

HealthyVerify Procedures

Ballet Arizona
December 15, 2020

These policies and procedures (“Procedures”) are intended to help Ballet Arizona reduce the risk that infectious diseases, including COVID-19, will be transmitted at its facilities. While no precautions can fully eliminate the risk of disease transmission, these Procedures are intended to create a healthier environment at Ballet Arizona and to provide it with key guidance concerning applicable government recommendations.

The Procedures therefore incorporate, and in some cases expand upon, portions of the Occupational Safety and Health Administration’s (“OSHA”) guidance, the Centers for Disease Control and Prevention’s (“CDC”) recommendations, and state-level recommendations from the Arizona Department of Health Services (“ADHS”). Additionally, some provisions were specially developed by HealthyVerify for Ballet Arizona.

HealthyVerify will continue monitoring government recommendations and medical research throughout the period of your certification. Consequently, as our collective understanding of COVID-19 continues to improve, these Procedures will be subject to change. Further, HealthyVerify will continue monitoring the extent of COVID-19’s community spread in your region, which may also cause HealthyVerify to issue amendments to these Procedures.

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I. Employees

This Section sets out provisions intended to protect Ballet Arizona’s employees (“Employees”) and prevent them from spreading COVID-19 at Ballet Arizona’s facility (the “Facility”). For purposes of these Procedures, “Employees” includes Ballet Arizona dancers. The provisions incorporate portions of OSHA’s guidance and elements of the CDC recommendations that were in place as of July 17, 2020.

A. Training

All Employees will be trained on the procedures and requirements in this document that affect them, and Ballet Arizona shall ensure that these Procedures are implemented consistently throughout its entire certification period. More specifically, this responsibility will lie with the Employees that Ballet Arizona designates as Health Safety Managers, as described in more detail in Section IX.

B. Reducing Employee Risk

Different Employees will face different levels of risk pursuant to OSHA’s classifications. Employees working with students and the public are classified as having a Medium Exposure Risk to COVID-19. This category is for jobs that require interfacing with the general public. On the other hand, Employees who do not directly interact with the general public, such as administrative/office staff, will mostly fall into the Low Exposure Risk category.

OSHA recommends that employers develop an Infectious Disease Preparedness and Response Plan for Low and Medium Exposure Risk settings. The procedures outlined in this document are intended to constitute such a plan for Ballet Arizona.

C. Monitoring Employee Health

Ballet Arizona will monitor its employees’ health by having them submit to a web/app-based symptom screening questionnaire each day before they enter the Facility. When the symptom-screening program flags an employee, Ballet Arizona will contact the Employee and ask three questions adapted from the CDC’s symptom-screening questionnaire. Employees who answer “yes” to any question must stay home for a timeframe prescribed by the CDC.

1. Employee Symptom Screening

Each day an Employee intends to enter the Facility, they must first provide answers to a web/app-based symptom-screening questionnaire. Whenever this program flags an Employee as having a moderate or substantial risk of a COVID-19 infection, Ballet Arizona will contact the Employee and ask the following specific questions:

- a. Have you been in close contact with a person known to have COVID-19 since the last time you came to work?¹
- b. Have you had a fever of 100.4F or higher in the last 24 hours?²
- c. Do you have any new and unusual cough, shortness of breath, chills, sore throat, muscle pain, diarrhea, or loss of taste or smell?

Whenever an Employee expresses uncertainty if a symptom is new/unusual, Ballet Arizona will require them to stay home for one day and then question them again. During these conversations, Ballet Arizona will encourage its Employees to be forthright and remind them that no adverse employment action will be taken as a result of their response.

Upon this further questioning, if an Employee answers any question in the affirmative, they must refrain from entering the Facility until the timeframes described under Subsection 2 expire.

