

# Studio Re-Opening Plan – 2020

---



---

**COMPLETE PLAN FOR CLASSES, CAMPS, OFFICE  
WORK, AND MORE**



---

## NOTE FROM JANA & CARLOS

Dear PCPA Dance Family.

We have all been anxiously awaiting the return of classes in the studio and we are happy to announce that the time has arrived! This document covers everything we have done and will be doing moving forward. Our goal is to provide as safe of an environment for your dancers as possible.

As you read through this, we want you to remember that many of these measures will be temporary. There are parts of this document that may seem difficult or inconvenient. Just remember, this will pass. We need to come together as a community to meet this challenge if we want to get back into the classroom, which we do! We both believe we can come out of this as a stronger business on the other side. We need everyone's assistance to do so. We can do it!

We want to acknowledge that while there is nothing we can do to make classes no-risk, we can take steps that will make being in our space as low-risk as possible. There is no plan that will be perfect, no one-size fits all, and no plan that will make everyone happy. We know not all families will be ready to come back, while some are ready to return now. We took that into account in this plan.

We strongly believe that the measures put in place by the building management, coupled with our in-studio plan, will make this the safest studio to dance in on the peninsula.

Given the county orders, we are happy to start bringing students back in stages starting the week of June 14, 2020. The following pages will outline our plan for SFDC dancers. If you have a Principal Arts dancer, you will receive a separate, but similar document, with their specific instructions.

Everything in this outline is subject to change based on county and city guidance which changes frequently. We will keep you up to date on any changes.

Welcome Back Dancers!

---

## WHY ARE WE OPENING?

### CURRENT SAN MATEO COUNTY HEALTH ORDERS

We have been in contact with both county and city officials. With their help we have outlined a plan for reopening. There are multiple sections of the orders that will allow us to open. Recreational institutions, summer camps, day camps, offices, and education are all categories we fit into. There are of course, certain guidelines we must follow to be able to restart classes. We have addressed all of those in this document.

## UPDATED CLEANING & SAFETY MEASURES

### UPDATES FROM OUR BUILDING MANAGEMENT

- **UV-C Coils Installed in HVAC**  
**INSTALLED 6/5** – The building has installed in-duct UV-C coil disinfection units in the HVAC system to assist in sterilizing the air flow as much as possible. These coils will be installed on each HVAC unit in the building. The utilization of UV-C light has been a protocol by hospitals, laboratories, and other healthcare facilities to maintain a sterile environment and kill microorganisms by destroying nuclear acids and disrupting (break apart) their DNA leaving it unable to reproduce. UV-C light can kill bacteria, viruses, mold, and other pathogens.
- **Fogger Nebulizer**  
**ALREADY IN USE** – The building manager has purchased a Portable Electric ULV Fogger Nebulizer. This will allow them to implement additional cleaning protocols that will disinfect the entrance ways of the building, stairway handrails, doors, door handles and knobs, elevators, bathrooms, hallways, and common areas quickly and more effectively.
- **Hand Sanitizers**  
Hand sanitizing dispensers have been installed by each elevator entrance on every floor.
- **Safety Posters**  
You will also see CDC posters strategically placed throughout the building, reminding people to wash their hands and help keep a safe work environment.
- **Restrooms**  
Restrooms are cleaned daily.
- **New Elevator Rules**  
There may now be no more than 2 people in an elevator unless they are from the same household.  
*More on entering the building to follow.*

---

## IN STUDIO CLEANING UPDATE

- We have the studio being professionally cleaned on M-W-F-Sun
- We will continue with daily cleaning and wiping down of space as needed.
- The HVAC/Fan system will take care of disinfecting the air while it circulates.
- We are asking that you keep Studio D windows open to help with ventilation.
- New cleaning and use protocols for props, barres, etc. More to follow.

## Timeline For Re-Opening / Important Dates

### SFDC CLASSES

- Teacher live stream classes from the studio as of June 8, 2020. (No student in space)
- Group Classes are back on ~~July 11, 2020~~ TBD

### Small Fry Dance Club Performance

- Small Fry Dance Club June Recital will take place on June 28, 2020
- Teachers will be on site at studio.
- Dancers will participate online through Zoom.
- Detailed plan was emailed. If you haven't received it and you are in the performance, please let us know.

### Summer Closure (All)

- June 29<sup>th</sup> to July 10<sup>th</sup>, 2020 – No classes. Studio and offices closed. Enjoy the break!

## NEW PROCEDURES



● North Stairwell - Enter Here. Code is 7549#

● South Stairwell - Exit Here

### ENTERING & EXITING BUILDING

We want to create as many one-way walking areas as possible to limit cross traffic in the building.

- All families / dancers should enter through the north staircase accessible just above the garage entrance at the rear of the building. This staircase is also accessible from garage. (Code: 7549#)
- All families / dancers should exit through the south staircase, unless parked in garage.
- Elevators may be used if needed, provided you follow the new rules. (2 people only, unless in same household)

### ENTERING OUR LOBBY

All families will be asked to perform a self-check before leaving their homes. You will see a poster hanging on our entrances reminding you to check for symptoms. See posted attached at end of document.

1. Have you had a fever in the past 24 hours?
2. Do you or anyone in your household feel ill?
3. Have you been in contact with anyone that has tested positive for Covid-19 in the past 2 weeks?
4. Have you or anyone in your household tested positive for Covid-19 in the past 2 weeks?

**If you answer yes to any of the questions above, please do not enter our space.**

### LIMITING PEOPLE LOBBIES

We would like to limit the number of bodies in our lobbies. In order to do so we are asking for the following rules to be followed.

- **1 Parent/Guardian:** We are asking only 1 parent to come with each dancer. If you can leave siblings at home or in with someone else that would be preferred to help us limit bodies.

