



## MILLER MARLEY SCHOOL OF DANCE & VOICE STUDENT SAFE RETURN POLICIES FOR FAMILIES / PATRONS Updated Saturday, Sept. 26, 2020

Miller Marley School of Dance & Voice is committed to the health and safety of our staff, students and families. Miller Marley has created a list of *Safe Return Policies* to ensure a safe and healthy work and learning environment by following local, state, and federal guidelines.

The policies in this document will not be effective unless followed by every family member and patron of Miller Marley. Each policy is put in place for the health and safety of everyone. Miller Marley is requesting that you follow the mandated health criteria in order to keep our students and staff safe during this pandemic. Our Staff thanks you in advance for reading through this document that contains the information for the phasing in of our business at Miller Marley School of Dance & Voice, and your commitment in following these *Student Safe Return Policies*.

### **PERSONAL RESPONSIBILITIES**

As Miller Marley School of Dance & Voice continues to move cautiously through the reopening phase of our business, teachers and staff will reinforce to our students the guidelines of personal hygiene and social distancing practices here at Miller Marley. Parents, please have conversations with your students regardless of their age to adopt these responsibilities and practices. Your Staff at Miller Marley commits to the responsibility of guiding and helping each student, particularly our little ones, as they learn to be self-advocates for their own needs.

### **SAFETY AND DISINFECTION PRACTICES**

For the safety of its students and staff, Miller Marley continues to practice routine cleaning of frequently touched surfaces, studio equipment, doorknobs, light switches etc. with soap and water and disinfectant.

#### **Teachers will ask students to wash their hands:**

- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before and after eating snacks, food

We will ask them to follow the following steps for washing hands as recommended by the CDC:

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

**At times disinfecting wipes may be used in place of washing hands, washing hands is the best way to get rid of germs and this will always be our first choice.**

**While disinfecting wipes and sanitizer will be available for student use, we would strongly recommend that Students bring their own sanitizer in their dance bag for personal use. Please be cautious with overuse of disinfecting wipes and sanitizer, especially with younger children.**



## **SOCIAL DISTANCING**

Parents / students should always maintain a safe social distance (distance of 6 feet apart) when in conversation with teachers, friends or with students.

Certain areas may allow for social distancing for brief periods of time such as passing each other in the office space or on the sidewalk. When this occurs, pass each other as quickly and efficiently as possible in a respectable manner.

Miller Marley has blocked off a two-directional walking space in front of our property as identified by our orange cones out front. These walking lanes will provide additional space for social distancing when transitioning from one studio to the next. This space will also allow social distancing as parents enter the lanes for picking up our younger students. Students are to follow the arrows that identify the direction of the walking lane. Parents that are in the cone area are requested to wear masks as they wait for their students or socialize with others. This area has been designated as our student safety zone. Cars will NOT be allowed to park in this area when classes and rehearsals are in session.

Our Studio Lobby and Student Lounges will be CLOSED until further notice.

- Our Miller Marley Office Staff is creating study / break areas in the Office and outside the Office window space. These six spaces will be welcome for students to study or relax and take a break between classes. Social distancing and masks will be required for these areas. Students are welcome to use a plastic chair which will be stacked at the end of the sidewalk. Those students who use the chairs MUST wipe them down with Clorox wipes before stacking them for the next student. Students need to follow the social distancing guidelines of NO more than 2 students grouped together and distanced at 6 ft. apart. Reservations will need to be made for these limited spaces. Reservations only need to be made when the office area is open.
- Our older students who have been authorized (through parental permission on their Health Form) may visit the Brew Haha Coffeehouse as a break space. Students will be asked to follow ALL guidelines established by the business regarding social distancing and areas of required mask wearing.
- The Miller Marley Office Staff will be happy to greet its customers and answer questions Parents may have regarding student scheduling, tuition, recital (Dance Showcase) information etc. However, when entering the Office area, Parents will need to have an awareness for social distancing in a small space. Our Office space has a capacity of 4 people for patrons to conduct business. If our Office area is FULL, please wait on the sidewalk until a spot in our lobby is available. The Office Staff will do their best to serve their patrons in a timely manner.

## **MASK**

**Mask will be required for all students Kindergarten and above. While our Preschool students and younger will NOT be asked to wear a mask, it is recommended and will be at the discretion of the parent.** Recent research has shown that the universal use of face masks in addition to hand hygiene and social distancing is extremely useful against COVID-19.



The CDC is advising that using a simple cloth face covering will slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Masks would especially be beneficial for our younger students where social distancing is still in transition.

Use of masks in children continues to be an adjustment, strong parental support and education will be an important piece in obtaining your child's cooperation. Miller Marley will partner with Parents as we work on this initiative together for our family community.

Miller Marley will have disposable masks available for parent and student use in the Office if needed. Miller Marley encourages all students to provide their own face covering.

## **CLASSROOM ENTRY GUIDELINES**

Miller Marley's guidelines for entry into a class will vary between our younger and older students.

**For our younger students**, the teacher will greet each **student and parent** or responsible adult, checking them in by first taking the students temperature and asking the adult a form of the following questions to enter:

- How is your child feeling today?
- Are you or anyone in your home showing signs of a cough, difficulty breathing, a sore throat or body aches?
- Has anyone in your family traveled recently?
- Do you have a family member that has contracted or been in contact with the virus?

This age-group consists of the students in our **Tiny Twos, Preschool 1 & 2, Kindergarten and First Grade students**.