2. Returning to Work After Illness or Close Contact

Any Employee exhibiting the symptoms listed in Section (I)(C)(1) or who have come into close contact with a person diagnosed with COVID-19 will only be permitted to return to work under the following circumstances:

- **If an Employee either (a) reports symptoms of COVID-19 or (b) receives a positive test result**, through PCR or antigen testing, the employee may return to work after they have no fever for 24 hours (without the use of fever-reducing medicine), their other symptoms have improved, and 10 days have passed since symptoms first appeared. If the Employee has no symptoms, they need only wait 10 days after the test.
- **If an Employee has symptoms but receives a negative test result for COVID-19**, through PCR or antigen testing, the employee may return to work after they have no fever for 24 hours (without the use of fever-reducing medicine) and their other symptoms have improved.
- **If the Employee has close contact with a person who tested positive for**

¹ For the purposes of this question, “close contact” shall be defined on the questionnaire pursuant to the CDC’s definition and in plain, easy to understand language. *Interim U.S. Guidance for Risk Assessment and Work Restrictions for healthcare Personnel with Potential Exposure to COVID-19*, CDC: Coronavirus Disease 2019 (COVID-19), <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html> (updated Jun. 18, 2020). The CDC defines “close contact” as “a) being within 6 feet of a person with confirmed COVID-19 or b) having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19,” *e.g.*, being coughed on. *Id.*

² Ballet Arizona will make no-touch infrared thermometers available for employees to check their temperatures.

COVID-19 (at home or otherwise) but is not currently symptomatic, the Employee must stay home for 14 days and monitor the potential development of symptoms.

Ballet Arizona shall encourage these Employees to call their health provider for advice on testing for COVID-19.³ Ballet Arizona will facilitate flexible sick leave policies and remote working or telecommuting options, where possible, that enable Employees to stay home when they are sick or when they have been exposed to a person with COVID-19.⁴

D. Action Plan for a Confirmed COVID-19 Case

In the event an Employee is confirmed to have contracted COVID-19, Ballet Arizona shall:

1. Ensure the Employee understands how long they must stay home;
2. Identify all Employees who were exposed to the infected individual (while maintaining the Employee's anonymity);
3. Notify the Employees who were exposed that they came in proximity to an infected individual;
4. Advise the exposed Employees that they may continue reporting to work unless their exposure amounted to "close contact" per the CDC's definition;
5. Remind the Employees of the importance of following these Procedures, including wearing a mask, maintaining social distancing, and frequently disinfecting their hands; and,
6. Strongly encourage all potentially exposed individuals to get testing if any additional employees develop symptoms.

These steps should be taken along with the Infected Persons Protocol described in Section (VIII).

E. Protective Attire

This Section will describe the protective attire that Employees must wear at the Facility while these Procedures are in effect.

1. Masks

Employees shall wear masks whenever they are in the Facility, except for when they

³ See *COVID-19 Testing Locations*, Arizona Department of Health Services, <https://azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-testing> (listing testing locations)

⁴ This provision is in accordance with CDC and ADHS recommendations.

are eating, drinking, working in a private office (with no reason to expect guests), engaged in vigorous physical activity, or using restroom that is reserved for Employees only. These masks may be disposable or made of cloth. If made of cloth, the masks shall conform to the CDC's guidance on homemade face coverings.⁵

2. Gloves

Employees do not need to wear gloves unless a specific procedure below states otherwise.

3. Eye Protection

Employees are not required to wear eye protection unless a specific procedure provides otherwise. In those instances, goggles or face shields may be used as eye protection.

F. Respiratory Etiquette and Social Distancing

Employees must adhere to social distancing guidelines, meaning they should stay 6 ft. away from others whenever possible. Employees shall also refrain from touching their faces, mouths, and eyes as much as possible. They shall also avoid shaking hands and must practice respiratory etiquette. Respiratory etiquette includes covering coughs with a tissue and throwing the tissue away, sneezing into one's upper sleeve instead of one's hands, and washing one's hands or using hand sanitizer after coughing or sneezing.

G. Hand Cleaning & Disinfection

This Section will describe how to keep employees' hands as clean and germ-free as possible.

1. When to Disinfect Hands

Employees must regularly disinfect their hands. The more frequently it happens, the better. At a minimum, they must disinfect their hands at the following times:

- After blowing their nose, coughing, or sneezing;
- After using the restroom;
- Before eating or preparing food;
- After contact with animals or pets; and,
- After using shared equipment.

⁵ See *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*, CDC: Coronavirus Disease 2019 (COVID-19), <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> (updated Jun. 28, 2020).

They should also disinfect their hands after they touch their face. Again, hand sanitizer is only effective when one's hands are visibly clean.

2. Washing Hands

Employees should primarily keep their hands germ-free by washing them with soap and water. This is because soap and water, used together, both cleans and disinfects one's hands.

To properly wash their hands, employees must wet their hands, apply soap, and then scrub vigorously for 20 seconds, including areas like their wrists and beneath any jewelry. Then, they should rinse and dry their hands.