- 
- **Parents in class:** All age groups will now have parent accompany dancers into the studio space. No waiting in lobby.
  - We are removing most of the seating in our lobbies to create space for staging areas, and to reduce the amount of people in the lobby.
  - All families should exit the south staircase after class ends or use elevators if needed provided you follow the new rules.

## **MASKS**

- **PLEASE BRING YOUR OWN MASK**
- All employees will be required to wear a mask while we are open.
- All adults will be required to wear a mask while in the building.
- Dancers will only be required to wear a mask while in common areas. This includes lobbies, hallways, restrooms, staircases, etc. Unless you have a dancer 2 or younger. See below.
- **Dancers will have the option to remove masks while in class.**
  - a. San Mateo County has ordered that masks not be required for kids 12 and under. Kids 2 or under should not wear a mask at all for risk of suffocation.
- Should you forget your mask, or if your mask breaks, we will have extra disposable masks available at the reception desk and in the studios.

## **IN THE STUDIOS**

### **CLASS SIZES**

San Mateo county is allowing class sizes up to 12 dancers. That is already our usual max for most classes. However, we are capping the current classes at 8 dancers for SFDC classes, and 10 dancers for PCPA classes. This does not include dancers that will continue dancing through live stream.

- Classes will be limited to 8 dancers in person.
- If a class has more than 8 dancers, we will split you into 2 groups.
  - These groups would alternate between dancing in person, and dancing via livestream at home.
  - We will figure this out on a class-by-class basis as we get closer to groups getting back into the studio.

### **CLASS GRIDS TO MAINTAIN DISTANCING (SEE DIAGRAMS ATTACHED)**

- Each studio will have a taped grid on the floor for dancers to stand in while they are in class.
- Each dancer will have a spot against the wall for their belongings and adult to wait in.
- Each studio will have different procedures for where to place items. **See diagrams and tables in following pages.**

## ENTERING STUDIOS – SFDC CLASSES

Entering studios for the Small Fry's will be similar with the exception that parents will now be required to be in the room for all age group levels. **Shoes will be allowed in studio C.**

STUDIO	STAGING AREA	BAGS / BELONGINGS	REQUIRED ITEMS
STUDIO A	Dancers will wait in studio C staging area. Dancers enter studio when teacher is ready for them.	Bags/Strollers should be left on the lobby side, under Studio A window as they enter classroom. Dancers will exit to main lobby and out main doors.	<ul style="list-style-type: none"><li>• Hand sanitizer given by teacher on way in.</li><li>• 1 parent per dancer</li><li>• Water Bottle</li><li>• Masks for adults</li></ul> If needed... <ul style="list-style-type: none"><li>• Props</li><li>• Mask for dancer</li><li>• All labeled with name</li></ul>
STUDIO B	Dancers will wait in main lobby staging area. Dancers enter studio when teacher is ready for them.	Bags should be taken with them into studio B. Strollers can be parked outside in hallway. Dancers exit through hallways when class is done.	
STUDIO C	Dancers will wait in main lobby staging area. Dancers will enter studio when teacher is ready for them.	Bags/Strollers should in lobby and placed under studio C windows.	
STUDIO D	See instructions for PCPA	Strollers/ bags can be taken in to studio with them. Exit through prop room hallway.	

## EXITING STUDIO / BUILDING

- If you are dancing in studios A or C, you will exit through main entrance, and down the south stairwell. If you need the elevator, just make sure to follow the new rules. 2 people only, unless in same household.
- If you are in studio B, you will exit through hallway doors, to minimize lobby traffic.
- If you are in studio D, you will exit through prop room hallway, into the main hallway.

## NEW CLASS RULES

- Teachers are required to wear masks.
- Dancers are not required to wear masks inside classroom.
- All dancers will be greeted at the door by the teacher with hand sanitizer.
- All dancers will be assigned a square to dance in during each class.
- Dancers may leave square for water breaks to their station (see diagram)
- We will temporarily not be using barres in class.
- Only hard surface props will be used in class. They will be wiped after each use.
- Dancer should bring their own scarves.



- 
- Masks should be worn in common areas when leaving the studio, unless you have a dancer 2 or younger.
  - Follow entrance and exit flow charts.

## **LIVE STREAMING / PRE-RECORDED CLASSES**

We know not all families will be able to return under the current timeline. For this reason, we will continue to livestream all group classes from the studio when we return. Live streaming will continue until we feel it is no longer needed. Our pre-recorded classes will also continue to be produced and made available on a weekly basis. That will allow you to dance on your own schedule.

### **Water Coolers**

- We will continue to provide water in our water coolers, we just ask that only staff use the coolers. Dancers should bring their water bottle up to the reception desk and request a refill.

### **Private and Semi-Private Classes**

Our private lessons were popular before we went into SIP, and we know there is more interest in them now than ever before. If you would like to setup a private or semi-private group class, please reach out. Space will be limited, but we will do our best to accommodate everyone we can.

## **PLAN MOVING FORWARD**

### **What's next for SFDC?**

With so much uncertainty surrounding the immediate future it is difficult to plan for the long-term. Covid-19 hit us midseason, and that made it difficult for us to make a call on what to do about the June performance. Ultimately, we had to give the season a sense of closure given how far along we were in the process.

Beyond that, we plan on continuing to give you the same great classes and curriculum in person and through our online platforms. We are also launching a new option of pre-recorded classes only for anyone, anywhere, to subscribe and use. More on that below.

