soon as possible to determine the appropriate quarantine period and/or testing requirements.

Returning to HOBC After a Positive COVID-19 Case

OB will continue to follow CDC recommendations regarding returning to HOBC after receiving a positive COVID-19 test result (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>). Any employee, student, or guest who receives a positive COVID-19 test result should contact the Managing Director Katherine Fabian (kfabian@orlandoballet.org or 407.418.9811) as soon as possible to determine the appropriate isolation period and so that necessary information can be gathered for any necessary contact tracing.

Per ADA privacy rules, it is OB's policy to not reveal the identity of an individual of who exhibits symptoms of COVID-19 or who receives a positive test result for COVID-19. However, due to the seriousness of exposure to COVID-19, OB may need to inform others who were in close proximity to the infected individual without identifying them by name. Please note that while OB will make every effort to notify individuals who may have had close contact with the infected individual, OB will not make mass notifications of a positive COVID-19 case amongst its student, employee or guest population.

Policy Updates and Enforcement

All policies and procedures are subject to change based on government and/or medical guidance. Any non-compliance or failure to strictly adhere to the above policies, procedures, and protocols by an OB employee shall be grounds for disciplinary action up to and including termination. Any student or guest failing to strictly adhere to the above policies, procedures, and protocols will not be allowed entrance to HOBC and/or will be asked to immediately leave HOBC. Please contact Managing Director Katherine Fabian at kfabian@orlandoballet.org or 407.418.9811 should you have any questions or concerns about this policy.

COVID-19 Resources

- City of Orlando: <https://www.orlando.gov/COVID-19>
- Orange County: <https://www.orangecountyfl.net/EmergencySafety/Coronavirus.aspx#.YSQRE9NKiUN>
- State of Florida Department of Health: <https://floridahealthcovid19.gov/>
- CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>