



2020- 2021 IBA
Fall Semester
Safe Start Policies
&
Procedures Packet

All faculty, guests & students are encouraged to review & be aware of all updates to the official Washington State Department of Health guidelines with regard to the 2020 Covid-19 pandemic: <https://www.doh.wa.gov>

All faculty, guests & students are also encouraged to be aware of all of the latest information and proclamations with regard to Washington State Safe Start procedures found at: <https://www.governor.wa.gov>

Statement of Compliance & Cooperation for IBA SAFE START

International Ballet Academy will follow all of the procedures for business operations per the Washington State Coronavirus Response Safe Start guideline. International Ballet Academy has implemented health and operational procedures intended to mitigate risk and ensure the safety of all students, guests and faculty. Here are some important points for all families, guests and dancers to keep in mind:

- **Dancers who cannot meet these requirements may register for classes via our online platforms.**
- **All dancers, staff and family members will be asked the same questions and will be asked to follow these policies and procedures.**
- **No dancer, staff or family member will be exempt from these policies, nor should these procedures and policies be interpreted in any way as somehow prejudicial or discriminatory toward any individual, family or group. Exceptions shall only be made per Washington State Safe Start guidelines.**
- **All questions and procedures/policies are intended for the purpose of responsibly working to minimize exposure of IBA staff members and clientele to the Covid-19 virus.**
- **IBA staff will review together various individual circumstances and situations suspected to possibly pose a risk to others. We will always work in the most sensitive and confidential way possible with regard to this matter; but, we do reserve the right as a private run business to work as a team to make any determinations necessary in the best interests of our staff, dancers and family members.**
- **IBA reserves the right of each of their faculty, in adhering to these policies and procedures, to refuse entry to the premises and any class sessions any individual who is out of compliance with these stated policies & procedures, to include if the party involved is not in compliance with the Washington State Safe Start guidelines with regard to wearing mandatory face coverings.**
- **IBA Faculty and Administration encourages all families and dancers to make the own determination to enter the facility and the dance classroom based on their own personal level of comfort. Those who are not yet comfortable with in studio study are encouraged to use our online options to continue their training. No dancer is expected to enter an IBA facility or classroom unless they are fully comfortable to do so.**
- **Families and dancers who wish to return to lessons at IBA agree to the procedures laid out in this handbook and have indicated so by initialing and signing the registration form indicating acceptance of our reopening policies. This page must be signed by a parent or legal guardian (or the adult dancer) and dated. This and the original, completed 2020-2021 Season registration form are required prior to attendance in any class on site at International Ballet Academy, private or group.**
- **After careful review of the materials contained in this IBA Safe Start packet and acceptance of this by signature and date, families accept and agree to the tuition policies of IBA noted on the IBA 2020-2021 Season Registration Form included within this packet.**

***Parent/Guardian Copy!!
Sign and Return IBA copy found on Page 6***

COVID-19 Re-opening Policies & Procedures

Guidelines and the status of the 2020-2021 Season may change contingent upon environmental factors and subsequent governmental directives. For more information regarding health and safety procedures, we encourage students and families to first review the above guidelines in detail that we have specified.