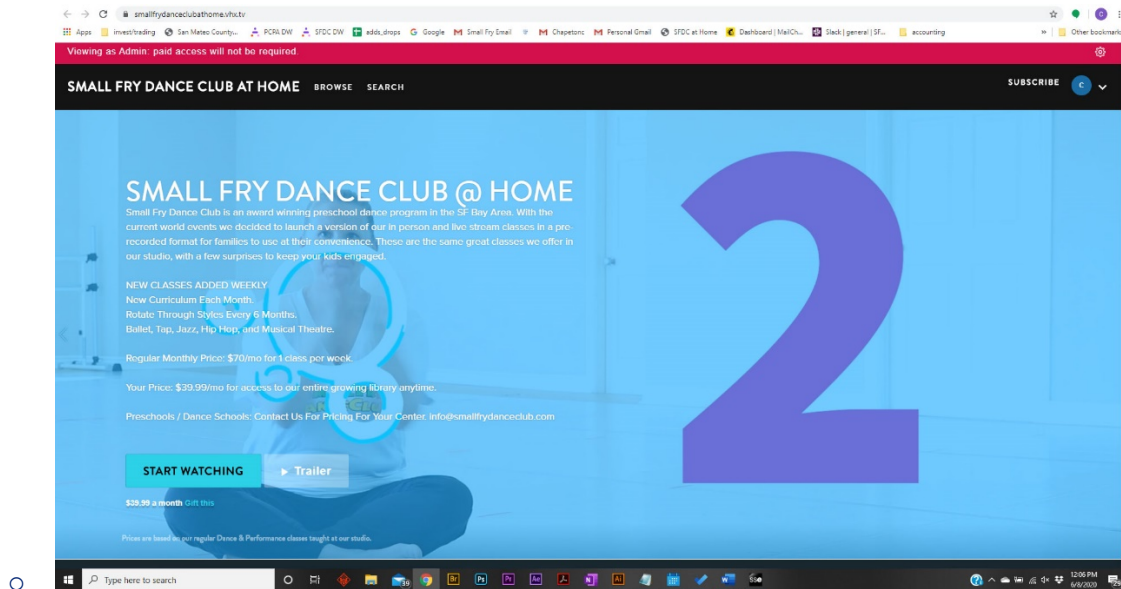
We are not planning to hold a December performance in person. It takes months of planning ahead to put on a performance, and we do not know what the situation will be come December. We will plan on hosting performances again when the situation improves and allows us to do so.



## HOW YOU CAN HELP

There are lots of ways you can help, **and we do need you!** Below are things you can do to ensure we have a bright future.

- Read through this document carefully and stay up to date.
- Read our emails, and follow us on [Instagram](#) and [Facebook](#) to get all our updates.
- Help us spread the updates to other families so we are all on the same page.
- Leave us a positive review on Yelp, Facebook, or Google reviews. MAYBE ALL THREE?! 😊
- Let your friends know about us! Even if they do not live in the area. Our ability to live stream and produce material will allow us to expand our reach and make up for lost enrollment.
- Preview Image. Coming soon!



- Of course, the number one thing you can do is stay enrolled! We are facing the most difficult summer we have had due to low enrollment. Anything you can do to keep us going is appreciated.
- If your dancer is 5 or older and is looking for a summer camp option, we still have limited spots available. You can register directly on our website. [www.PrincipalArts.com](http://www.PrincipalArts.com)

---

## FINAL THOUGHT

We appreciate you taking the time to read through this document. We know it is a lot to take in. Please share these guidelines with your dancer(s) and any adults that may be bringing them to classes.

Lastly, remember that all of this is **TEMPORARY**. This will pass and we will get back to a more normal state. There are sacrifices and adjustments we all must make to get back in the classroom and out of the house. If we can do so safely, the more likely we will reach our goal of getting back to normal sooner.

We appreciate your understanding and cooperation.

