

## Guidelines for Re-Opening Offices and Studios

**IMPORTANT: do not send a student or enter The Creamery if there is any question that you or an immediate family member may have symptoms or have been exposed to COVID-19. If in doubt, stay home.**

1. Implement basic infection prevention measures informed by industry best practices, regarding:
  - **Protective equipment** – masks:
    - Required, unless doing so would be contrary to his or her health or safety due to a medical condition–
      - in office by staff
      - in studios by students and instructors
      - upon entrance and exit to building
      - in all shared spaces including Board Room, restrooms, kitchen, Exhibition Hall, Arts Library, etc
      - in SB offices during pre-arranged meeting
    - SB to provide disposable masks for all visitors, staff and faculty if they do not bring their own
  - **Sanitation** guidelines and schedule to follow:
    - Disinfection of shared spaces:
      - SB staff and faculty to follow and enforce Springfield Regional Arts Council’s (SRAC) procedures and responsibilities for shared spaces (kitchen, Exhibition Hall, etc)
      - SB staff is responsible for wiping surfaces used to mitigate spread of germs during open hours. SRAC’s janitorial vendor cleans during closed hours.
      - Shared bathrooms – students to use restroom closest to their studio; only one person at a time to use; SB to sanitize at end of each night when they have hosted visitors.
    - Disinfection of rented spaces:
      - SB dressing rooms – closed until further notice.
      - SB studios – sanitize properly after each class, when at least one person leaves or enters the room.
      - Further sanitize each studio and office space properly at the end of each evening.
2. Provide “return to studio” waiver for parent and student to sign before they enter The Creamery Arts Center. All students must have a signed waiver on file to enter the building.
3. Provide to all other visitors these guidelines to follow while visiting The Creamery ahead of the meeting.
4. Provide SRAC staff the names of visitors that will be entering the building each day for contact tracing purposes.
  - During the hours of SB classes, unless approved by SRAC, no one will be allowed to enter the building if they are not on that day’s attendance/visitors sheet maintained by SB.
  - SB visitors will sign-in/check-in (young ages) upon arrival; sign-out/check-out upon exiting for the day.
  - All visitors who sign-in also agree to follow and maintain protocols provided by SB.
5. Track and maintain capacity limitations to account for social distancing when able.
  - The designated waiting areas for Springfield Ballet are the Exhibition Hall and Arts Library, except during First Friday Art Walk (4-8pm). During First Friday Art Walk, the designated waiting area will move to the Board Room.
    - The waiting area is limited to one parent or guardian for ballet students in Pre-Ballet or under. Parents or guardians of older students should drop students at the entrance and will not be permitted in the building. This helps to keep the total number of people using the facility down.
    - Each waiting space/chair for parents will be designated with tape on the floor. Once the designated waiting

spaces are occupied, additional patrons will need to remain outside the building until space becomes available.

o Springfield Ballet will provide a door monitor that will oversee the waiting spaces and visitor entrance/exit.

- Maintain capacity limits in each studio, office and waiting areas following guidelines provided by SRAC.

6. Modify physical workspaces, studios and shared spaces to maximize social distancing requirements:

- Keep chairs and desks properly spaced within social distancing guidelines.
- Mark with tape proper six-foot distance placements for students in studios, at barre.
- Create and maintain marked paths on Exhibition Hall floor and hallways leading to ballet studios to prevent wandering/lingering of students.

o Designated door monitor will stay in the Exhibition Hall and supervise students between classes to make sure they stay within marked paths and designated areas.

7. All staff and faculty to be provided with the most recent policy as reminders of requirements.

8. Regularly communicate to patrons SB's safety protocols:

- Keep website updated with most recent policies.
- Share in school-wide email if major changes to policies are made.
- Request phone calls and emails as preference of communication with staff.
- If in-person meeting is necessary, request an appointment to be setup for proper planning.
  - o Social distancing requirement followed; masks to be worn.

9. Travel requirements for staff and faculty:

- Follow most recent Centers for Disease Control (CDC) travel guidelines. In addition, during your trip, take steps to protect yourself and others from contracting COVID-19 and take actions to protect others from getting sick after you return. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>.

10. Continually monitor staff, faculty and students for indicative symptoms and follow CDC and local authority guidance regarding exposure and/or COVID-19 testing and results.

- Refer to the [Guidance for when an employee or student tests positive for COVID-19](#) document for further details.

11. Follow an infectious disease preparedness and response plan when an employee or student tests positive for COVID-19.

- Refer to the [Guidance for when an employee or student tests positive for COVID-19](#) document for further details.

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