

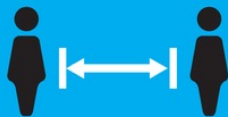
*Miss Colleen's*  
*Elite Dancentre*



Miss Colleen's Elite Dancentre  
Post Covid-19 Opening Manual

**PRACTICE  
SOCIAL  
DISTANCING**

6 Feet Minimum



**PLEASE  
WEAR  
FACE MASKS**

For Everyone's Protection



**COUGH OR  
SNEEZE  
INTO YOUR  
ELBOW**

Avoid Contact With Your Hand.



**PLEASE  
WASH  
HANDS  
WITH SOAP**

20 Seconds Minimum



**PLEASE  
DISPOSE  
TRASH  
PROPERLY**

For Everyone's Protection



**KINDNESS &  
PATIENCE  
GOES A  
LONG WAY**

We Are In This Together. Thank You.



# ***Introduction***

Welcome back to work!

Our number one goal is to ensure a safe environment for our employees and guests as we try to navigate the complexities of our new normal.

We'll be following all government guidelines (re: capacity / social distancing / employee health, etc) to help keep everyone safe.

Social Distancing will be a key topic as we need to create a safe environment for our guests and staff. The way we did business in the past may not be the way we do business going forward. Operating hours may change, job responsibilities may change, cleaning protocols will change and how we handle transacting with customers may change—all for the goal of ensuring everyone's safety.

The attached document will help outline some changes in the way the Miss Colleen's Elite Dancentre will look as well as some new practices and protocols.

Please read through this document carefully and address any questions or concerns with your supervisor immediately.

Thanks for all your hard work—we can't wait to get back to dancing.

## 1. Coming Back to Work

- Employees will be required to undergo a “Employee” Training Session.
- Each employee will be required to sit and meet with a Covid-19 specialist and complete a training course on the importance of hygiene, social distancing and how to prevent the spread of illness. What we will be covering is the following:
  - **COVID-19: Social Distancing & Personal Hygiene**  
It's important to know about COVID-19, social distancing and personal hygiene to not only protect yourself but also to do your part in preventing the spread. There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). Information contained in this course is based on the CDC and World Health Organization.
  - **COVID-19: Prevention**  
Learn the basics about the coronavirus, its background, and how to best deal with the threat it poses to you, your family and community.
- All employees must fill out our new Covid-19 Policy Acknowledgement form. ***(Please see attached)***

## 2. Studio Employee Protocols

- Each employee will be signing a new employee contract stating what is expected of your services and new employment description while on staff at Miss Colleen's Elite Dancentre.
- Each employee will be signing a Covid-19 Policy Acknowledgment form.
- When each employee enters the building there will be mandatory steps to be followed.
  - All employees must arrive to work 30 minutes before class starts.
  - A mask must be worn upon arrival entering the building at 40 Maple Avenue Rockville Centre, NY 11570
  - Hands must be washed upon arrival.
  - Employees immediately after washing their hands must then place their bags in the employee locker assigned to them in their dance classroom for the day.
- Each locker will be disinfected every evening by the Elite Dancentre cleaning crew "**Splendid Cleaning LLC**".
- Five minutes before class starts each staff member will wait for their class arrival at the entrance instructed.
- If a teacher has a private lesson at 3:30 that private lesson **MUST** end no later than 3:55 in which you and your student will leave your designated classroom wash your hands and greet your incoming students.
- Teachers will be at the entrance they are teaching at 5 minutes before class starts.



- Each staff member will have disinfectant with them and spray or squirt each child's hands and take their temperature upon arrival.
- Each employee will greet each child with. A face mask or shield type covering and hand them a zip lock bag to place their mask in during class.
- Staying social distant a EDC assistant will guide each child to their 6 foot socially distant square that has been mapped off on the dance floors of all 5 studios. Please see the following numbers that are available for each classroom below.
  - Studio 1: 14 spots
  - Studio 2: 12 spots
  - Studio 3: 14 spots
  - Studio 4: 12 spots
  - Studio 5: 20 spots
- Children age 2 and under do not need to wear a mask.
- Children will need written approval from a parent if they need to dance with a mask off or facial shield off.
- Teachers MUST wear a form of covering over the mouth
- Elite Dancentre does recommend some FUN facial covering that can be worn around the neck. Therefore the children if feeling they need to breathe we can open our entrance doors and the mask can be pushed down briefly for air.
- With the ziplock bags handed out. The child's mask with permission from parent will be placed inside bag with their name on it written in sharpie. The bag will be placed along side of them in their dance

personal dance space. This rule may change at anytime in accordance to New York State, CDC, and the World Health Organization.