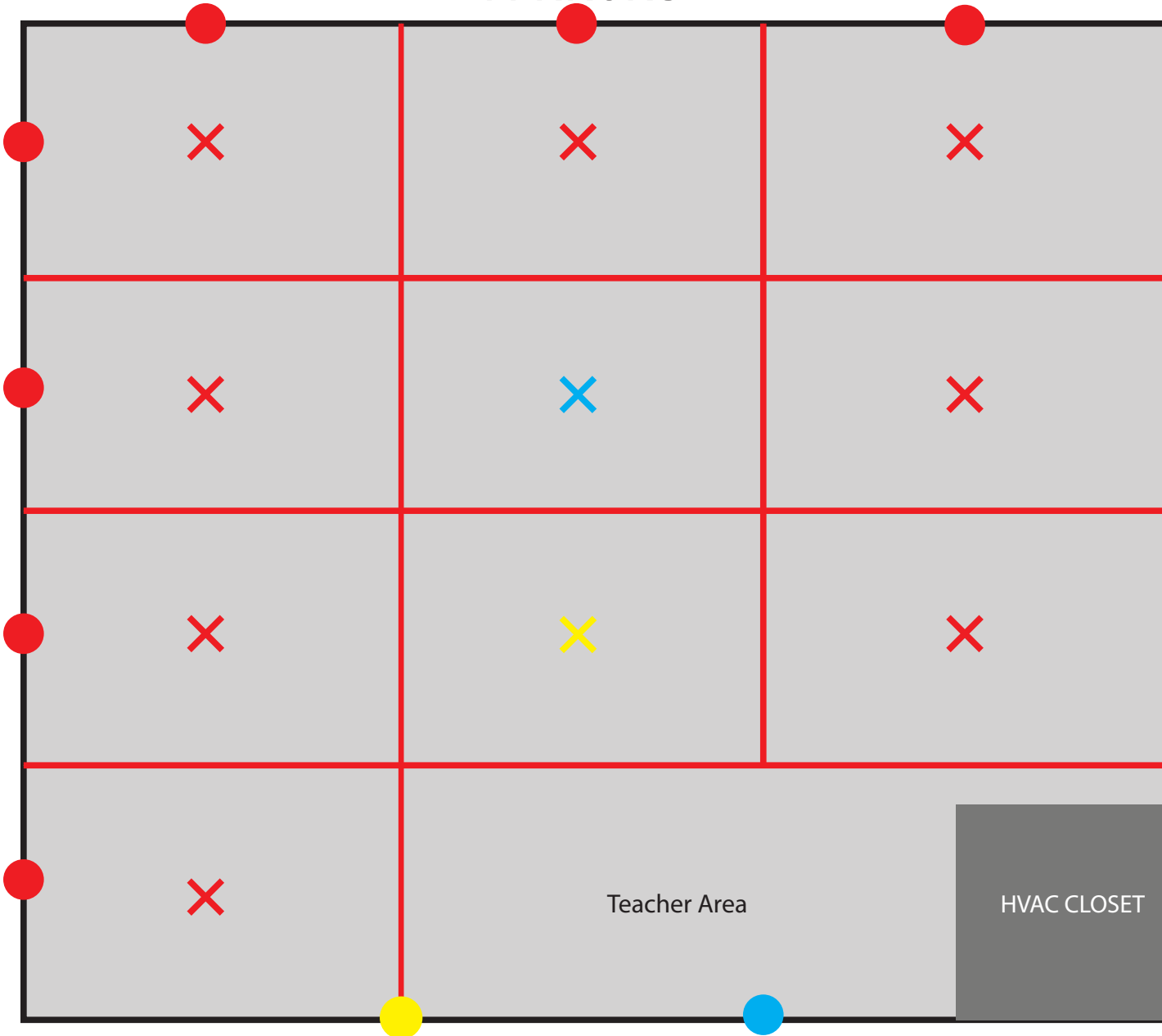
Thank you,

Jana, Carlos, and the PCPA Team

# GRID FOR STUDIO A

Drawings are estimated and just to give an idea of how grid will be setup.  
Large areas without lines are designed to allow teacher to move freely.

## MIRRORS



Dancer's Spot



Dancer's Gear / "starburst" spot



Dancer's Spot



Dancer's Gear / "starburst" spot



Dancer's Spot



Dancer's Gear / "starburst" spot

# GRID FOR STUDIO B

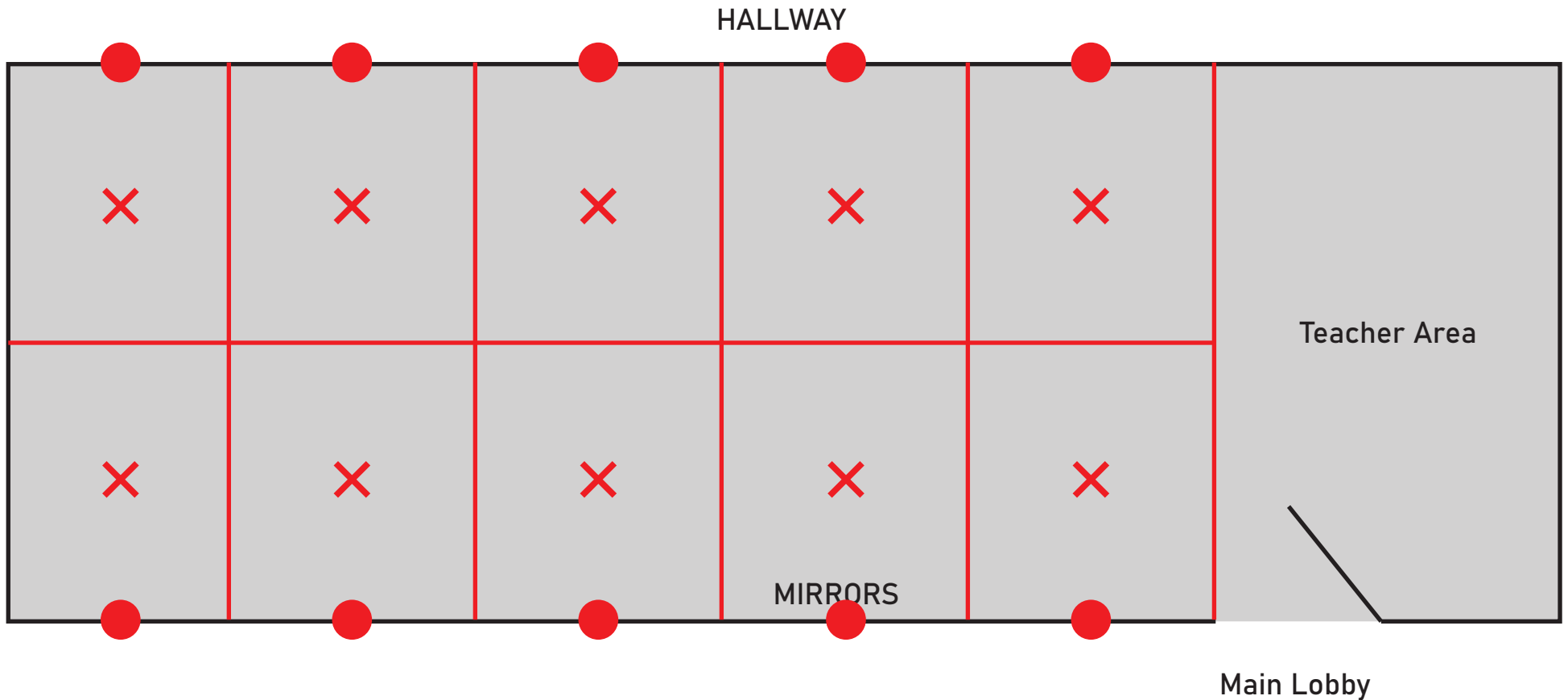
Drawings are estimated and just to give an idea of how grid will be setup.



