



SCHOOL OF  
RICHMOND BALLET

## RICHMOND BALLET BUILDING PROTOCOL FOR STUDENTS

### ARRIVAL EACH DAY

#### BEFORE ARRIVAL – HEALTH SURVEY AND TEMPERATURE TAKING

Each day before reporting to the building for class, students will complete and submit the health survey through the HealthCheck by Stratum mobile app, which also requires that the student take their temperature. HEALTHCHECK INSTRUCTIONS ARE AT THE END OF THIS DOCUMENT. The health survey results should be submitted prior to leaving for SRB so results are received by the HR Department/SRB Business Director prior to entry.

Entry to the building will only be permitted if the screening result is “green” on the first attempt. If a “yellow” or “red” screening result is received on the first attempt, the student will stay at home. Parents are to communicate immediately with Susan Collet if their child has a temperature above 100.4 or are showing any symptoms related to COVID-19.

Any international travel will be communicated to Susan Collet before returning to the studio.

#### STUDENT ARRIVAL IN RB PARKING LOT

Susan Collet, SRB Business Director/HR Assistant, with support from SRB Staff will greet students in the parking lot upon arrival to confirm a “green” clear completion of the health survey in order to be permitted to enter the building. The parent/ caretaker driving the student should not leave until permission to enter the building has been approved by Susan or SRB staff outside of the building. Susan or SRB staff will signal the parent/ caretaker that the student is approved for entry. If they are not on the approval list from the health survey, then the student will not be permitted in the building and must return to their car. Students that drive on their own to the ballet should park and then check in with Susan or SRB staff for approval to enter the building.

Students will enter through the side door once they receive approval for entry.  
STUDENTS SHOULD BE WEARING THEIR MASK WHEN THEY EXIT THE CAR.

#### ARRIVAL TIME

To help reduce large gatherings of people, please do not bring your student to the building more than 15 minutes before the scheduled class, and please make plans to pick up your student promptly at the end of class. (See dismissal information below.)

#### BRING EACH DAY

Students will have a small area for belongings at their assigned place at the barre. Lockers and showers are closed. Belongings should be minimized to only those things needed for class included in the list below and that can fit at their assigned place at the barre. Wear dance clothes under street clothes since the locker rooms will not be available.

## BRING EACH DAY

- 1. Masks** - All employees and students must wear a mask at all times in the building. Paper surgical masks with the adjustable nose bridge may be the easiest types of masks to breathe in while dancing etc. Paper Masks (ideally two to three masks on rotation) can be stored in a paper bag overnight after use and re-used. This is a recommendation from our medical task force. Cloth masks (with nose bridge is ideal for movement) are appropriate if comfortable to wear the entire duration of your time in the building.
- 2. Dance Shoes** - Please see dress code
- 3. Plastic Bag** for Street Shoes Students should bring a plastic bag to store their street shoes in their bag at their assigned space at the barre.
- 4. Water Bottle/s** - Water Bottle Stations are open, but water fountains are closed. Students should bring their own water bottle.
- 5. Towel** - Students should bring their own clean towel each day to put on the floor at their assigned space at the barre.
- 6. Personal Hand Sanitizer**

## DISMISSAL EACH DAY

### STUDENT DISMISSAL IN RB PARKING LOT

To help reduce large gatherings of people, students will be dismissed promptly at the end of their class while locating their parent/caretaker for pick-up, weather permitting. If the weather does not permit a dismissal outside, students will be socially distanced in the lobby until they receive a communication from their parent/caretaker that they have arrived in the parking lot. Please make plans to pick up your student promptly at the end of classes. Students that drive on their own will be dismissed and should exit the building promptly after dismissal.

## MORE PROTOCOL INFORMATION

**Family, friends, and visitors** - Parents/caretakers are unable to accompany their students into the building. Visitors will not be allowed in the building at any time.

**Wash hands** - Students will be required to sanitize hands upon first entering the building and are encouraged to wash hands frequently during their time in building. Hand sanitizer will be available in every dance studio and throughout the building.

**Social Distancing** - Six feet social distancing will be maintained throughout the day in all common spaces. Social distancing (in accordance with current guidelines for exercise facilities) should be kept at all times while in the building. Spaces will be assigned at the barre and in the center and have been marked with tape to keep ten feet social distancing in the dance studio.

**Breaks** - Each group will have separate break times to limit numbers in the hallway and bathrooms.

**Assigned gear stations** - Each student will have an assigned space at the barre for belongings.

**Mobile phones** - Phones must be kept in the student's ballet bag during classes, and should only be accessed for entry with the health app or for contacting parents at departure.

**Assigned studio and barre/center position** - Students will be assigned a studio, as well as, a barre and center position in the studio. Students will go directly to their assigned studio upon arrival and will remain there for all classes. Faculty and Musicians will rotate daily.

**No physical contact** - There will be no physical contact during classes. There will be no classes with partnering or floor work. Only verbal corrections will be given by faculty. Faculty and Musicians will be socially distanced from students at all times.

