

**From The Pamela Trokanski Dance Workshop
To our Dancers and their Families,**

We want you to know that our top priority is the safety and well-being of our community. We have been closely following updates about reopening on the State, County, and City levels to make sure we are thoroughly educated about and in compliance with all new safety regulations and recommendations.

In order to do so, however, we need to make sure that all of our PTDW community knows our new protocols.

Our **Reopening Protocol** includes strategies for social distancing, facility disinfecting, modified class sizes, and staggered class times to ensure that all dancers and staff are safe.

Here are the things we would like you to know...there are a lot of them, so please take the time to read this carefully! Once you have finished reading it, we would like you to reply that you are aware of the new protocols as these will now be part of our Dance Workshop Policies.

Dance Workshop Cleaning/Sanitizing Protocol:

We realize that the Dance Workshop has a social responsibility to our members, staff and the communities that we serve and we are fully committed to doing whatever it takes to ensure the safety of everyone during these unusual times.

- We want to assure you that before we open, our entire staff will be thoroughly educated on information about COVID-19, including:
 - preventing spread, and who is especially vulnerable.
 - Recognizing and screening for symptoms at home, using CDC guidelines.
 - The importance of not coming to work if employees have any symptoms, or if they or someone they live with have been diagnosed with COVID-19.
 - When to seek medical attention.
 - The importance of hand washing.
 - The importance of physical distancing, both at work and off work time.
 - Proper use of cloth face covers.
 - How to properly and effectively sanitize areas and surfaces.

**Please read the following Updated Policies and Procedures carefully.
Upon re-open, we will ask you to agree to these updates before attending classes.
For the safety of all, these new policies will be strictly enforced.
Violations will not be tolerated.**

- To begin, we ask that only dancers and staff members enter the Dance Workshop building. The lobby will be closed as a waiting room until further notice.
- We will be strictly enforcing the wearing of masks or other protective face covering at all times. There will be no entry to the Dance Workshop at any time, without a properly-fitting face cover.
- All classes must be paid for and/or confirmed a minimum of three hours in advance. Payments will be accepted in the following formats: (1) Setting up an online payment with the office by emailing, confirming cost, and paying online. Please note that there will be a 3% fee on all online transactions as that is what we are charged, (2) Mailing in a check, (3) Bringing a check or exact change to the office (for this option, please bring check or exact cash in an unsealed envelope and deliver to the office before entering your dance class). (4) If you would like to make a card payment in person, please contact the office to schedule a Registration Appointment, before attending class.

PLEASE NOTE: In order to maintain strict class-size limits, students will not be allowed entry if they have not paid/confirmed their class in advance. The front desk staff and each instructor will manage student capacity based on current class registration.

- **PLEASE NOTE:** If you had registered for Spring I, you may return to class without further payment, but please check the new class schedule, as class times may have changed, and be sure to confirm your plan to attend by calling or emailing us before the first class, to ensure that we don't over-fill the classes. (We would hate to turn anyone away, but we will, rather than exceeding class size capacity.)
- **Dance Cards and Single Classes:** To use your DC for class, please call or email the studio to reserve your spot at a minimum 3 hours prior to class time. You will need to provide the DC # at the time of reservation. Upon arrival, a staff member will instruct you to mark off your card (DC not valid unless marked off w/ approval from an office staff member.) Single classes must be paid for in advance. Call or email us to set up your payment.
- We will be creating a waiting area on the paths leading to the Dance Workshop that will be taped off and designed to keep waiting members safely spaced out.
- We ask that all kids age 12 and under are accompanied to the door by a single parent, and for parents to stay until their child's temperature has been taken and they have been permitted entrance to the building.. As much as possible, to minimize contamination for everyone, we ask that non-dancing siblings and/or extra family members are not brought to the Dance Workshop at this time. **PLEASE NOTE:** Only students will be allowed in to the building until further notice.

- We ask that all dancers wash their hands before coming to the Dance Workshop. To help with this, we will be providing a hand-washing station outside the front door and a hand-sanitizing station inside the lobby. Parents of young students may help with this at drop off.
- A staff member will greet dancers at the door and will take dancers' temperatures with a non-touch forehead thermometer to check for any fever (101.4 degrees F). We will have a policy that if any dancers or staff have a fever (or any other visible COVID-19 symptoms), they will be asked to leave the facility and return home.
- Students may enter the Dance Workshop only with-in their entrance-time-window (5-15 minutes before the scheduled class start time) to be checked-in before class begins. Doors will open 15 minutes before class, and will close at the scheduled class start time. Once doors are shut, students may not enter. Students are encouraged to arrive before the entrance window begins.
- We will be creating a one-way-flow pattern through, and outside the building. Dancers will enter one at a time and should go straight to their classroom. Items such as dance bags will have a designated spot in each classroom. No items will be left in the lobby. After class, dancers will exit straight to the outside from their dance room, or for Studio I, through the back hallway to the side door.
- Our restrooms will be open for staff and emergencies, but we ask dancers to be mindful about only using them if absolutely necessary. Be sure to go at home before coming to class. (Sorry, non-dancing family members will not be allowed in to the Dance Workshop facility, even for the restroom).
- For the time being, our water fountains/water & juice sales will not be available, so be sure to bring your own. Also, for the time being, no food is to be eaten inside the Dance Workshop. We will have protocol for safe water breaks during classes. Please note that the policy will be adjusted for summer camps where students are with us all day.
- Dressing rooms will be closed, so dancers should arrive in their dance clothes, ready to change their shoes and start dancing. Each dancer should bring in one dance bag, large enough to fit shoes and any other loose items. Dance bags should be brought in to class with the student and taken when they leave (all personal items should fit and be placed in the bag before class begins).
- Dancers who take more than one class per day should be prepared to leave the facility or to wait outside in the courtyard in-between classes (remember, the lobby will be closed). We can not be responsible for minors waiting alone between classes.
- We will be modifying movement flow in classes so that each dancer will have their own designated area, blocked-off with tape, to minimize potential contact/contamination.
- Each of our dance studios has two doors and 4 fans on the ceiling to help with air flow and circulation of air. Weather permitting, we can also open windows (3-4 per studio).
- After every set of classes, once dancers exit the facility, the staff will do a thorough cleaning of each dance room and the lobby, as well as any surfaces that were touched.
- Only after a set of classes has ended, dancers have exited, and the studio has been cleaned will the staff welcome the next group of dancers to disinfect their hands before coming into their classroom space for the next set of classes.
- At the end of each day we will deep clean and disinfect the entire Dance Workshop studios, lobby, restrooms and surfaces to ensure the facility is clean and safe to use the following day.
- Yoga and Pilates students will be required to bring their own individual mats and any props that are used during class. At this time, to reduce contamination, we will not be loaning equipment or props of any sort. (Pilates instructor, Bob, will share his technique for folding mats so that only one side ever touches the floor)

IMPORTANT:

In order to return to classes at the Dance Workshop, we need to know that you have read, understand, and are willing to comply with our updated policies, understanding that they are in the best interests of keeping everyone safe and healthy.

If you have read, understand, and are able and willing to comply with our new policies, please email us at Office@trokanski.com and state with your name and statement of acceptance.

Here's an example:

Example:

I, insert name, and/or my child insert name, have read, understand and am willing to comply with the new PTDW Covid-19 safety policies.

Thank you so much to all of our dancers and their families for hanging in there with us and for working with us as we return to a new sense of normal.