Dancer's Spot



Dancer's Gear / "starburst" spot

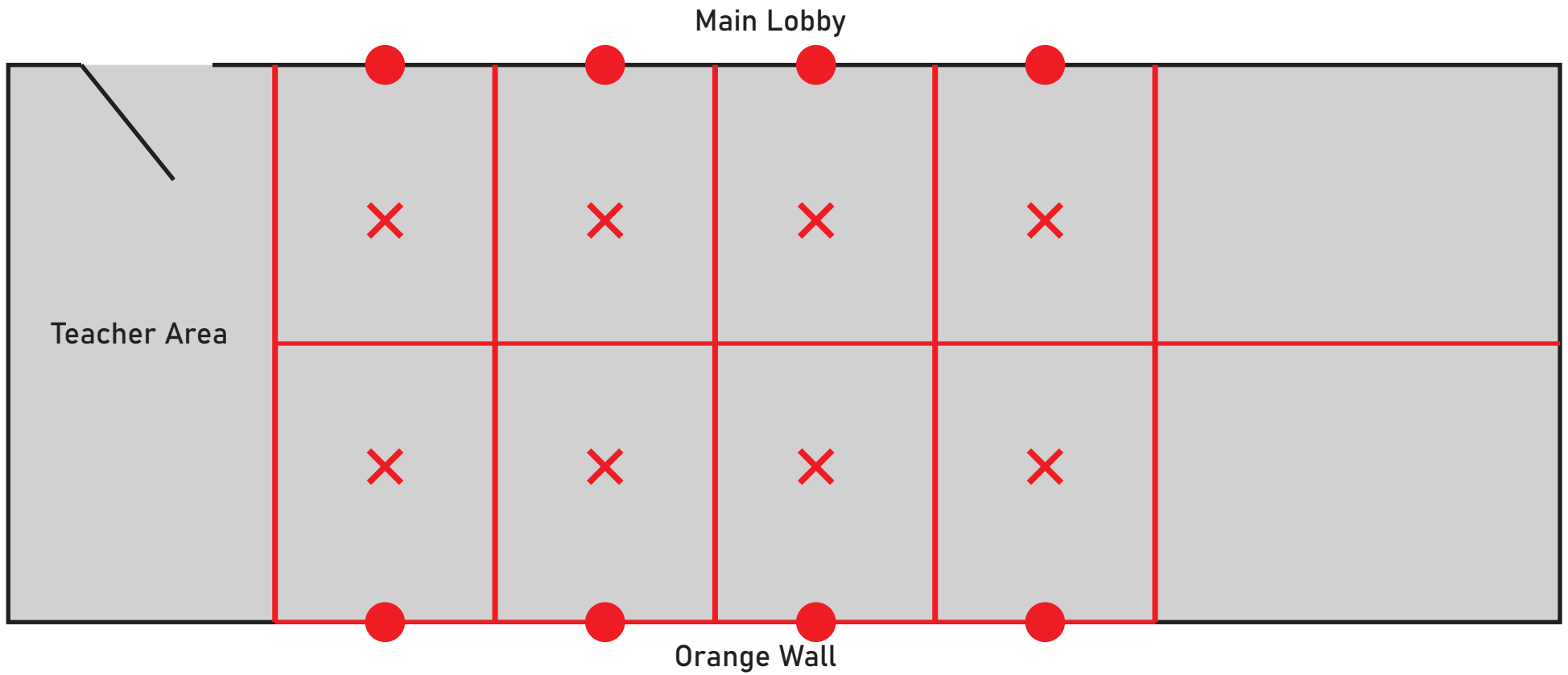


✕ Dancer's Spot

● Dancer's Gear / Parent / "starburst" spot

# GRID FOR STUDIO C

Drawings are estimated and just to give an idea of how grid will be setup.

