

## Protocol For a Safer Studio Starting July 1st

### Phase 4, Chicago/Illinois During Covid-19 Pandemic

In addition to our implemented Phase 3 Protocols, we will be instituting the following procedures to do our best to keep as safe a space as possible for our staff, instructors, students, and community while we still acknowledge the COVID-19 concern in our area. Details and protocol may change based on information, rules, and guidelines from the CDC, Federal, State, and Local officials. Check with your instructor and the studio for the most up to date rules and protocols.

*Please remember that if you would rather not participate in any of the guidelines below, we continue to offer Virtual Private lessons, Group Lessons, Video Tutorials, Coaching and Parties over the internet. Ask us for details on those wonderful options!*

**GROUP CLASSES:** We want to welcome you back to group classes! Students may participate in group classes as solo dancers or with their regular partner. Partnered and non-partnered classes will be offered.

**Rotation:** Initially, in accordance with government guidelines and maximizing safety, we will not rotate partners. Students must sign up with a partner and commit to staying with them for the entire class, take a partner class solo, or sign up for our non-partnered classes. We may adapt this if guidelines from the CDC, State, or City change.

**Scheduling:** You can view our current class schedule at [www.mayihavethisdance.com/dance-class-schedule](http://www.mayihavethisdance.com/dance-class-schedule). Daytime classes will be offered in addition to our regular evening classes. Only one class will take place in the studio at a time.

**Class Expectations:** Group classes will be 45 min long to allow for 15-minute breaks between each class. All dances will be stationary at this time instead of progressive. Ballroom style progressive classes will feature patterns that are stationary or progressive up and back in a limited space.

**Early Arrival/Waiting Room:** To avoid congregation and allow for a safer transition between classes, please wait in your car, or outdoors, until 10 minutes prior to your lesson. Limited seating will be available in the waiting room to avoid overcrowding. Please bring only the essentials with you as we will not be able to accommodate space for large bags, or other belongings.

**Registration:** Pre-registration is required for all classes. NO DROP-INS ALLOWED. Registration for group classes and private lessons are available online at Bookwhen.com/MayIHaveThisDance.

If you are unable to complete online, please call 773-635-3000 for assistance. Registrations will be taken on a first come, first served basis, and there is a very limited capacity.

**Pre-Requisites:** We suggest students self-evaluate and register only for classes they are qualified for. However, we will not be strictly enforcing or monitoring as there will not be rotation among students that would normally affect other members of the class. Talk to your partner before registering to make sure you both are comfortable with the class level.

Important note, completing a class during this Phase 4 period does not automatically fulfill a requirement for when we return to our full curriculum, rotations, and pre-requisite qualifications. Please discuss this with your instructor if you have any questions or concerns.

**Cancelation Policy:** While COVID19 remains a crisis, we will relax our cancelation policy. If you exhibit any symptoms any time before the lesson, we ask you cancel your registration. Students may do so up to 2 hours prior to the class start time and receive a pro-rated credit minus \$7 processing fee. No refunds. No credits or refunds for no-shows or calls within 2 hours of class. No refunds or credits if you want to change class for any reason. If a Gimme5 or other promotional pass is used to register for a class, there is no refund or credit at any time regardless of reason for cancelation. If you cancel for reasons other than feeling ill, there are no refunds or credits. We appreciate your integrity and giving us much advanced notice as possible. The survival of our studio depends on keeping our admin costs low, so we deeply appreciate your help.

**Instructor Cancelation:** An instructor may cancel if they are feeling sick prior to class. In the event that a suitable substitute cannot be assigned, the class may be canceled and students will get access to a video lesson substitute. If a video lesson substitute is not available, the student will get a pro-rated credit or refund. If the class is canceled within 2 hours of class start time, students may be able to use the studio space to practice during their regularly scheduled class time.

**Partner Cancelation:** If your partner cancels, it will be up to you to find a suitable replacement for the class, or you can still attend the class without a partner and work on individual technique and shadow dance. The studio will not facilitate partner matching. We must have complete and accurate contact information for each person, so please notify us ahead of time.

**Virtual Attendance:** In some instances, we may be broadcasting our classes over Zoom, YouTube Live, or Facebook Live. Students that are still not comfortable attending classes in person, or feeling ill on a specific day, can join virtually while we broadcast. You must register for this in advance, and the cost is the same as a live class. Gimme5 passes can be used for virtual attendance as well.

**PRACTICAS:** We may begin to offer practicas in select dance genres soon (Argentine Tango, Zouk, Hustle, WCS, Salsa/Latin, etc). Students will be required to bring their own partner, or dance solo, as we will not facilitate rotating at this time. These will be limited capacity and pre-registration will be required.

**REHEARSAL/PRACTICE TIME:** Some limited times may be available for individuals or couples to practice together. This must be scheduled in advance. Contact us for pricing. No drop ins allowed. Cost will be \$10 per person per hour.

**PRIVATE LESSONS:** May take place opposite smaller group classes. Capacity of no more than 2 going on simultaneously in each divided section (red room, purple room, front). Private lessons with social distancing are recommended. However, if a student would prefer a private lesson in contact with their instructor, both the instructor and student must have tested negative for COVID recently prior to the first contact lesson, and get regular testing (every 2 weeks recommended). Couples should maintain at least 10 ft distance from any other private lessons, groups, or otherwise.

**Cost:** If you already have, or will be purchasing, a Private Lesson package, you will use up one of the lessons on the package for each session. If you are paying by lesson, your instructor will tell you their regular rate. At this time no one has increased their private lesson rate, and we have not instituted a COVID fee as is becoming commonplace. However, we will accept donations per lesson, or in any form, to help our studio pay for the costs of opening and help towards surviving until the presumably far-off time we will be able to operate fully again.

