

## SAFETY GUIDELINES FOR REOPENING

*(Updated as of September 1st and subject to change as new information becomes available.)*

American Repertory Ballet (ARB) and Princeton Ballet School (PBS) remain focused on protecting the health and safety of all dancers, families, faculty, accompanists, and staff.

Since closing in-person classes and events in mid-March 2020 due to the COVID-19 pandemic, ARB/PBS has been working on a procedure for best practices in preparation for a phased return to all activities, including but not limited to online and in-person classes.

The following guidelines have been developed in consultation with medical experts, the Centers for Disease Control and Prevention (CDC), state and local health officials, and other guidelines that have been researched specific to our field of operation.

**ARB/PBS safety guidelines, policies, and timeline for a gradual reopening were reviewed by the Princeton Health Officer during a site visit on June 22, 2020 and implemented successfully during our 2020 Summer Programs. Our most recent review and communication with the Princeton Health Officer was August 25, 2020.**

While Princeton Ballet School will not be able to fully eliminate risk due to COVID-19, we aim to keep students, families, and our employees as safe as possible as they return to the studio. We will continue to evaluate our processes, adapt as needed, and want to emphasize the shared responsibility of our community as we reopen safely.



*Plexiglass shields have been installed at each front desk location.*

## POLICIES

Parents and guardians are required to report any symptoms of illness and keep their symptomatic child(ren) home. Any student showing symptoms of illness will not be allowed to enter the ARB/PBS facility. If symptoms or illness occur on site during the day, students should tell the teacher immediately.

Any person that has tested positive for the COVID-19 or has been informed that s/he may have been exposed to the COVID-19 within the last 14 days, should stay home.

- All students and employees must wear reusable or disposable **safety masks**, which can be non-woven or cotton and may be removed only to exchange for a new mask, to drink bottled water at the student's designated location, or to take a break near an open window. Students are required to provide their own masks and are encouraged to bring more than 1 mask to the studio each day.
- All students, faculty, accompanists, staff, and volunteers are encouraged to keep a basic **contact journal** to help with contact tracing if necessary.
- Students should **bring a towel or mat** for stretching and bring it home each day for cleaning.
- Students should **remove their street shoes** prior to entering the studio and walking on marley.
- **Visitors, family and/or friends, will not be allowed in the School lobby or studio areas;** only authorized employees and students may enter to minimize the number of people in the facility.
- **Families should follow [New Jersey travel advisories](#).** Students may take classes virtually if needing to stay home at any time.



*A PBS student in the Junior Summer Intensive program, Cranbury studio, July 2020.*

## FACILITY OPERATION AND CLEANING PRACTICES

The following sanitizing and safety procedures will take place before our facilities open at the beginning of each session, and will continue to occur on a regular basis:

- All locations will have a thorough cleaning/disinfecting before the start of classes and daily enhanced professional cleanings using EPA certified products.



*CDC signs are posted throughout the facilities showing how to prevent the spread of germs.*

*Studios are equipped with ample hand sanitizer, disposable masks if needed, and non-contact digital thermometers.*

- Each location will have a sanitizing station as you enter the building, in the hallways, and in the studios.
  - Faculty or staff will disinfect barres after each class, before the next one begins.
  - Bathrooms will be cleaned and sanitized often.
  - Handwashing reminder signs will be placed by all sinks as well as adequate supplies of soap and paper towels.
  - Frequently touched surfaces, including door handles, will be wiped throughout the day, in addition to the regular cleaning schedule. Floors will be cleaned on a regular basis.
  - Break rooms, dressing rooms, and showers will be unavailable for use.
  - Windows will be open in studios to allow for increased fresh air circulation.
  - Heating and ventilation (HVAC) systems have been assessed, include fresh air components, and have received COVID mitigation cleanings and ionizer purification systems for greatest efficiency.
- Any non-touch water bottle filling station may be used, but water drinking fountains will not be available. Students are encouraged to bring their own water bottles.

## DROP OFF PROCEDURE

Signage will be displayed at the entrance of all locations regarding COVID-19 sanitation procedures, social distancing guidelines, and notice of all temporarily closed areas.

- Students should arrive wearing their dance attire.



*The main entrance to Princeton Ballet School's New Brunswick location at 60 Bayard Street, at the New Brunswick Performing Arts Center.*

### **Princeton Studio Location:**

Please do not wait in your car in the circle. The circular driveway is only used to drop off and pick up when it does not block the flow of the Shopping Center traffic. Parents are encouraged to park in the parking lot.

- Students will enter through the front door of the studio.
- Students will exit from the back door of the studio. This door is located down the hall from the dentist's office, on the same floor.