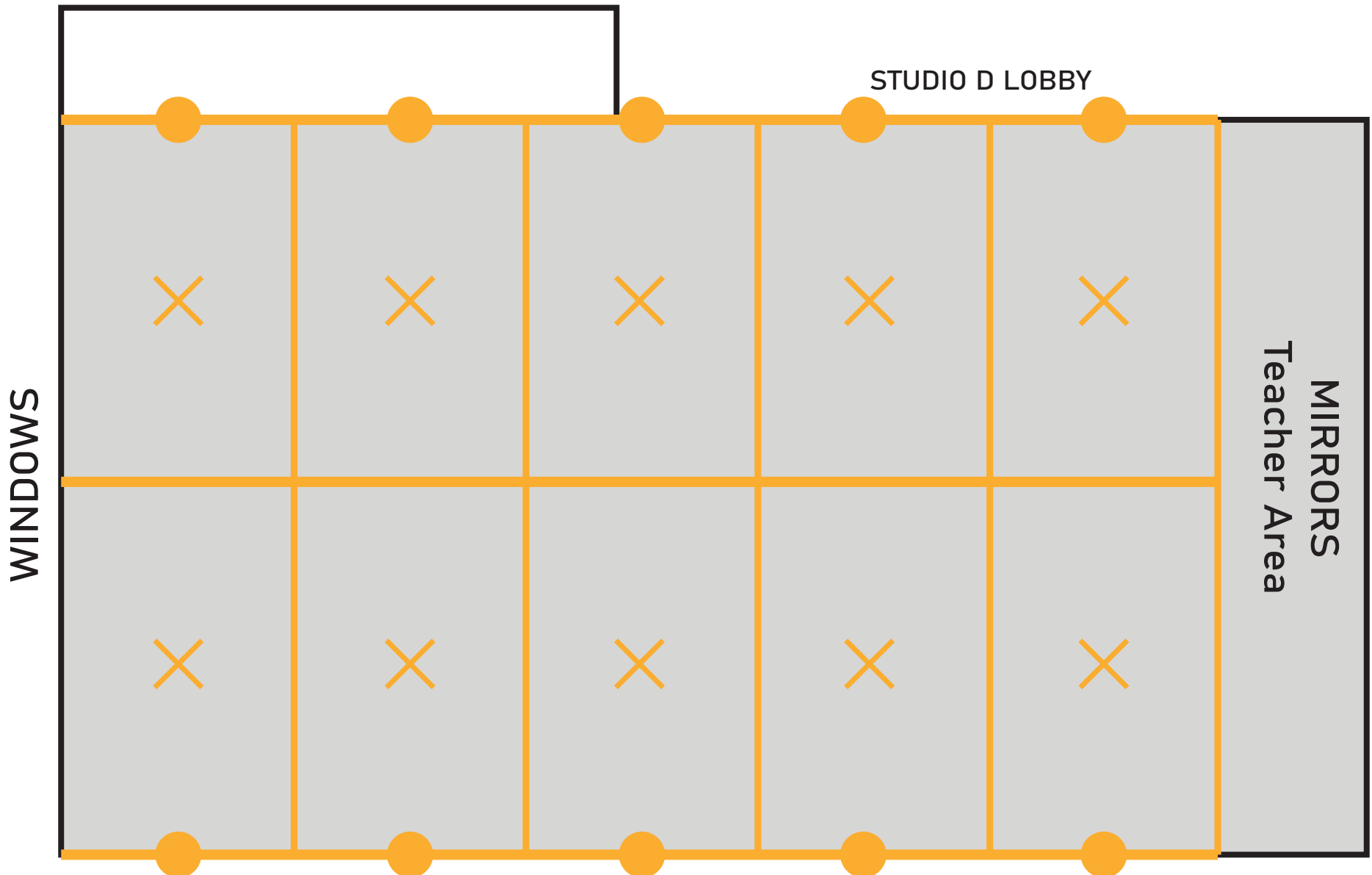


✕ Dancer's Spot

● Dancer's Gear / "starburst" spot

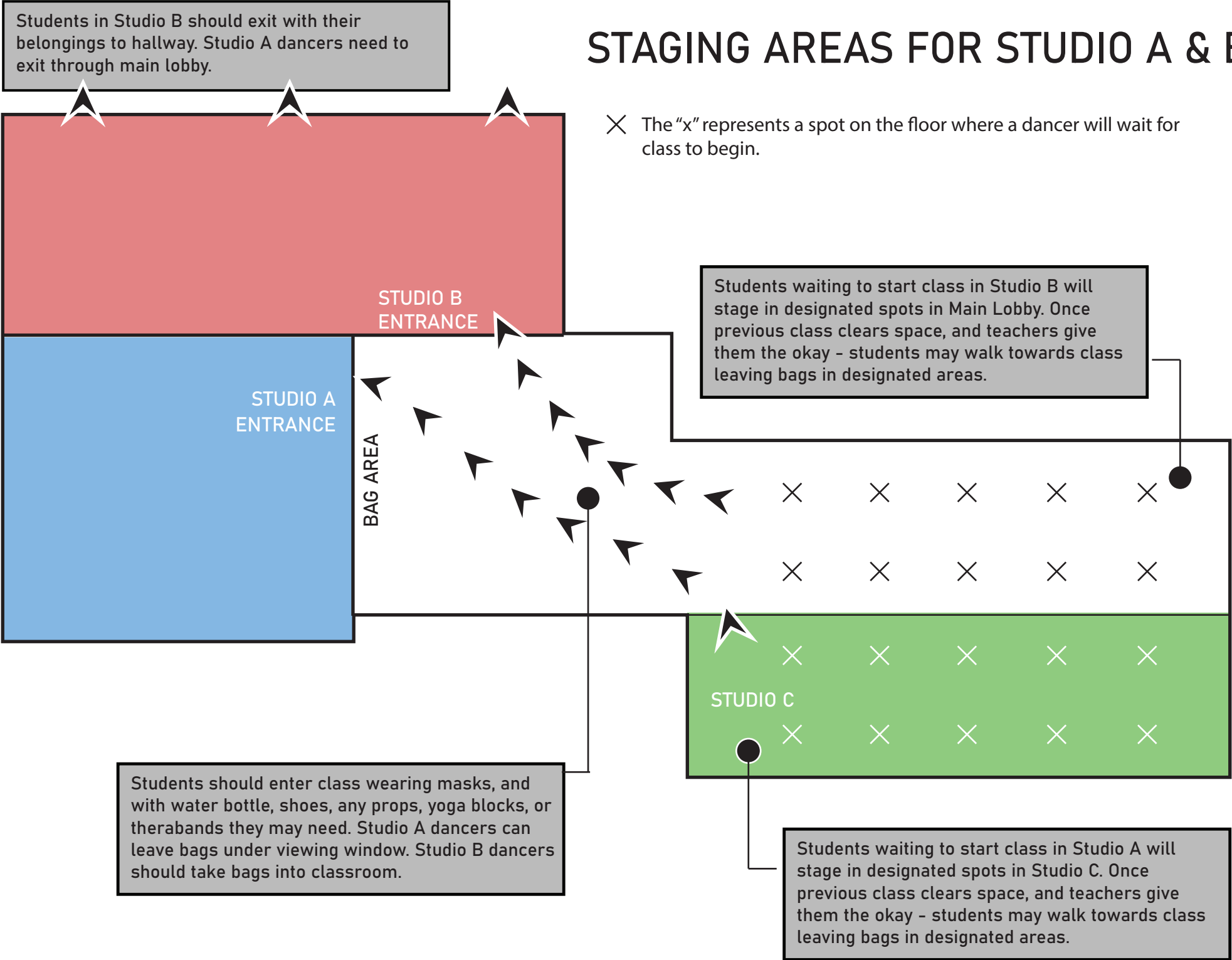
# GRID FOR STUDIO D

Drawings are estimated and just to give an idea of how grid will be setup.