- All choreography **MUST** be planned out and planned out to practice and follow all socially distant guidelines.
- Children will be asked to put their masks back on when preparing to leave the building. Each child will once again disinfect hands on their way out of the dance classroom and will be walked outside to their guardian.
- During class time an Elite Dancentre Cleaning Attendant has been hired to wipe down all door handles, bathrooms, seating areas, cubbies, and lockers.
- When the class has left the building there has been time set aside in between each class for the Elite Dancentre Cleaning Attendant and Dance Teacher to prepare and start disinfecting for the next set of children.

### **3.Employee Requirements**

- All employees before work are **REQUIRED** to go through Covid/Anti-Body and Testing.
- All employees are **REQUIRED** to follow all social distancing guidelines.
- Employees **must** stay home if they are not feeling well, have a temperature, upset stomach, cough, or are sick.

- When not feeling well an immediate phone call should be made to Miss Colleen or the Studio Manager for arrangements to be made to cover classes.
- If feeling sick during work hours, a mask and immediate removal from the studio is required. This will be documented in your Elite Dancentre employee file.
- Each employee will now have a file with their written signature on their employee contract, Covid Release Form, and Initials on Covid Re-opening Manual. A Log will be kept of any sicknesses that happen throughout our dance year.
- Managers will check all employees' temperatures before entering the studio to stay proactive. The staffs temperature will be logged in everyday into the employee file.
- If an employee's temperature is above CDC's guidelines they will be sent home immediately to ensure the safety of our staff and customers.
- We will document all of these situations in the Elite daily log.
- Employees will be encouraged and given a doctors name and number to be seen immediately.

## TODD HALPER, MD

Family Medicine  
55 Maple Avenue Suite 100  
Rockville Centre, NY 11570

516.792.3315

[facebook.com/toddhalpermd](https://facebook.com/toddhalpermd)

#### 4. Studio Managers

There is always a studio manager available to acknowledge any concerns that our employees or clients may have.

- If any employee is uncomfortable returning to work we completely understand and will urge them to stay home. Please understand a replacement will be hired to take over your job in the meantime.
- Managers should communicate with employees and customers constantly to address any issues or concerns that arise. Each concern will be documented in our daily log at the desk.
- Each desk manager can be contacted at: **[elitedancentre@gmail.com](mailto:elitedancentre@gmail.com)**
- If you would like to contact a dance teacher on staff please use the following emails:
  - **[misscolleen@elitedancentre.com](mailto:misscolleen@elitedancentre.com)**
  - **[misslauren@elitedancentre.com](mailto:misslauren@elitedancentre.com)**
  - **[missjill@elitedancentre.com](mailto:missjill@elitedancentre.com)**
  - **[misskrystal@gmail.com](mailto:misskrystal@gmail.com)**
  - **[missjustine@gmail.com](mailto:missjustine@gmail.com)**
  - **[missamanda@gmail.com](mailto:missamanda@gmail.com)**
  - **[missgina@elitedancentre.com](mailto:missgina@elitedancentre.com)**
  - **[missbari@elitedancentre.com](mailto:missbari@elitedancentre.com)**
  - **[missmackenzie@elitedancentre.com](mailto:missmackenzie@elitedancentre.com)**

### **3. Registration for Miss Colleen's Elite Dancentre**

- All dancers who would like to attend Miss Colleen's Elite Dancentre must register online at **[www.elitedancentre.com](http://www.elitedancentre.com)**
- If someone needs assistance please call **(516)-536-1720** or email at **[elitedancentre@gmail.com](mailto:elitedancentre@gmail.com)**
- All contracts and Covid-19 Release forms MUST be signed before payment can be taken. Please find these forms on our website at: **<https://www.elitedancentre.com/registration/>**
- An Elite Staff Member will reach out to you after your registration form is received to speak about the different payment options available to you.
  - Payments can be made at **[www.elitedancentre.com](http://www.elitedancentre.com)** or you can volunteer for auto pay through our billing department. **[Billing@elitedancentre.com](mailto:Billing@elitedancentre.com)**
  - After payment is received your family will receive by email confirmation that your child is successfully entered into our class system.
  - Instructions on your child's class will follow, classroom, teacher, and EDC social guidance rules will follow.