3. Hand Sanitizer

Employees may also use hand sanitizer to disinfect their hands, so long as it consists of at least 60% alcohol, per CDC guidelines. However, they must understand that hand sanitizer does not clean—it only disinfects—and is therefore ineffective when one's hands are visibly dirty.

To properly use hand sanitizer, employees must apply the sanitizer to their hands and rub it all over until their hands feel dry. This usually takes about 20 seconds.

H. Meetings

Ballet Arizona will adopt the following practices for meetings:

- In-person meetings will be avoided *whenever possible* and virtual platforms used as an alternative.
- Where in-person meetings are unavoidable, Ballet Arizona shall ensure that social distancing is maintained to the greatest extent possible, meaning that employees should keep a 6 ft. distance from one another when they can, and the size of the meeting shall be limited to 10 or less people unless otherwise necessary. All participants shall wear masks except when engaging in vigorous physical activity, and the meetings will be held in the largest space practical. Confined areas, such as conferences rooms that require attendees to be in close proximity, should be avoided.
- Common or shared sources of food such as buffets, potlucks, water fountains, etc. are prohibited.
- Any equipment used in meetings should be disinfected with either alcohol wipes or a disinfectant spray containing at least 70% alcohol prior to use, pursuant to the methods described under Section (VIII).

I. Waiver

Ballet Arizona shall require all individuals who enter the Facility to agree to a liability waiver intended to prevent the City of Phoenix from facing liability in the event that someone who enters the Facility becomes infected with COVID-19. As stated elsewhere in these Procedures, it is impossible to fully eliminate the risk of COVID-19 spreading at Ballet Arizona's Facility.

II. Administrative Office

This Section will describe the procedures that apply to Employees working in Ballet Arizona's administrative office.

A. Teleworking Encouraged

Ballet Arizona should continue its policy of having as many Employees work remotely as possible.

B. Shared Supplies Limited

To the greatest extent possible, Ballet Arizona should supply each Employee in the office with their own materials, such as computers, staplers, phones, pens, hole punchers, etc.

C. Disinfecting Shared Objects

For any object that must be shared, such as a printer/copier machine, coffee machine switches, or water cooler, Employees should disinfect such objects before and after using them as described in Section (VIII).

D. Social Distancing Required

Employees must keep 6 feet of distance between themselves and others under all circumstances.

E. Disinfecting High-Touch Fixtures

Every three hours, an Employee should disinfect any fixtures that have been in use, such as (for example) light switches, doorknobs, and high-touch areas in the bathroom.

III. The School of Ballet Arizona

This Section will describe the procedures for The School of Ballet Arizona, with an emphasis on the requirements for students and their families.

A. Pre-Class & Student Pick-Up Procedures

This Section will set forth the procedures for drop-offs and pick-ups, as well as the family attendance policy and certain health monitoring requirements.

1. Monitoring Student Health

Students shall be subject to a temperature check via a laser thermometer upon entering the Facility. These temperature checks will be conducted at the front desk. Additionally, parents must inform Ballet Arizona if their child (a) has come in close contact with a confirmed case of COVID-19, (b) tested positive for COVID-19, or (c) is experiencing any symptoms of COVID-19 as described in Section (I)(C)(2).

If a student has come in close contact with a confirmed case of COVID-19, tested positive for COVID-19, or is experiencing any symptoms of COVID-19, including but not limited to fever, they may only return to class in accordance with the timeframes set forth in Section (I)(C)(3).

In the event that parents must enter the Facility, they shall be subject to the same criteria as their children.

2. Ready on Arrival

Dressing rooms will remain closed for the time being. Therefore, students must arrive fully dressed and ready to dance.

3. Hand Sanitizer

Ballet Arizona shall ensure that (a) hand sanitizer is always available near the entry point for students and (b) all students properly apply hand sanitizer upon entering the Facility.

4. Staggered Drop-Off & Pick-Up

Students will be dropped off at the Facility within 15 minutes of the start of their class and be picked up promptly at the end of class. Additionally, Ballet Arizona shall inform parents which parking areas they should use when dropping off and picking up their children. Ballet Arizona reserves the right to fine families who do not pick their children up in a prompt fashion.