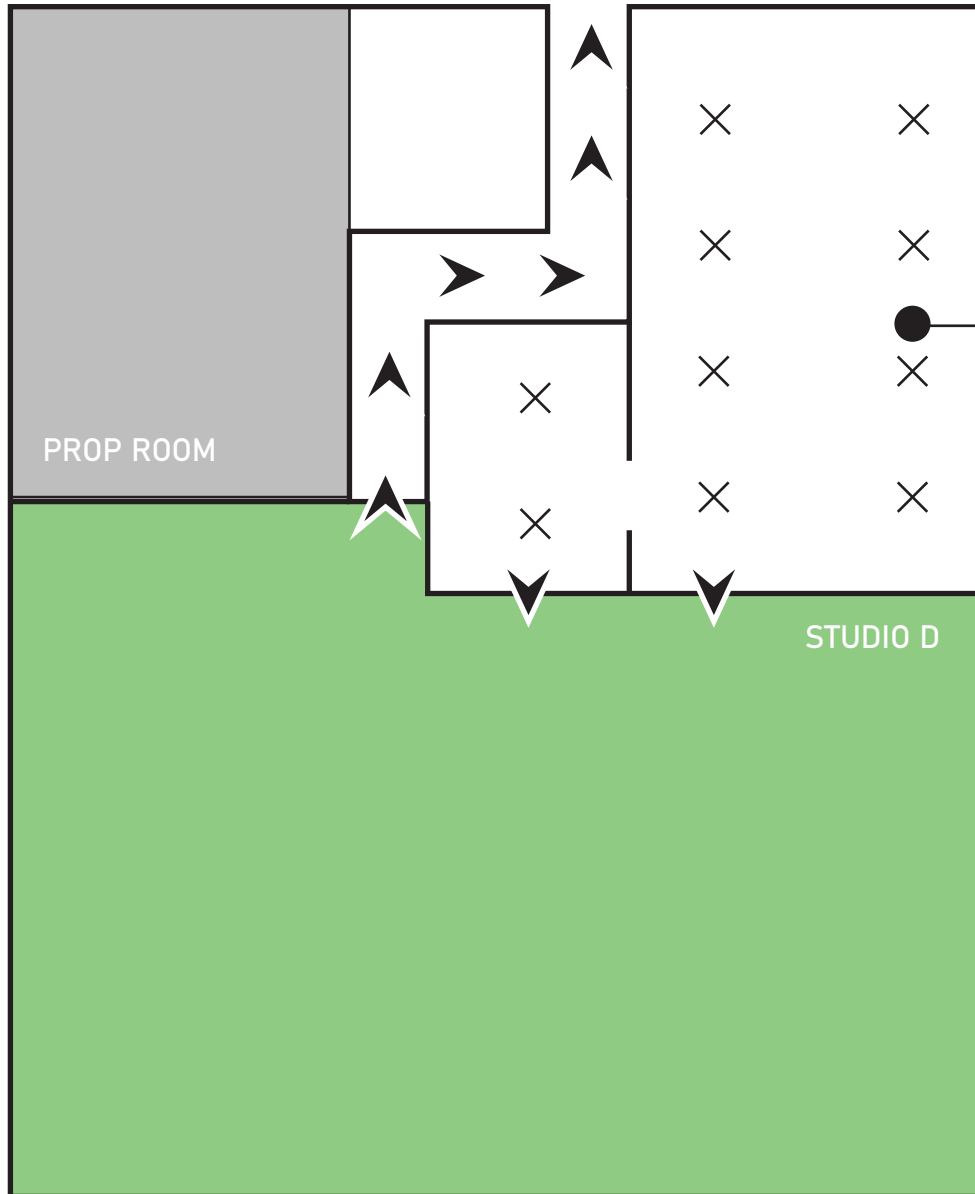
# STAGING AREAS FOR STUDIO A & B

✕ The “x” represents a spot on the floor where a dancer will wait for class to begin.





# STAGING AREAS FOR STUDIO D



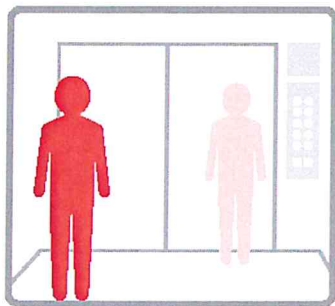
✕ The "x" represents a spot on the floor where a dancer will wait for class to begin.

Students will wait on spot spread out through Studio D lobby. Dancers will take bags with them into studio and placed at their stations. Dancers then exit with bags through prop room hallway.

# Prevention Measures against the Novel Coronavirus Infection.

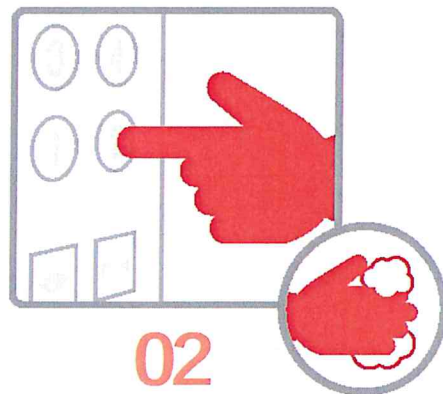
## For those who use elevators.

Since many people use the elevator,  
Please take measures against infection and use it safely.