**Cleaning** - Richmond Ballet is following all CDC Cleaning and Disinfecting Recommendations throughout the building. Ballet barres and floors in all studios will be cleaned and disinfected each day, in addition to overall daily building cleaning and disinfecting strategies. Faculty and Staff will also support cleaning team in continuing all disinfecting and cleaning strategies throughout the day and in between classes.

**Lobby** - Furniture in the first floor, second floor, and third floor lobby should not be used.

**No elevator** - Use of the elevator is prohibited, unless medically necessary.

## **IF A STUDENT BECOMES SICK**

If a student is identified as symptomatic during the program, they will be promptly isolated in a pre-assigned isolation room. The student's parents/caretakers will be advised immediately. The student and their family will be responsible for seeking medical care on his/her own.

## **IF THERE IS A POSITIVE COVID-19 CASE**

**Communication** - All students and families concerned will be notified via email that an individual in their class has tested positive for COVID-19. Richmond Ballet will notify local health officials to determine a course of action. Classes may be suspended as a matter of safety, pending further details.

**Close Contact** - Those who may have had 'close contact' (as defined by the CDC) with the individual will be further advised, including their class and staff.

**Close Building** - Depending on the circumstances, an initial short-term dismissal (two to five days) may be necessary. Local health officials' recommendations for the scope and duration of the dismissal will be made on a case-by case basis.

**Deep Cleaning** - The building will be deep cleaned within the period of time deemed acceptable by local health officials.

If a COVID-19 case prompts dismissal or temporary closure of the program, we will transition to virtual classes until it is safe to reopen.

# HEALTHCHECK BY STRATUM HEALTH SURVEY APP

**Thank you for committing to keep your workplace safe by using  
HealthCheck by Stratum™!**

To learn more about HealthCheck, please visit <https://www.stratumhealth.io/info>. HealthCheck is available as an app (for mobile devices) or online with a desktop browser.

Employee/Student/users (“users”) answers are protected, and this App follows strict data privacy laws. The information is collected and presented in an anonymized dashboard. No one will see the user’s answers.

However, if a user has one or more symptoms, the administrator will be emailed and advised of the result of the screening. Administrators will not know which symptom triggered the alert. This process helps ensure users are safe, can find local health facilities, and can adjust work or class schedules as needed for the safety of the user and the safety of others.

The process is simple and takes under one minute. The user will log in to the HealthCheck portal on their mobile device, or any browser, and answer a series of yes/no questions.

The questions follow guidelines from the United States Centers for Disease Control and Prevention (CDC) and The World Health Organization (WHO). Questions are non-invasive and help protect you and your organization from spreading illness.

The user will then input their current temperature. At the end of the screening, the user will receive one of three results.

**Green** = eligible to come onsite.

**Yellow** = stay home and consult Susan Collet, SRB School Director/HR Assistant.

**Red** = stay home and contact Susan Collet, SRB School Director/HR Assistant.

**Please see the following pages for step by step information on HealthCheck. Should you have remaining regarding the health check program questions, please reach out to:**

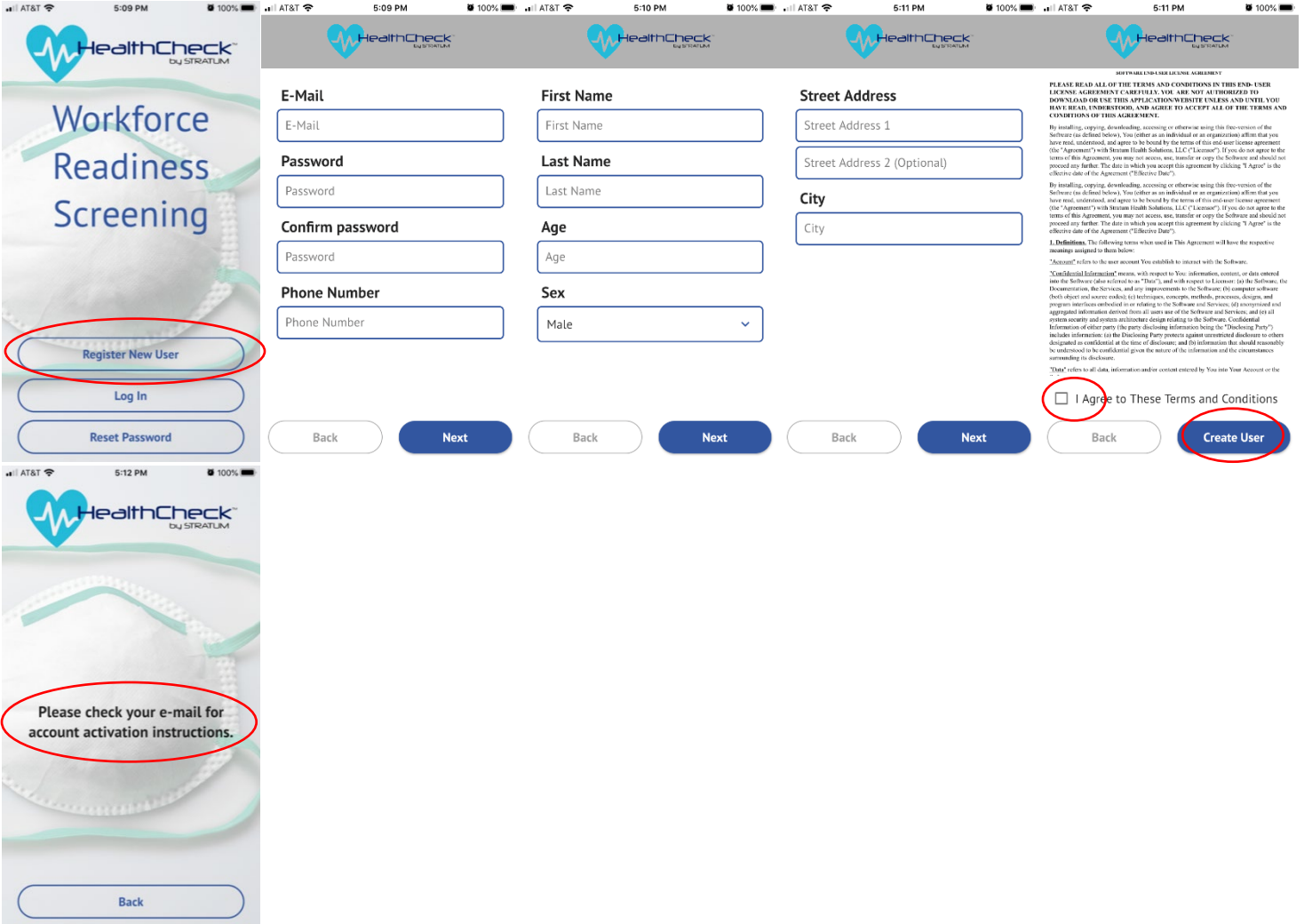
**Sarah Ferguson** (*RB Operations Director*) at [sferguson@richmondballet.com](mailto:sferguson@richmondballet.com) or