- 1) WAIVERS & AGREEMENTS:** IBA will require an original, fully INITIALED, SIGNED and DATED 2020-2021 Season registration form prior to your dancer taking part in lessons at IBA. In addition to this, IBA will also require an original, signed and dated *Statement of Compliance & Cooperation for IBA SAFE START*.
- 2) CURRICULUM & EQUIPMENT MODIFICATION:** The IBA faculty may modify instruction to limit and/or eliminate the practice of instructors providing corrections with physical touching. Faculty will also eliminate the use of common props, tools, yoga mats, and equipment in all studios where necessary. Students should provide their own freshly sanitized mat for their Stretch & Floor Barre classes where appropriate.
- 3) ENHANCED STUDIO CLEANING & SANITATION PROCEDURES:** All studios will be frequently disinfected including door handles, railings, bathrooms, barres and floors. Throughout the day, the class schedule will include time between classes for studios to be freshly disinfected. IBA will use safe, but effective disinfectants/sanitizers, especially those effective against COVID-19, per the approved list at [EPA.gov](https://www.epa.gov).
- 4) MANDATORY STUDENT & INDIVIDUAL SANITATION MEASURES:** IBA will supply hand sanitization at each studio entry and throughout the facility, requiring students to use hand sanitization prior to entering and departing the studio. All staff, dancers and guests are asked to avoid touching their eyes, nose, mouth and face at all times. Dancers will also need to freshly clean/sanitize and **disinfect** all of their dancewear, dance bag, water bottles, and other supplies before returning back to IBA each day.
- 5) REGISTRATION & PAYMENTS:** Families are encouraged to discuss registration issues with front desk staff by phone and email as well as make all payments by phone to reduce the flow of traffic throughout our facility and the possibility of contact transmission of Covid-19.
- 6) CAPACITY FOR GUESTS/DANCERS:** To ensure proper social distancing as required by governmental directives, we have dramatically lowered our enrollment cap for all programs and limited the number of students in each studio. For the start of our new season, given the studio square footage and current recommendations, we will maintain an average of 10 students per class and no more than 12 total individuals per classroom at a time. Updates will be made to this number as new information is distributed via the Washington State Safe Start guides.
- 7) VISITING FAMILY, FRIENDS, GUESTS:** *Parents and siblings are asked not to attempt to enter the building with their dancer.* If you need to do so for any reason, please communicate with the front desk staff by text or phone call. Guidelines will be posted on the front door to help you understand how you may communicate with us and schedule a face-to-face meeting as necessary. We apologize for any inconvenience; however, we ask for your patience and understanding as we remain diligent about protecting all of our faculty, dancers and their families. Staff will be doing all that is necessary to keep our office spaces clear so that we can be sure to maintain proper social distance. We kindly ask that you refrain from any unnecessary entries.

- 8) MOVEMENT WITHIN AND AROUND IBA:** All students and guests will be required to maintain social distance at all times, adhering to signs, markers and the instruction/direction by staff members at all times.
- IBA studio doors will remain locked most of the time until a staff member can assist with allowing entry. Please refer to the door signs to instruct you as to the proper procedure to request entry. *Please understand that we believe this method of entry will offer us the best means to control the number of individuals in our spaces at any given time and prevent possible transmission of Covid-19.*
 - IBA doors will, from time to time, remain open just to add to our efforts for proper ventilation, good air circulation and mitigation of Covid-19. When this is the case, dancers should still adhere to the policies with regard to waiting in marked areas outside to be invited to enter the building.
 - All class start & stop times (private and group) will be staggered in such a fashion to allow staff members to clear common areas prior to the entry of more dancers/guests.
 - Groups will use separate, isolated pathways to and from their assigned classes. Dancers will all be expected to abide by these designated pathways and the directional signs throughout the facility.
 - Dancers and their family members are expected to follow staff instruction when entering and exiting various studio spaces at all times.
- 9) ARRIVAL & DEPARTURE:** All students and guests will be required to maintain social distancing, adhering to signs, markers and staff direction at all times.
- Students should not arrive more than 15 minutes ahead of their class time. It is very important that we adhere to this policy as we must strictly monitor who is in the building at all times and give space for groups to clear out prior to bringing new groups into the building.
 - All those requesting entry to the building should stand at one of the marked spaces on the sidewalk until a staff member can grant them entry.
 - No dancer, especially minor children, should be left without parental supervision until they are safely able to enter the building.
 - Be advised that late arrivals will no longer be admitted to the class. Late arrival is not proper etiquette in the ballet lesson and is a violation of the IBA studio policies. Please arrive on time for your lessons.
 - Dancers are required to arrive daily ***dressed in their proper dancewear.*** (Cover-up clothing is required.) *Bathrooms and dressing rooms will not be available for dancers to use as dressing areas for class.* Dancers will only be allowed to bring a very small bag with them to the studio daily. This bag will remain with them at all times and should be no larger than a standard sized plastic grocery bag.
 - A staff member will meet students at the front door and escort them one at a time into the facility to either a studio space or another designated waiting station throughout the building.
 - Upon exit, due to the limitations on the number of dancers we can accommodate at any given time, dancers will be sent to designated wait zones to maintain social distancing while they await pick up after classes.
 - Students should be picked up immediately after their last class. Dancers will not be allowed to stay in the building once their class is over; so, please do not be late to retrieve your dancer after their class.
 - PLEASE NOTE: All IBA OUT OF FACILITY policies still apply at all times. For dancers 10 years old and younger, parents are asked to walk them to their waiting stations and stay with them until they are released to the instructor. Parents should also wait for their dancer after class at one of these wait stations to sign them out as well as the instructor or staff member officially turns them back over to their care of their parent/guardian.
- 10) FACE COVERINGS:** Dancers, staff & guests are required to wear a face covering at all times while in and around the building. The only exception to this is if a staff member is working alone in their personal office space or if the guests/staff are outside and able to maintain social distance guidelines per the state of Washington. *(See exceptions for those not required to wear face coverings on the Washington State website.)* Dancers, family members and guests must all provide their own, clean and properly sanitized face covers daily.