#### 4. Students Coming back to dance

- Rules and Regulations All students registered for Dance will be instructed prior the dance start date what classroom they will be in. Please see below the entrance to each studio your child may be dancing in.

##### Studio 1 : 14 Children



Entrance will be from the “parking lot” at 40 Maple Avenue

## Studio 2: 12 Children



- Entrance will be the “40” Maple Avenue Entrance under the black awning. *(please note studio 2 and studio 3 arrival times will vary)*

### Studio 3: 14 Children



- Entrance will be the “40” Maple Avenue Entrance under the black awning. *(please note studio 2 and studio 3 arrival times will vary)*



## STUDIO 4: 12 Children



- Entrance will be behind the dance school. You will see the door opening for studio 4.

## Studio 5: 20 Children



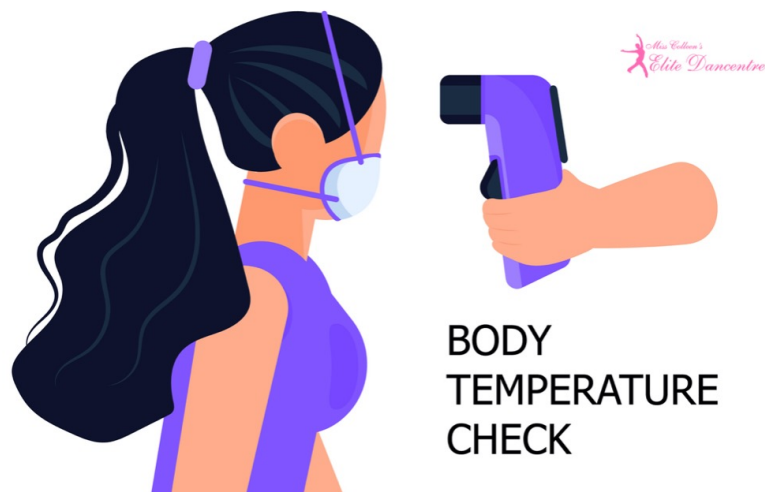
- Entrance will be behind the dance school. You will be Using the door closet to the street and police station.

#### 4. Whats expected of the parents at drop off.

- Due to Covid we are currently **NOT** allowing any parents into the studios with the children.
- The following entrances listed above are strictly DROP OFF points.
- If you are a parent for an Intro to Dance child, or a child taking dance class for the first time you will enter on Maple Avenue under the black awning that reads "40".
- Please follow social distancing circles as you come in.

#### 5.) What expect upon arrival at drop off locations

- Each student will have been expected to wash their hands thoroughly before leaving their household.
- Masks **MUST** be worn upon entrance into the building.
- A quick temperature check will be performed by each teacher before the child enters the building.



- After temperature check each child will be sprayed or squirted with hand sanitizer before moving on to their classroom.



