



IBA
Safe Start
Policies
&
Procedures
Packet

All faculty, guests & students are encouraged to review & be aware of all updates to the 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>

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Statement of Compliance & Cooperation for IBA SAFE START

International Ballet Academy will follow all of the procedures for reopening and business operation 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 take class 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 only 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 as a team to make any determinations necessary that we believe to be in the best interests of our staff, dancers and family members. As a private business, we reserve the right to meet together with a minimum of 2 of our staff members, using a proper and confidential process to make determinations in the best interest of all.**
- **IBA reserves the right to refuse entry to the premises and any class sessions if 2 or more staff members agree that there may be some risk involved in doing so and/or if the party involved is not in compliance with the Washington State Safe Start guidelines, to include wearing mandatory face coverings.**
- **Families and dancers who wish to return to lessons at IBA agree to this process 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 Summer 2020 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 Summer Registration Form included within this packet.**

***Parent/Guardian Copy!!
Sign and Return IBA copy found on Page 10***

Parent/Guardian Signature

Date

COVID-19 Re-opening Policies & Procedures

Guidelines and the status of the Summer Master Classes 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 Summer 2020 registration form prior to your dancer taking part in lessons at IBA. In addition to this, IBA will also require and original, signed and dated *Statement of Compliance & Cooperation for IBA SAFE START*.
- 2) CURRICULUM & EQUIPMENT MODIFICATION:** 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. Students should provide their own freshly sanitized mat for their Stretch & Floor Barre classes.
- 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 disinfectants/sanitizers 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, 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 daily before returning back to IBA daily.
- 5) REGISTRATION & PAYMENTS:** Families are encouraged to discuss registration issues with front desk staff by phone, as well as make all payments by phone to reduce 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 month of August, given the studio square footage and current recommendations, we will maintain an average of 5 students per class and no more than 7 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 will not be allowed in the building with their dancer. If you need to see a staff member, please communicate with the front desk staff. 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. Staff will be doing all that is necessary to keep our office spaces clear so we can be sure to maintain proper social distance.

- 8) MOVEMENT WITHIN AND AROUND IBA:** All students and guests will be required to maintain social distancing, adhering to signs, markers and staff direction at all times.
- IBA studio doors will remain locked 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.*
 - 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 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 are expected to arrive to IBA studio 15 min prior to class and wait in the designated, marked areas for staff to invite them into the facility.
 - No dancer should be left without parental supervision until they are safely able to enter the building.
 - Late arrivals will not be admitted to the building/class.
 - Dancers are required to arrive daily dressed in their proper dancewear. (Cover-up clothing is encouraged.) *Bathrooms and dressing rooms will not be available for dancers to use as dressing areas for class.* Dancers will be allowed to only bring a very small bag with them to the studio daily. This bag will remain with them at all times.
 - 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.
 - Dancers will be released from lessons and from their wait zones one at a time in order to help maintain social distance.
- 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 not be present long enough for that to be necessary. They should “**fuel up**” prior to their attendance as we will not be offering or allowing eating in the studio or waiting areas during the month of August. 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 special exception to this policy, please contact our front office staff for special consideration.
- 12) WATER:** Dancers will need to bring their own water in a clean & daily sanitized water bottle for each of their class sessions. This will remain with them at all times.

- 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.
- 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., will only cause anxiety for every student and guest 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 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**
Or e-mail or Office Manager at **info@intballetacademy.org**



Self-Assessment Questionnaire for DAILY USE:

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.