Ballet Arizona students will arrive only within 15 minutes of their scheduled class time. If students arrive more than 15 minutes before their class, an Employee or volunteer will request that they wait outside in a socially distanced manner until it is their turn to enter. Markings are placed on the sidewalk leading up to the Facility's entrance at 6-foot intervals, as well as inside the lobby, to encourage attendees to maintain social distancing as they arrive and depart.

5. Mask Wearing Upon Arrival and While Waiting to Depart

All students must wear masks in common areas. Ballet Arizona should have extra masks near its entrance in case a student forgets their mask at home.

6. Additional Materials Needed

In addition to bringing a mask, students must bring a towel, any necessary medications, and a water bottle, as Ballet Arizona's water fountains will remain closed for the time being. These materials will be kept in an assigned location during class, to be separate from other students' materials.

7. No Congregating in Lobby

To facilitate proper social distancing, Ballet Arizona will ensure that students do not congregate in its lobby. After students have their temperatures taken, they will proceed to the lobby. Students will then be escorted to class by a staff member.

During this time, students will be required to maintain 6 feet of distance from others, which will be assisted by floor markings in the entry corridor.

8. Social Distancing

As a general rule, students will be required to maintain six feet of distance between themselves, Employees, volunteers, and other students. Employees and volunteers will monitor students and encourage them to comply with the social distancing policy.

B. Classes

This Section will describe procedures that apply to The School of Ballet Arizona's classes.

1. Size of Classes

Each class will have no more than 1 student per 113-square-feet of classroom space, per FEMA's social distancing recommendations,⁶ except this number shall be limited as necessary to ensure that students maintain 6 feet of distance from others on the ballet barre.

2. Masks

Inside the studio, employees will encourage but not require students to wear masks for the duration of class, except for any students under the age of 5 and those with breathing difficulties. Masks are required at all times in common areas.

⁶ *Understanding the Impact of Social Distancing on Occupancy*, U.S. Fire Administration, https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html (last reviewed by agency on Jun. 3, 2020).

3. Social Distancing

Ballet Arizona has reconfigured its classes to ensure that all students will maintain social distancing throughout the duration of each class. Its rooms have floor markings to assist students in maintaining distancing.

4. Hand Sanitizer

Each classroom shall have a hand sanitizing station for students and employees to use.

5. Designated Barre Spaces

Each student and their teacher will have a designated space on the barre, to prevent multiple students from contacting the same location without adequate disinfection.

6. No Teacher Contact

For the time being, teachers will only make contactless corrections, using verbal and visual means of communications. The verbal and visual connections shall be made at a minimum distance of 6 feet from all students.

7. Student Illness

If a student falls ill during class, they will be moved to a designated isolated space within the building to wait for their parents. Ballet Arizona shall require parents to pick up ill children as promptly as possible. Any Employee waiting with the student shall wear a mask, eye protection, and gloves.

As soon as the student departs, Ballet Arizona will disinfect all surfaces that the student contacted.

8. Ventilation

Ballet Arizona's HVAC system does not circulate air from one classroom into another but instead only circulates air from outside the Facility. Nevertheless, several classrooms have doors to the outside, and Ballet Arizona will keep those doors open when weather permits.

9. Breaks

During the break, students will be monitored to ensure they are remaining 6 feet apart from each other.

If students need to use the restroom during a break, only 3 may go at a time.

C. Disinfection Between Levels

In between levels, Ballet Arizona will disinfect all rooms that have been used by students.

First, Employees will clean and disinfect all high-touch surfaces in the room in accordance with the procedure described in Section (VIII)(A). Then, it will employ its newly acquired wet fog machine. Employees using the machine will wear protective gear including a full body suit.

IV. Ballet Arizona Dance Company

The Dance Company's operations consist of classes, rehearsals, and performances. This Section will address the procedures applicable to classes and rehearsals.

A. Masks

Everyone but dancers shall be required to wear masks. Dancers shall also be required to wear masks whenever they are not dancing.

Although Ballet Arizona will not require dancers to wear masks while dancing, dancers should still be encouraged to do so, especially during rehearsals where some will come in close contact with other dancers. In encouraging dancers to wear masks, Ballet Arizona shall remind dancers that COVID-19 is primarily thought to be transmitted through the air when individuals are in close contact. Further, dancers shall be reminded of the consequences that an outbreak would pose for themselves, other dancers, their family members, and the Dance Company as a whole, which could need to cancel performances and temporarily halt its operations.