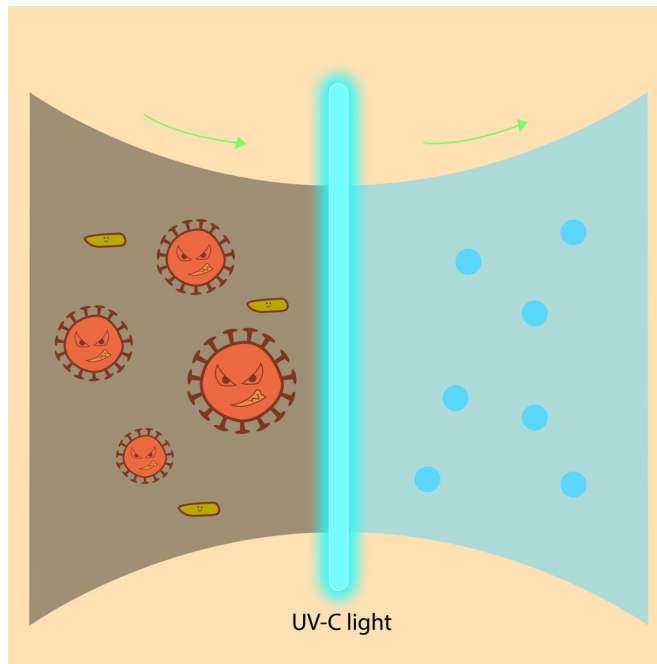
- Your child then must immediately go to their cubby/ locker area to put dance bag away. *(please note each cubby and locker will be thoroughly sanitized every hour).*
- When the dancer is putting away their bag their mask must still stay on. Their mask can come off with **written approval** when the student arrives at their social distanced square.
- If child chooses to take mask off, It should be placed in the zip lock bag handed to them with their name on it.
- All choreography in dance class will be structured to fit social distancing guidelines. All dance lessons plans will be approved by Miss Colleen.

- All children will be expected to read and follow all new dress code guidelines. Those guidelines can be found on our website. Please see attached.
- When it's time to leave each child will be asked to:
  - Put Their mask on
  - Line up with 6 feet in between them.
  - Sanitize hands
  - Grab dance bag
  - Line up at exit door
  - Leave with parent

*\*if parent is running late a phone call must be made to the front desk (516)-536-1720 and the teacher will bring your dancer to the lobby area where he/she will wait for their parent. When you arrive please call desk again (516)-536-1720 and we will walk your dancer to your car. Your child will be brought out the 40 Maple Avenue Main entrance.*

## 6. Procedures on how Miss Colleen's Elite Dancentre has prepared for re-opening.

- The building of 40 Maple Avenue has installed in the **HVAC Units** on the roof a UV light that kills 80% of the germs in the air being filtered throughout the building.



- **Field Controls Trio- 1000P Trio Portable Air Purification Systems** have been additionally placed throughout the studio to help aid in air purification.
- **A UV-16/24, Aire Purification** has been placed in several of our Dance studio vents to add extra purification options to our Clean environment.
- **Cleaning Procedures** have been implemented to help aid in our plan for infection prevention. A On-site Sanitation (licensed and insured) company will be spraying our premises every Sunday the day we are closed. The company will be apply **electrostatic disinfection** to our sanitation routines.



- **What is Electrostatic Disinfection?** This disinfectant is a more effective way to clean large spaces over the standard pump sprayers that have been traditionally used. A trained technician can disinfect approximately 5,000 square feet in one hour. The fogging machine actually reduces the particles to a much smaller size which helps provide better coverage and more even distribution of the chemical disinfectant.

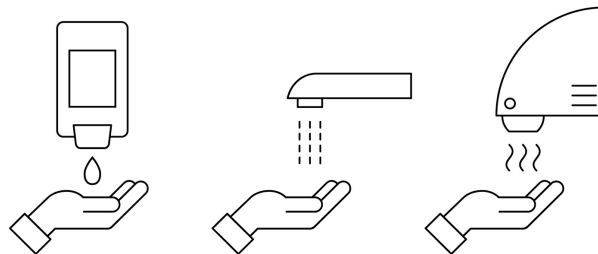


- Miss Colleen's Elite Dancecenter hired a professional onsite cleaning crew "***Splendid Cleaning LLC***" (licensed and insured). This company comes 6 days a week every evening.