If any of the questions are answered with a "Yes" response the teacher will request that the student be sent home immediately. The teacher will also contact the Office and this information will be documented. Personal private information will always be respected by our Office Staff.

**For students in the 2<sup>nd</sup> Grade and UP** when entering a class at Miller Marley they will have their temperature taken by the teacher. Teachers will greet their students and conduct a short interview asking the student a form of the following questions:

- How are you feeling today?
- Are you or anyone in your home showing signs of a cough, difficulty breathing, a sore throat or body aches?
- Has anyone in your family traveled recently?
- Do you have a family member that has contracted or been in contact with the virus?

If any of the questions are answered with a "Yes" response the teacher will request that the student be sent home immediately. The teacher will also contact the Office and this information will be documented. Personal private information will always be respected by our Office Staff.

To utilize our classroom check in time, students that have multiple classes in any given day will be provided a wrist band as a "pass" to enter any subsequent class on that same day. The student will still receive a greeting and check in as they enter the classroom, just to keep in touch with how they are feeling.

**Once a class has started, if your student exhibits any of the above, or begins to feel ill while at Miller Marley, report to Nancy Durig, our Office Manager immediately.** The student will be separated immediately from other classmates and be sent home immediately. CDC guidelines will be followed for cleaning and disinfecting effected areas where the student has visited.



Miller Marley requests that you closely monitor your child's health. If there is any doubt as to whether your child is displaying any of the symptoms listed in the CDC's COVID-19 as available below. PLEASE keep your child at home!

**DO NOT attend class if student displays the following:**

- You are not feeling well
- You have a fever
- You are exhibiting symptoms of COVID-19 ([full list](#)) including, but not limited to
  - Fever of 100.3F or higher
  - Cough
  - Shortness of breath or difficulty breathing
  - You have been in contact with someone diagnosed with *and/or* exhibiting COVID-19 symptoms in the past 14 days (including up to 48 hours prior to them exhibiting symptoms)

**COVID EXPOSURE POLICY**

The Staff of Miller Marley School of Dance & Voice asks that parents be proactive in monitoring their student's health on a regular basis. **If a student while attending a class at Miller Marley has unknowingly contracted COVID-19, the parent must contact the Office Staff immediately providing the date of exposure.** Students effected by the exposure will be asked to be quarantined for 14 days. Students will be sent a Zoom invitation for the class on its scheduled date and time and the class will be offered LIVE with the teacher instructing the students virtually. After 14 days, the students may return to the class as it is regularly scheduled.

As students return to school rather it be as a full-time student in class, a hybrid model, or virtually it is imperative that parents take full responsibility for your child's exposure to his/her commitments and activity calendar. The Staff at Miller Marley requests that its studio community consider the importance of each student's health and safety as its main priority. Thank you for your support as we continue to offer a high-quality educational experience and yet keep our students / families health safe.

**CLASSROOM / INSTRUCTIONAL TIME**

Students will be asked to enter one at a time with an appropriate distance between them. If studio has a 2-door entry / exit design, students will enter through one designated door and exit through the other. They will place their belongings in their selected personal space with distance on each side.

- Our younger students, as identified above, may have one masked parent walk them into the classroom space, assisting their child in preparing for the start of class. Our class time will remain closed to Parents. We ask Parents to wait for their student by remaining in their car until it is time to dismiss the students. You may approach the exit of the classroom, safely standing at a distance to receive your student. PLEASE keep individual families 6-feet apart.
- Parents / Students of this age group will follow the same guidelines for setting up their personal space.

**Students should arrive with a sanitized dance bag, including student's dance shoes, a pair of socks and personal hand sanitizer or wipes.** Additional items that may need to be packed from home include but not limited to a water bottle, snacks, phone etc. **Miller Marley will NOT allow its students to share water, snacks or other personal belongings with another student.** The snack machine and purchase of water bottles will no longer be available in the student lounge of Studio #5. All public drinking fountains in studios #1, #5 and #6 will also NOT be available for use.



Students will begin their class work assigned to a specific dance space. The floor will be marked with an X, designating their “starting position” within their 6 foot by 6 foot assigned dance space. These 6-foot by 6-foot assigned dance spaces will be referenced as each students “mini-stage.”

Classroom instruction and spacing will be dictated by the teacher, keeping in mind the guidelines for social distancing.

Teachers will use the following protocol in preparing and dismissing students.

- Students will be asked to wipe down and clean their personal class space (bars, mats etc.)
- Students will need to change their shoes and pack their bags for dismissal.
- Take care of personal items, wiping them with personal wipes or ones that will be provided.
- Upon leaving, wipe their hands with a Clorox wipe or use hand sanitizer.
- Teachers will manage the dismissal procedure, dismissing students upon the arrival of a parent. (Parents will be asked to wait outside the studio door to meet their student.)

### **PARENT WATCH WEEK**

NO In-Studio Parent Watch Weeks with guest will be conducted until further notice. We will be conducting Zoom focused Parental Watch Weeks at the end of each session.

### **ADDITIONAL INFORMATION**

Thank you, Parents for taking the time to review our *Safe Return Policies* for our students. Additional information regarding additional procedures and physical changes to our studio will be shared as we grow closer to our reopening date.

### **QUESTIONS?**

If there are any questions or concerns regarding the policies as stated above, please feel free to contact Brian McGinness, our School Director or Nancy Durig, our Office Manager. For general information please email us at [info@millermarley.com](mailto:info@millermarley.com)