B. Social Distancing

All Employees shall be reminded to maintain social distancing to the greatest extent possible under the circumstances, including dancers, although during rehearsals they will be required to come in close contact with, and actually contact, other dancers.

Floors and ballet barres will be marked at 6-foot intervals to assist dancers in maintaining as much physical distance as possible between themselves and others.

C. Hand Washing

All Employees shall wash their hands prior to class. During rehearsals, when one dancer must touch another, they shall wash their hands as soon as practicable afterwards.

D. Hand Sanitizer

Every practice and rehearsal room shall contain a hand sanitizer station with filled bottles of hand sanitizer. Employees shall not linger around the hand sanitizer station.

E. Water Bottles

Employees shall bring water bottles to practices and rehearsals, as all the water fountains will remain closed. Employees will be able to access water via water coolers.

V. Performances

Ballet Arizona plans to resume in-person performances sometime in mid-October. When performances resume, they shall follow the procedures described herein.

A. **Pre-Performance Communications with Attendees**

Prior to the day of a performance, Ballet Arizona will communicate with attendees, via either email or written correspondence, and request that they take their temperature before the show and contact Ballet Arizona if they have recently had a temperature above 100.4F, any other symptoms of COVID-19, or have been in close contact with a confirmed case of COVID-19 during the 14 days leading up to the performance. Ballet Arizona shall only allow these individuals to attend the performance if they meet the CDC's general requirements for ending home isolation, which are set forth in Section (I)(C)(2).

B. **Signage**

Ballet Arizona shall post signs informing attendees that they must maintain social distancing, regularly disinfect their hands, and keep their masks on except for when they are eating or drinking.

C. **Limited Attendance**

Ballet Arizona will restrict attendance to a number in accordance with the Arizona Department of Health Services' *Requirements for Indoor Theaters*.⁷

D. **Arrival Times**

Ballet Arizona shall request that attendees only arrive 30 minutes to 10 minutes before the performance is scheduled to begin.

E. **Waiting to Enter**

Markings shall be placed on the sidewalk leading up to the Facility's entrance at 6-foot intervals to encourage attendees to maintain social distancing while they wait outside.

F. **Touchless Ticketing**

Ballet Arizona shall employ touchless ticketing to limit the extent to which Employees contact objects that attendees have touched.

⁷ *Requirements for Indoor Theaters*, Ariz. Dep't of Health Svcs., <https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/community/indoor-theaters.pdf> (last updated Aug. 10, 2020).

G. Assigned Seating

Ballet Arizona will assign each group of attendees to seats in a manner that keeps them 6 feet apart from other groups.

H. Staggered Entrance & Exit

Ballet Arizona will announce when each group of attendees may enter and exit the seating area. It will have one row of attendees enter and exit at a time. Additionally, when attendees begin entering, Ballet Arizona will request that they maintain six feet of distance from other groups.

I. Masks

For the time being, Ballet Arizona will require attendees to wear masks for performances. The attendees must put on their mask no later than when they get in line outside the Facility (or enter the Facility if there is no line), and they may not remove them—except as needed to eat or drink—until they leave the Facility.

J. Food & Drink

Ballet Arizona will postpone its service of food and drinks to patrons before and after performances, except in the Donor Lounge under the conditions described below.

K. Restrooms

Ballet Arizona will block off sinks and urinals as needed to facilitate the social distancing of those in the restrooms.

VI. Donor Lounge

Ballet Arizona offers a 5,000 square foot lounge to certain donors, where they may mingle with Employees and other patrons (“Guests”) over food and drinks. This Section will describe the procedures that apply to the Donor Lounge.

A. Limited Occupancy

For the time being, Ballet Arizona will limit the Donor Lounge’s occupancy to 50 individuals, including Employees.

B. Masks

As in all other facets of Ballet Arizona’s operations, Employees in the Donor Lounge will wear masks, with the exception of employees who are present to mingle with guests and may remove their masks to drink and eat food. Non-Employee Guests will be reminded by signs and Employees, when necessary, to wear masks.

C. Food Offerings

Although shared food is generally offered in the Donor Lounge, this service will be discontinued while these Procedures are in force. Instead of offering shared food, Ballet Arizona will make separately packaged food available to guests.

