

ORLANDO BALLET

ROBERT HILL | ARTISTIC DIRECTOR

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

Updated January 8, 2021

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 and launch summer programs. 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 have evolved. These policies outlined below, in conjunction with the COVID-19 Screening Policies, 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.

Face Coverings

- All employees, students, and guests will be required to wear a face covering upon entering/exiting HOBC and anytime ambulating throughout the building including but not limited to while in the lobby, hallways, and restrooms.
- Appropriate face coverings can be a reusable cloth mask, neck buff/gaiter, or medical mask that has two or more layers and securely covers the mouth and nose ensuring a barrier that limits the transmission of particulate spread of COVID-19.
- Reusable face coverings should be laundered daily.
- It is recommended that dancers and students bring multiple masks with them daily and replace masks if they become dirty, wet, or soiled in some other way.
- Until further notice, face coverings are required to be worn by dancers, students, and teachers in the studio during classes or rehearsals. This is a temporary change of policy which previously allowed students to remove masks when actively dancing in class and/or rehearsal so long as proper distancing was maintained. Orlando Ballet will continue to monitor local positivity rates and may alter this policy at a future date.
- Face coverings may be removed to consume food and/or drink so long as the individual is stationary and socially distanced from all other individuals.
- Face coverings will not be required to be worn while in private office/workspaces or in meetings on the 2nd floor of HOBC as long as proper social distancing is able to be maintained.
- Face coverings are not required for children under the age of two.
- An individual with a documented medical concern prohibiting use of a face covering should contact the Managing Director as soon as possible.
- Proper masking procedures should be followed:
<https://www.orlandohealth.com/businessready/proper-masking>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Social Distancing

- All employees, students, and guests should practice proper social distancing by maintaining at least 6 feet between themselves and others whenever possible, even when masked.
- All employees, students, and guests should obey all signage and floor markings that may indicate one-way entrances or exits, waiting areas, or other foot-traffic patterns intended to aid in social distancing practices.
- 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.
- Avoid all personal contact practices including, but not limited to, handshakes, hugs, high-fives, and fist bumps.
- Additional social distancing resources can be found here:
<https://www.orlandohealth.com/businessready/social-distancing>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

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.
 - Instruction on proper handwashing can be found here:
<https://www.orlandohealth.com/businessready/proper-handwashing>
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - 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](#). HOBC features high-efficiency HVAC systems that are only one-year old and are serviced quarterly. 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.
- 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.
- Instruction or proper surface cleaning can be found here:
<https://www.orlandohealth.com/businessready/surface-cleaning-tips>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- Individuals should only bring essential items with them into HOBC and should ensure all items brought into HOBC are clean. Any personal items that become dirty should be removed from HOBC daily.
- 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. All refrigerators will be cleaned out at the end of the day on Wednesdays and Saturdays.

- 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.

Procedures in the Studio

- All permanently installed ballet barres will be marked with tape so that dancers can maintain the appropriate distance between themselves. Portable ballet barres will not be marked, but can safely accommodate two dancers each, standing on opposite ends and opposite sides of the barre.
- Cleaning supplies will be provided so that the ballet barres can be sanitized after each class.
- Dancers and students should bring a towel, yoga mat, or some other barrier if they plan to sit or lay on the floor.
- Dancers and students should be sure to 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.

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.
- Dancers and students should bring a refillable water bottle labeled with their name daily. The water fountains at HOBC have been disabled, but bottles may be refilled using the bottle filling station between the student restrooms.
- 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.
- 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.

Notification of Positive COVID-19 Case

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) immediately. These individuals will not be allowed to return to HOBC until the following benchmarks have been met:

1. He or she has had no fever for at least 24 hours without the use of fever-reducing medications; AND
2. Any respiratory symptoms (cough and shortness of breath) have improved; AND
3. One of the following:

- At least ten (10) days have passed since symptoms first appeared OR
- If you had no symptoms, at least ten (10) days have passed since you had a positive viral test for COVID-19.

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 came in close proximity to the infected individual without identifying them by name. OB also may be required to notify governmental authorities, including the public health department.

Immediately upon notification of a positive COVID-19 case, OB will take steps to:

- Conduct contact tracing to identify the individuals with whom this individual may have had close contact within the 14 days prior to their positive test result. 'Close contact' is defined by the CDC as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Close contact generally does not include brief interactions, such as walking past a person. These at-risk individuals will be notified that there is reason to believe they have been in contact with someone who has tested positive for COVID-19. At-risk individuals who have had close contact will be instructed to quarantine for 14 days from their last contact and to contact their healthcare provider.
 - At-risk employees who are able to work remotely will be granted short-term telecommuting privileges for 14 days.
 - At-risk employees who are unable to work remotely will be placed on paid sick-leave per the Families First Coronavirus Response Act: [The Department of Labor's Employee Rights under the Families First Coronavirus Response Act.](#)
 - Virtual class options may be available for students deemed to be at-risk.
 - Other at-risk guests will be asked to not return to HOBC during the 14-day quarantine period.
- Appropriately clean and disinfect of any areas of HOBC in which the affected individual spent time within the 14 days prior to their positive test result.
- Inform the rest of the organization that an employee, student, or guest has tested positive for COVID-19, including those with whom there was no known contact.

Policy Updates and Enforcement

All policies and procedures are subject to change based on government 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.