**Payments:** All lessons should be prepaid online (prior to the meeting) using the online portal given to you by your instructor or management. If you would like to use cash, please contact us for payment options. No change will be given, so please bring exact amounts.

### **IN-STUDIO/VIRTUAL DANCE PARTY HYBRIDS:**

We will have some limited capacity dance parties at our studio. They will include mini-lessons and plenty of dancing practice. You can come and dance solo or with a partner. For now, rotating partners will not be allowed. **Pre-registration is required**—walk-ins will not be allowed. Some parties will also be broadcast on Zoom, Facebook, or YouTube so you can participate at home or while gathering in small groups with your friends. To participate in the lessons and open dancing virtually, pre-registration will be required and cost \$10 per person. You can register for any one of our dance parties HERE: [www.dancehouseparty.com](http://www.dancehouseparty.com)

### **ONGOING STUDIO SAFETY PROTOCOLS:**

**Bathrooms:** Will be available for use one person at a time. We will do our best to sanitize faucet and door handles regularly. You are welcome to bring your own sanitizer and wipes. However please do not flush any wipes down the toilet as our they will get clogged and result in out of order and plumbing repair costs.

**Equipment:** Instructors should bring their own speaker and music player equipment for private lessons. For group lessons, a studio mobile unit will be available. Instructors should bring their own headset or lavalier microphone with Shure mini-xlr connection compatible with the studio wireless mic transmitters. Alternatively, the instructors can bring their own complete wireless mic system, but would need to budget time to set up and tear down the equipment.

**Face Coverings:** Everyone must keep their mouth and nose completely covered from the moment they walk in the front door of the building to the moment they exit the building. You must bring your own mask, neck gaiter, or other approved item to cover your mouth and nose. If you arrive without one, you will not be allowed to stay. There is a possibility that the studio may have some PPE, but if you need them, there will be an additional charge. If you need a break from dancing in a mask, you may choose to take a short break during the lesson to go outside and get some fresh air. A face shield is optional, but it is not a substitute for a face covering. A face covering over your mouth and nose must be worn underneath.

**Gloves:** Unless recommended by the CDC/State/City, we will not require our instructors or students to wear gloves. However, anyone is welcome to wear gloves that you provide yourself, and you may ask your private lesson instructor, student, partner to wear gloves. Please ask them in advance, if possible so they can bring their own gloves.

**Health Check Questionnaire:** We will have a short questionnaire about any known symptoms, vulnerability, or exposure that you must complete and certify upon arrival. You may be asked to return home if any risk factors are uncovered.

**Information Gathering & Contact Tracing:** We will ask every person who enters the studio to log their name, contact information, and schedule at the studio. We will keep this on file for at least 3 weeks after each visit in case there is any need for contact tracing. If the authorities request, we will share this information with them for the purposes of contact tracing or any other requirement related to the pandemic.

**Lost & Found:** Items left behind at the studio will be discarded at the end of the day. We will not be able to keep items in any Lost & Found area.

**Max Capacity:** In the studio will be 37 plus staff. Instructors, Staff, and Students will only be allowed to be in the studio 10 minutes prior to their scheduled time or 5 minutes after. Lingering should be avoided so incoming students and staff will not cause the capacity to go over the limit. Although we encourage social chatting to happen virtually at this time, any social discussions and friendly visits may happen outside the studio while outdoors and maintaining proper distance. Only management staff will have access to the staff area. Instructors, students, hosts, and families must remain in the ballroom and not enter the staff area at any time.

**Prior Exposure and Risk Assessment:** Any staff, instructor, or student that is aware of any likely exposure to the virus within the previous 14 days of their scheduled time at the studio should reschedule their appointment for a time beyond 14 days. Alternatively, that person can continue their appointment as planned if they have taken and received a negative result from an officially FDA or CDC-approved test for the Novel Coronavirus/COVID-19 after their suspected exposure. Individuals that have regular risky exposure (public transportation users, front-line workers who deal with COVID cases, etc), should consider not taking lessons until those activities are deemed safe.

**Sanitization:** We will have management staff or instructors regularly sanitize high touch areas of the studio several times throughout the day.

**Shoes:** Please do not brush or clean your shoes in the studio. Please do so at home or outside prior to entering the studio.

**Social Distancing Guidelines:** Students should use our pre-marked stickers on the floor during their classes for guidance on keeping 10 feet between Couples. We recommend that when not dancing with you non-rotating partner, students should maintain as much of distance as possible from others in the studio.

**Temperature Check:** Either we will take your temperature upon arrival using a touch-less thermometer, or we will ask you to take your temperature that morning before you come to the studio and certify that you are fever-free. If you have a temperature of 100F/38C or above, your lesson will be canceled and you will not be allowed to stay.

**Vulnerable Population:** We recommend those considered part of a vulnerable population--and those that live with or spend time with those considered vulnerable population--should avoid coming to the studio until the pandemic is officially over or a later phase where it is deemed safe. This link is to the CDC's website about those highest at risk.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>



**Wash Hands:** Upon entering the studio, each person must go wash hands with soap and hot water. This should also be done at the end of the lesson, right before they leave the studio. Instructors should wash hands in between lessons. Everyone should immediate wash their hands, even during the lesson, if their hand comes in contact with any questionable surface, a sneeze, or a cough. We plan on having hand sanitizer available in a few spots around the ballroom. However, students are encouraged to bring their own sanitizer.

**Water:** The drinking fountain will be blocked with tape. Students, Staff, and Instructors should bring their own water in their own sanitized and labelled water bottles. Please make sure to dispose of them or take them with you out of the studio as you leave.