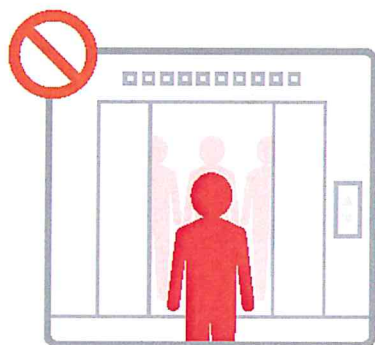
01

Practice social distancing.



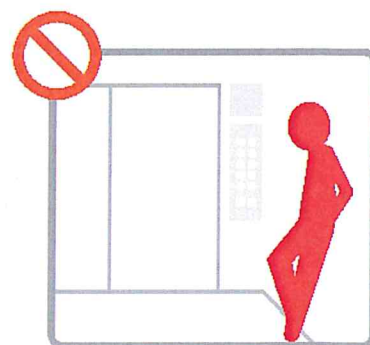
02

Wash your hands and use  
disinfectant alcohol after contacting with  
elevator buttons or handrails.



03

Limit 2 per elevator.



05

Do not lean on walls.





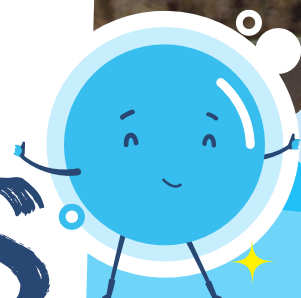
**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

**Wash your hands with soap  
and water for at least**

**20 SECONDS.**

**LIFE IS BETTER WITH**

**CLEAN  
HANDS**



**[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)**



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



# Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like COVID-19.**



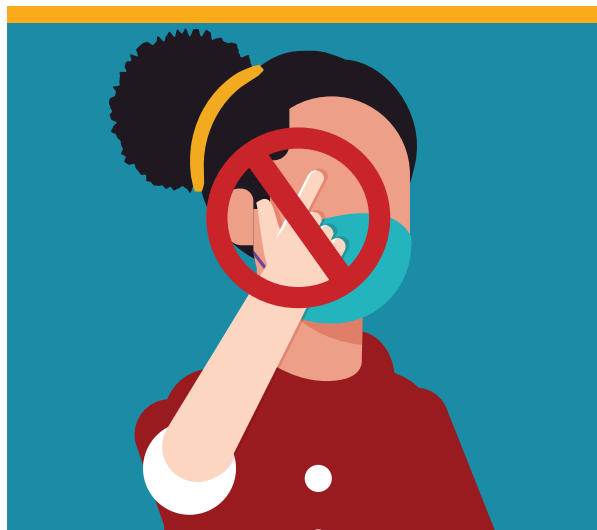
**Stay at least 6 feet  
(about 2 arms' length)  
from other people.**



**Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.**



**When in public, wear a  
cloth face covering over  
your nose and mouth.**



**Do not touch your  
eyes, nose, and mouth.**



**Clean and disinfect  
frequently touched  
objects and surfaces.**



**Stay home when you are sick,  
except to get medical care.**



**Wash your hands often with soap  
and water for at least 20 seconds.**

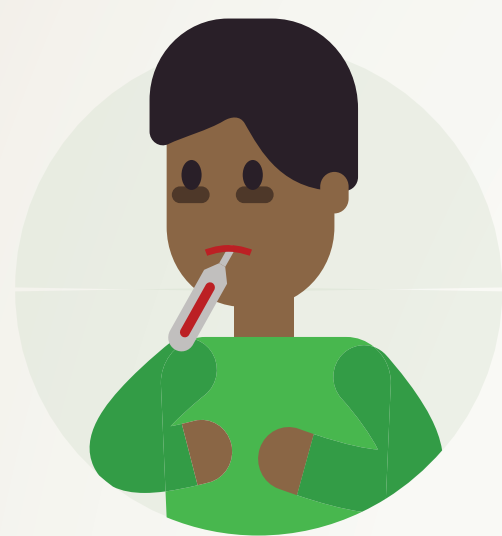
# STOP

## Feeling sick?

Stop the spread of flu.

**Stay home when you are sick.**

Common Flu Signs & Symptoms Include:



**Fever\* or feeling feverish/chills**

\*It is important to note that not everyone with flu will have a fever.



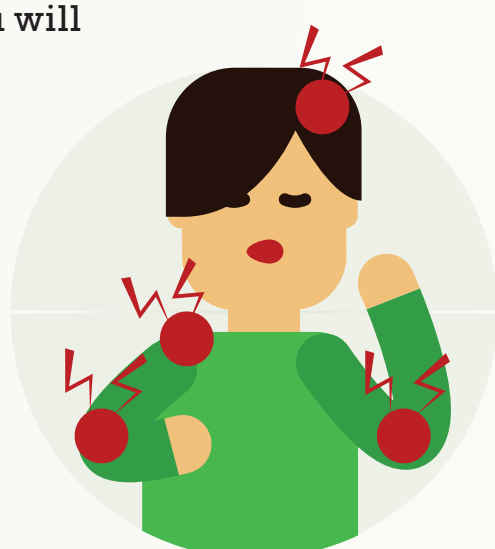
**Sore throat**



**Runny or stuffy nose**



**Cough**



**Muscle or body aches**



**Headaches**



**Fatigue (tiredness)**

*Flu is different from a common cold.  
Flu usually comes on suddenly, and in general symptoms are more intense.*

## If you think you may have flu please remain at home until you have recovered.

CDC recommends that you stay home for at least 24 hours after your fever (100 degrees Fahrenheit or 37.8 degrees Celsius) is gone. Your fever should be gone without the need to use a fever-reducing medicine.

For more information visit [www.cdc.gov/flu](http://www.cdc.gov/flu)



302908-A



Hands  
that look  
clean can still  
have icky  
germs!

# Wash YOUR HANDS!



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention