

Pamela Trokanski Dance Workshop COVID-19 Policies & Protocol – Updated Summer 2022

All PTDW students must have a signed copy of these policies on file before taking any classes.

Our Covid-19 Protocol includes strategies for social distancing, modified class sizes, and staggered class times to ensure that all dancers and staff are safe.

Here are the things we would like you to know... there are a lot of them, so please take the time to read this carefully! Once you have finished reading it, we would like you to reply that you are aware of these protocols as part of our Dance Workshop Policies.

Dance Workshop Employee Education:

We realize that the Dance Workshop has a social responsibility to our members, staff and the communities that we serve and we are fully committed to doing whatever it takes to ensure the safety of everyone during these unusual times.

- We want to assure you that in order to maintain as safe an environment as possible, our entire staff has been thoroughly educated on information about COVID-19.

Please read the following Updated Policies and Procedures carefully, as we will ask you to agree to these updates before attending classes. For the safety of all, these policies will be strictly enforced. Violations will not be tolerated.

- To begin, we ask that only dancers, staff members, and parents making payments enter the Dance Workshop building. The lobby will be closed as a waiting room until further notice.
- **We will be strictly enforcing the wearing of masks at all times.** Masks must fit properly, covering the nose and chin (no neck gaiters or plastic face shields). Dancers should test the fit of their mask by shaking the head as one might do while dancing to ensure that the mask does not slip out of place. There will be no entry to the Dance Workshop at any time without a properly-fitting face mask. We're sorry but children who are too young to safely wear a mask may not enter the Dance Workshop at this time.
- **All classes must be paid for and/or confirmed in at least three hours in advance. Payments will be accepted in the following formats:**
 1. Check or cash - deliver to the office before entering your dance class (Please contact us first to make sure there is space).
 2. PayPal – Please call us at (530)756.3949 or email us at office@trokanski.com to request an invoice (please note: payments must be made at least 3 hours before your scheduled class time, so please be sure to contact the office before this 3-hour deadline, and use the subject line "Class Request for" with date of class. It sometimes gets busy in the office, so calling will almost always result in a faster response than email.) Please note: a 4% surcharge is added to all PayPal payments.
- **PLEASE NOTE:** In order to maintain strict class-size limits, students will not be allowed entry if they have not paid/confirmed their class in advance. The front desk staff and each instructor will manage student capacity based on current class registration.
- **Tuition:** Please be sure to confirm your plan to attend by calling or emailing us before the first class. It is more important than ever to ensure that we don't over-fill the classes. (We would hate to turn anyone away, but we cannot exceed class size capacity.) Also, if you know you will miss a class, letting us know ahead of time might mean that someone else can take your spot if they need a make-up. Or if you missed a class, please contact us to schedule a make-up.
- **Dance Cards and Single Classes:** To use your DC for class, please call or email the studio to reserve your spot at a minimum of 3 hours prior to class time. Upon arrival, a staff member will mark off your card (DC not valid unless marked off by an office staff member). If you do not have your dance card when you come to class, you will be asked to pay for a single class or to wait and take class when you do have your card.
Single classes must be paid for in advance. Call or email us to set up your payment.

- Zoom is still an option for most of our classes, but in order to help us to facilitate on-line students, please contact the office a minimum of 3 hours before the class starts. (Sorry, we are unable to offer this option for our “Pre” and Intro to Dance classes, as we find it difficult to engage this age group on Zoom).
- We ask parents walking their kids to the door and who are unmasked to please stay behind the red line. As much as possible, to minimize contamination for everyone, we ask that non-dancing siblings and/or extra family members are not brought to the Dance Workshop at this time. PLEASE NOTE: Only students, and parents registering for classes, will be allowed in to the building until further notice.
- We ask that everyone sanitize their hands when entering the Dance Workshop. To help with this, we will be providing a hand-sanitizing station by the front door in the lobby.
- We ask that dancers keep all personal belongings with them while at the Dance Workshop. Each dancer should bring in one dance bag, large enough to fit shoes and any other loose items. Dance bags should be brought in to class with the student and taken when they leave (all personal items should fit and be placed in the bag before class begins). No items are to be left in the lobby.
- Our restrooms will be open (primarily for staff and emergency situations), but we ask people to be mindful about only using them if absolutely necessary. Be sure to go at home before coming to class. Although students with back-to-back classes or who are coming from other activities are welcome to use them.
- For the time being, our water fountains/water sales will not be available, so be sure to bring your own. Also, for the time being, no food is to be eaten inside the Dance Workshop. We will have protocol for safe water breaks during classes. Please note that the policy will be adjusted for Summer Camps where students are with us all day.
- Yoga and Pilates students will be required to bring their own individual mats and any props that are used during class. At this time, to reduce contamination, we will not be loaning equipment or props of any sort. (Pilates instructor, Bob, will share his technique for folding mats so that only one side ever touches the floor).
- **What if you have been exposed to Covid-19?**
If you have been exposed to someone who has tested positive for Covid-19, we ask that you stay home for 5 days. If you do not develop symptoms, test on day 5 (with day 1 being the day after the exposure) and send us your negative Covid-19 test results to return.
- **What if you have tested positive for Covid-19?**
If you test positive, as per CA State guidelines, we ask that you isolate for at least 5 days (with day 1 being the day after testing positive). Test on day 5 or after. You may return to the Dance Workshop if you have no symptoms, you haven’t had a fever for at least 24 hours without the use of fever-reducing medication, and you send us your negative Covid-19 test results.

IMPORTANT:

In order to attend classes at the Dance Workshop, we need to know that you have read, understand, and are willing to comply with our updated policies, understanding that they are in the best interests of keeping everyone safe and healthy. These policies are subject to change in line with changing/updated medical guidelines.

I, insert name, and/or my child, insert name, have read, understand and am willing to comply with the PTDW Covid-19 safety policies.

Thank you so much to all of our dancers and their families for hanging in there with us and for working with us as we return to a new sense of normal.

Name: _____ **Child’s Name:** _____

Signature: _____ **Date:** _____