INTERNATIONAL BALLET ACADEMY

ARTISTIC DIRECTOR | VERA ALTUNINA

STUDENT INFORMATION:				<input type="checkbox"/> New		<input type="checkbox"/> Returning (last attended): _____	
First Name:			Last Name:				
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Birthdate: / /			Age:		
Student Cell Phone:				Grade: _____ [UPCOMING SEASON]			
Student Email:							

PARENT/GUARDIAN INFORMATION:							
Parent/Guardian Name:			Relationship to Student:				
Address:			City:		State:		Zip:
Parent/Guardian Phone:			Parent/Guardian Email:				

DANCE TRAINING & EXPERIENCE:							
Current Dance School:					TOTAL Years of Dance:		
Years of Experience		Ballet: _____		Pointe: _____			
Contemporary/Modern: _____		Jazz: _____		Other: _____			

Please share any other relevant information about your experiences & training. Include your thoughts on what you are searching for in a summer program and what your goals are as a dancer? Feel free to continue your comments on the back of this form.

Continue to Page Two – This Section is FOR OFFICE USE ONLY!!!

STUDENT PLACEMENT – CLASS ASSIGNMENT

**** (PLEASE INITIAL ALL) LEGAL RELEASE & POLICY ACCEPTANCE (PLEASE INITIAL ALL) ****

_____ I understand that lessons must be paid for in advance and that all fees are non-refundable.

_____ I accept that registration is being held on a first-come-first-serve basis and that classes sizes will be limited to account for all social distancing recommendations by the Washington State Department of Health and the CDC. I understand that because of this, dancers are *only allowed to attend classes for which they have registered and to which they have been accepted.*

_____ Due to severity of the 2020 Coronavirus pandemic, My family and I agree to follow *all posted regulations with regard to social distancing measures* upon arrival and until exit from the International Ballet Academy campus. I understand that those who cannot or will not follow the strict regulations in place at IBA will not be allowed to continue in-person lessons at IBA. I accept that, if dismissed due to non-compliance, no refunds or credits will be given for tuition and fees paid.

_____ My family & I agree to abide by the International Ballet Academy Parent & Student Manual. I (we) acknowledge that access to this manual is found on the IBA website: <https://www.intballetacademy.org/preparatory-program>. I (we) acknowledge that I (we) have read and agree to abide by the IBA Student and Family Codes of Conduct. I accept that, if dismissed due to non-compliance, no refunds or credits will be given for tuition and fees paid. Classroom Code of Conduct for both parents and dancers applies to both in studio and online classes.

_____ I understand the attendance will not be tracked and is the responsibility of the dancer during the IBA summer program and that make-up lessons for classes missed will ***not be available and/or provided.*** Credits and refunds for missed lessons will not be provided. I accept that only partial refunds or credits will be considered for missed lesson time during the IBA summer program in a case of serious injury with a formal written request and a physician's note.

_____ I understand and will abide by the IBA dress code in studio AND ONLINE. During the IBA summer program, leotard color is the choice of the dancer; however, all dancers must wear regulation dance shoes and tights, as well as the regulation style leotard. Dancers must ALL have their hair pulled back and out of their face. A ballet bun is REQUIRED for all ballet lessons, in studio and ONLINE.

_____ I understand and accept the IBA schedules and that these schedules are subject to change in the event it becomes necessary for the good of all dancers and the whole program, especially due to current events..

_____ I (and my student) understand(s) our own personal responsibility for our own personal property.

_____ I (and my student) understand(s) that all dancers must have video on when attending online lessons. I accept that dancers who are not participating in the online lesson, playing with equipment during the lesson, changing displays/names and/or chatting, or generally being disruptive, etc, will be removed from the online lesson without a refund. Remember, all of the same respect for the instructor that is expected during an in studio lesson at IBA is expected of our dancers using the online method of learning.

_____ Personal accident insurance is the responsibility of each student/family. International Ballet Academy and its faculty shall not be held responsible for any injuries that occur while taking part in any programs at IBA or during an online lesson with IBA, to include family members of students in attendance either in person or online.

_____ I give permission for IBA to take photos or short video clips of my daughter or son during their participation and I consent to their use for purposes of presenting and promoting the IBA programs through various forms of social media and/or printed/website material.

Parent Signature:

Date: / /

Student Signature:

Date: / /



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