- **Morning and Evening Cleaning Attendant**

- A Personal Dance Studio Cleaning Attendant has been hired for Mornings and Evenings to help wipe counters, doors, mirrors, lockers, cubbies, floors, sanitize bathrooms, and vacuum hourly.
- Each Bathroom has been updated with touch-less faucets, toilets, paper towel dispenser and soap dispensers.
- Elite Dancentre has placed all throughout the studio sanitizing stations



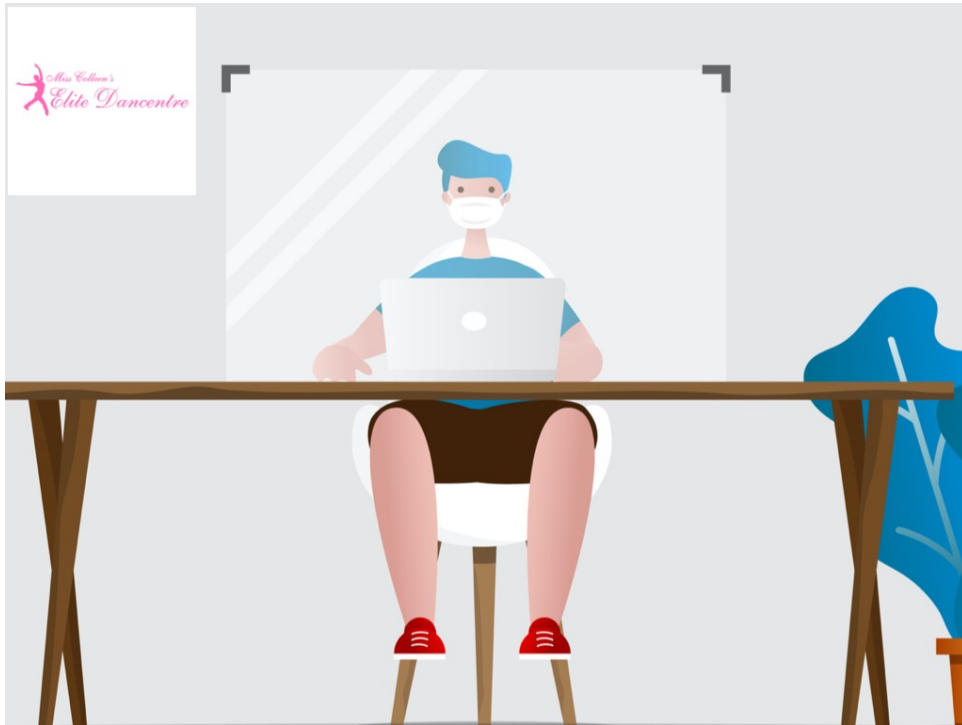


## 7. Other areas in Miss Colleen's Elite Dancentre

- The Homework Room



- This room located on the 2nd floor is **strictly prohibited** to the outside public and parents. This room is designated for ***Miss Colleen's Elite Dancentre dancers only***.
- This room is monitored with a security camera and watched over by the studio desk management. This room will be wiped down hourly by our cleaning attendant.
- This room is designated only for children who take "multiple" dance classes.
- All homework desks in the homework room have been replaced to allow social distancing while working or eating. Each area is divided and separated with a counter shield barrier and wipes to clean up the work space.



- Cubbies/ Lockers will be set up for each child to separate their bags. No bags are allowed to stay open. Each bag must be shut and placed off the floor in a cubby or locker
- Children must wear a mask when doing homework in this area.



## 8. Website

- Our website [www.elitedancentre.com](http://www.elitedancentre.com) will have a specific COVID-19 page to update our customers. This will contain all Frequently Asked Questions along with what we have done while closed and what our business guidelines are when we re-open.

## 9. Social Media

- We will Educate guests via social media channels that Dancing is safe at Miss Colleen's Elite Dancentre.
- We will showcase cleaning / sanitizing / social distancing efforts we are making throughout the dance school.
- We will remind all our clients that "The ZOOM Classroom" is always another option for all dance classes through the week. You can take class in person or virtually.

## 11. Merchandise

All PPE merchandise will be available for purchase through Miss Colleen's Elite Dancentre ie: Sanitizer, masks, water bottles, towels, etc.



## 12. Customer Interaction Points

- We will have signs reminding all our customers and students on:
  - Hand Washing



- Sanitizing



- Social distancing

## Social Distance



- Wearing a mask



- Posters at Sanitizing stations



- Markers on the floor



Thank you for your patience during this time.

Miss Colleen's Elite Dancentre thanks you all for your support during this time.

We wish you all the best and can not wait to serve you all again.