- 11) FOOD THROUGHOUT BUILDING:** Students and guests will be asked to refrain from eating in our facility during the duration of their stay each day. Dancers should properly “fuel up” prior to their attendance as we will not be encouraging any eating in the studio or waiting areas during the first semester. Professional Division Dancers may be the only exception to this when they are in attendance at the studio for long periods of time. In these cases, pre-packed and very contained food items will be necessary. No kitchen facilities will be available for any food preparation. This is very important to prevent the contamination of surfaces and spaces as we work to keep all areas and all furniture disinfected at all times. If you believe that you or your dancer needs a special exception to this policy with regard to eating in the facility, please contact our front office staff for special consideration.
- 12) WATER:** Dancers will need to bring their own water in a clean water bottle that is sanitized daily for each of their class sessions. This will remain with them at all times. IBA will offer water bottles at the front desk for \$1 each. No shared water coolers or water fountains will be available to dancers.
- 13) RESPONSIBILITY OF SELF ASSESSMENT:** Dancers and each of their family members will be required to **SELF ASSESS each day** prior to leaving their home to join us at the International Ballet Academy. Dancers and family members should follow the self-assessment questionnaire included in this Covid-19 procedure packet.
- 14) SYMPTOM PRESENTATION & TEMPERATURE:** Dancers & family members exhibiting any of noted symptoms according to the Washington State Department of Health and/or with any temperature of 99.5 or higher will not be allowed to attend lessons in the studio at IBA. ALL guests will have temperature checks before they enter the facility. Please be patient as this will delay entry time for dancers/groups.
- 15) DISCLOSURE & COMMUNICATION:** Family members and dancers are committed to (and responsible to) communicate candidly, regularly and thoroughly with IBA administration regarding any changes to the health of their dancer as it could possibly relate to Covid-19, or any possible exposure their dancer and family may have had to the Covid-19 virus through friends/family/co-workers in order to assist this agency to properly track and control the spread of this virus within our organization and community.
- 16) ALLERGIES CAN CREATE ANXIETY:** Dancers with seasonal allergies are asked to seek professional assistance with regard to methods and medications by which they can manage their allergy symptoms at all times while they are in session with us at IBA. Please understand that coughing, sneezing, etc., may cause anxiety for students and guests present. Anyone who coughs or sneezes must do so into his or her arm/sleeve or into a tissue. They are expected to dispose of the tissue and rewash or re-sanitize their hands immediately afterward. They may be asked by a staff member to excuse themselves from the classroom or the general area if the situation demands it.
- 17) TRAVEL HISTORY:** Students who have traveled out of the state of Washington will be required to wait 14 days before coming into the IBA studio to take class. Families should verify their return date to the front office IN WRITING (signed & dated) so that the IBA administration is aware at all times of the status of travel and completed quarantine times. An email from the legal parent/guardian will be considered sufficient in this process when necessary to prevent unnecessary exposure to others.

If you have additional questions, contact the IBA Office at **425.822.7694**
You may also email our Office Manager at **info@intballetacademy.org**
You may text the front desk at the cell number: 919.356.5648



Self-Assessment Questionnaire for DAILY PERSONAL USE
(Do not return this to IBA):

Are you experiencing any of the following symptoms that are not simply related to seasonal allergies?

Fever (99.5 or higher?)	YES	or	NO
Severe cough	YES	or	NO
Shortness of breath	YES	or	NO
Sore throat	YES	or	NO
Running/Dripping nose	YES	or	NO
Body aches or chills	YES	or	NO

If you have answered YES to any of the above questions, please do not attempt to come to the IBA studios today until you can ensure that these symptoms are not related to the Covid-19 virus.

All dancers and staff, as well as all of their family members and/or roommates in their own homes are expected to SELF ASSESS daily prior to attendance again in any activities at the International Ballet Academy.

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Parent/Guardian Signature

Date

Student Signature

Date