### **Cranbury Studio Location:**

There is ample parking in the back of the studio. The door on Main Street will not be open.

### **New Brunswick Location:**

Metered parking is available, or parents may park in a nearby lot and walk students to the main entrance.

**Visitors, family and/or friends, will not be allowed in the School lobby or studio areas.** Only authorized

employees and students may enter to minimize the number of people in the facility.

## WHAT TO EXPECT

- Only students will be allowed to enter the School, and they will be greeted by a staff member.
- Wellness and temperature checks
  - **Check 1:** Before arriving at the studio each day, parents/guardians should conduct a wellness and temperature check. All students should remain home if they are not feeling well or have a fever of 100.4 or higher.
  - **Check 2:** Temperature and visual wellness checks will take place when students arrive at the School. Checks will be conducted safely and respectfully with a non-contact digital thermometer. If a student's temperature is 100.4 degrees or above, the student's guardian will immediately be called to take the student home. No personal information or data will be recorded or retained in any manner in connection with this process.
- Parents or guardians should not leave the drop off area until they see a green flag raised by the check-in staff, signaling that the dancer has been approved for entry.
- An isolation area has been identified at each facility in the event a student requires isolation as a result of illness. Plans for supervising a child in the isolation area will be in place to ensure safety while arranging for transport home.

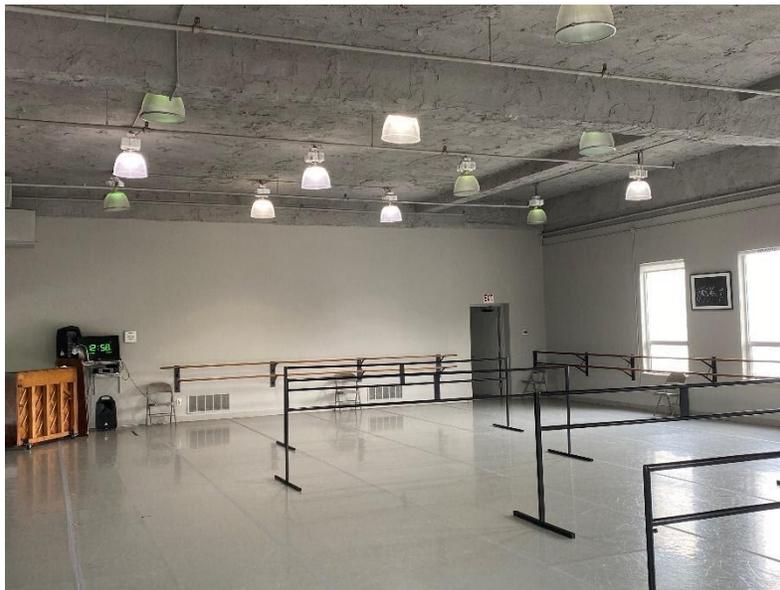


*Entrance to Princeton studios, with a sign indicating employees and students only.*

## PHYSICAL (SOCIAL) DISTANCING PROCEDURES

Programs will run at 25% in-person capacity, with a teacher and an accompanist in each studio. A virtual option is available for all levels. If you do not feel comfortable with in-person instruction at any time, you may elect to shift to online classes through Zoom.

Make-up classes may be taken on Zoom only.



- In-person class sizes will be very limited, and some levels may have an A/B weekly rotating schedule if necessary (1 week in-person/1 week online instruction). In the event of an A/B schedule, this information will be communicated to families prior to the start of classes.
- Students will be assigned a position at the barre, a chair for personal belongings, and center space for the duration of class.
- There will be no hands-on corrections.
- Only 1 student will be allowed in the bathroom at a time.
- Students must adhere to social distancing guidelines, remaining 6 feet apart, and not mingle or mix with other cohorts during break times in the studio, lobby, or outside.
- To lessen the amount of people in our buildings at any given time, most administrative staff will work remotely until further notice.

## IMPORTANT REMINDERS

All students must follow ARB/PBS Safety Guidelines to help protect the health of our School students, families, employees, and the greater community.

If a family or student does not feel comfortable with these guidelines, Princeton Ballet School offers a virtual option to accommodate at-home learning through online classes.

Thank you for your cooperation to ensure a safe reopening for ARB/PBS.



Questions or concerns? Please contact:

Julie Diana Hench, Executive Director  
[jdhench@arballet.org](mailto:jdhench@arballet.org) (732) 249-1254 x16

Dan Bauer, Marketing Manager and COVID Compliance Officer  
[dbauer@arballet.org](mailto:dbauer@arballet.org) (732) 249-1254 x23