**Susan Collet** (*SRB Business Director/HR Assistant*) at [scollet@richmondballet.com](mailto:scollet@richmondballet.com) or 804.344.0906 x228.

## GETTING STARTED

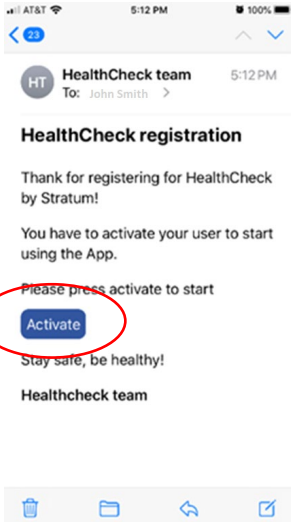
Download the HEALTHCHECK by STRATUM App in the [Apple App Store](#) or use the web interface at: <https://healthcheck.stratumhealth.io>.

# 1. REGISTER AS A NEW USER



**Be sure to check your Junk mail folder or Clutter mail folder if you don't see the activation email in your Inbox after this step.**

## 2. ACTIVATE ACCOUNT WITH EMAIL LINK



## 3. REGISTER WITH FACILITY

Use the Registration Code below to register with HealthCheck by Stratum.

**Registration Code:** ubWwoGqx

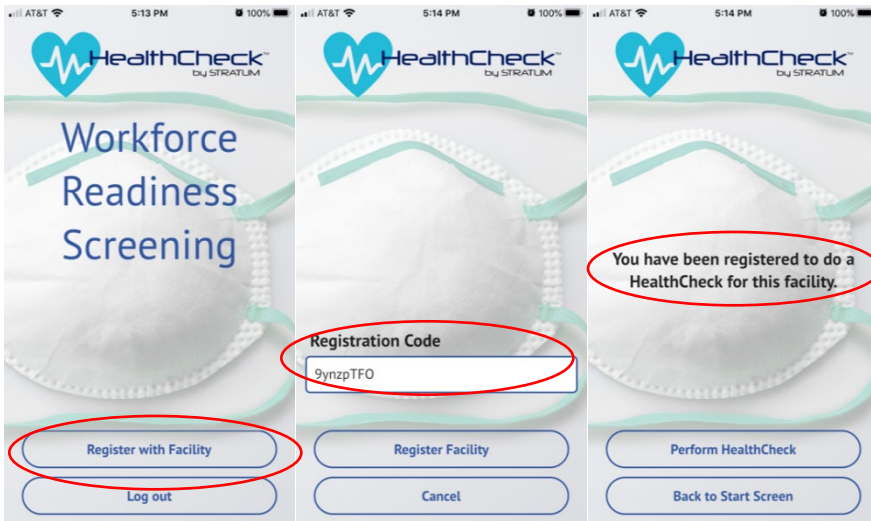
**Facility Name:** RB Building- Canal Street

**Facility City:** Richmond

**Facility Admin:** Sarah Ferguson

**Facility Admin Email:** [sferguson@richmond ballet.com](mailto:sferguson@richmond ballet.com)

**Facility Admin Phone:** 804-344-0906 x239



# COMPLETE DAILY HEALTHCHECK

