



#8 – 3160 Westwood Street, Port Coquitlam, BC

office@encoredanceacademy.ca

COVID-19 IN STUDIO PROCEDURES

DO NOT ATTEND CLASS IF YOU, A FAMILY MEMBER, OR ANYONE IN YOUR HOUSEHOLD:

- Are feeling unwell
- Have been on any flights in the last 14 days
- Have a fever, coughing, sore throat, headache, aches, respiratory problems, fatigue, dry cough, diarrhea, chest pain.
- Have been around someone who has recently displayed any of the above symptoms.

THE FOLLOWING AREAS WILL BE CLOSED...

- Office closed to in person inquiries
- Lockers
- Water fountain & Water Club
- Students will have two designated washroom in main building, one washroom in studio 4 and one in Studio 5. Teachers will have a separate washroom in main building – Please use the washroom at home before coming to class to avoid additional surface contact
- Vending machines
- Eating/snack area- Microwaves are available but students must eat meals outside.

WHAT TO BRING TO CLASS

- Covid waiver **MUST BE SIGNED & SUBMITTED** prior to the start of class in order to participate. **NO EXCEPTIONS.**
- JOT form waiver link - <https://form.jotform.com/EDAonline2/covid-19-waiver>
- Only bring necessary footwear
- If bringing a water bottle please bring one that has a covered mouth piece, no water will be available from the studio for refills

OUTSIDE LINE UP PROCEDURES

- Do **NOT** arrive earlier than 5-10 minutes before class time
- Dancers must wait to be directed by staff before entering building.
- Parents **MUST** stay in vehicle at all times. Parents of younger children can wait in line with child until greeted by a staff member
- Cones will be placed 6 feet apart outside, you **MUST** stand at a designated cone
- Dancers will be entering the building through the main double doors for studio 1, 2 & 3. Studio 4 will enter through the far right outside door to upstairs. Studio 5 will enter through their main double doors.
- Temperatures will be taken
- Hand sanitizer will be used before entering, and after exiting the building
- No parents will be permitted in the building

- Class sizes are limited and only dancers who have registered with the office will be permitted into the building

IN STUDIO PROCEDURES

- Markers will be placed 6 feet apart inside, you **MUST** stand at a designated marker
- Once inside, dancers will be instructed by staff to enter their classroom one at a time, where they will be directed to a square to stand in
- Students will be assigned a cubby in the lobby for their belongings (dance bag, street shoes, jackets, etc.). Only water bottles with a covered mouth piece will be allowed in class
- Water bottles **MUST** be placed in designated water bottle spots
- Changeroom is divided into 3 curtained off stalls with partitions on all sides.
- All studios have been mapped out with a minimum of 6.5ft x 7 ft boxes to ensure each dancer has their own space
- Minimum 6 feet between dancers at all times

EXITING THE STUDIO PROCEDURES

- Markers will be placed 6 feet apart inside, you **MUST** stand at a designated marker
- Dancers will be exiting the building through the main double doors for studio 1, 2 & 3. Studio 4 will exit through the door on the side of the building beside carwash. Studio 5 will exit through their main double doors.
- Hands will be sanitized before dancers exit the building
- Parents **MUST** stay in vehicle at all times

STUDIO SANITIZATION

- Classes will rotate studios to allow for disinfecting and cleaning
- The studios are cleaned after every class or private lesson by the instructor and/or staff member
- The floor, chairs, ballet barres, door handles, light switches, stereo equipment, waiting room
- benches, bathroom surfaces are disinfected and then wiped down/mopped