D. Food Handling

To the extent that any Employees in the Donor Lounge are engaged in food service, they shall adhere to these procedures:

- Follow all applicable state and local food regulations for safe food handling, in addition to the FDA's 4 key steps to food safety.⁸
- Wash, rinse, and sanitize food contact surfaces such as food equipment after each use using an EPA-registered disinfectant.
- Wrap food containers to prevent cross-contamination.
- Discontinue use of any kind of shared serving methods, such as salad bars, self-service buffets, or beverage service stations, napkin dispensers, utensil dispensers, or condiment stations.
- Ballet Arizona shall offer food handler retraining to its employees that handle food. Employees handling and serving food shall wear masks and gloves at all times.
- Any third-party food companies that make deliveries to facilities or campuses should be updated regarding the social distancing and mask wearing policies included in this document.
- Ensure that any machines used to wash plates, bowls, dishes, and/or silverware are properly operating. Note that the use of disposable plates and silverware is preferred.

E. Avoiding Contact with Guests

To minimize bartenders' contact with Guests, Ballet Arizona should consider implementing a system for contactless transactions. For example, guests could receive drink tickets, drop them in a jar when they order, and place their used glasses in a bin.

F. Bartender Hand Sanitation

Bartenders shall disinfect their hands whenever they touch an object that a Guest has touched, such as a used glass, cash, or credit card (if applicable). In keeping with the procedure described in Section (I)(G), bartenders may use hand sanitizer unless their hands are visibly dirty, in which case they must be washed.

⁸ The FDA's Safe Food Handling guide is available at <https://www.fda.gov/media/91319/download>.

G. Social Distancing

Everyone in the Donor Lounge must maintain a 6-foot distance from individuals not in their immediate family. Employees should serve as role models and politely back away from Guests who come within 6 feet of them.

VII. Dancer Lounge

This Section will describe procedures that apply to Ballet Arizona's Dancer Lounge, which contains exercise equipment for dancers' use.

A. Occupancy Limitation

The Dancer Lounge's occupancy should be limited to no more than 20% of its typical maximum occupancy. As community spread decreases, this number may be adjusted upwards in accordance with guidance from the Arizona Department of Health Services.

B. Social Distancing

As with other aspects of Ballet Arizona's operations, all individuals must maintain social distancing while in the Dancer Lounge.

C. Face Coverings

All individuals must wear face coverings in the Dancer Lounge.

D. Cleaning & Disinfecting Equipment

All equipment in the Dancer Lounge must be cleaned and disinfected after each use in accordance with Section (VIII).

VIII. Cleaning and Disinfection

Employees and any cleaning staff shall follow the CDC's Disinfecting Facilities Guide instructions that apply to the item being cleaned. These instructions are detailed below.

A. High Touch Surfaces

High-touch surfaces include, tables, chairs, ballet barres, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets, floors, and sinks. These surfaces must first be cleaned with soap and water, rinsed, as possible and then disinfected with an EPA-registered disinfectant, such as Madacide-1. High touch surfaces that are electronics, and therefore are not suitable for cleaning with soap and water, are addressed in Subsection C below. The disinfectant used must be one of the following:

- An EPA-registered disinfectant.⁹
- A diluted household bleach solution mix with:
 - (1) 5 Tablespoons (1/3 cup) bleach per gallon of water OR
 - (2) 4 Teaspoons bleach per quart of water.
- An alcohol solution with at least 70% alcohol.

High touch surfaces shall be cleaned and disinfected at least once every 2 to 3 hours. When using either the bleach or alcohol-based solution described above, the solution will be left on surface for at least 1 minute prior to wiping clean. The employee cleaning the surface shall wear gloves and ensure good ventilation while disinfecting.

Please note that although Ballet Arizona's fog machine will add a further measure of protection for its Employees, students, and guests, according to CDC guidelines, fogging alone does not meet the criteria for an effective disinfection protocol.

B. Soft Surfaces

Soft surfaces include any carpeted floor, furniture, rugs, and drapes. Soft surfaces must be cleaned as often as OSHA guidelines normally require. Soft surfaces shall be treated, as appropriate, according to one of the following procedures:

- Cleaned using soap and water or with cleaners appropriate for these surfaces.
- Laundered according to the manufacturer's instructions. The warmest appropriate water setting shall be used, and items will be dried completely.
- Disinfected with an EPA-registered disinfectant.

C. Electronics

Electronics include touch screens, keyboards, tablets, and remote controls. Electronics shall be cleaned based on their number of users. Devices used by one employee shall be cleaned once daily, and devices used by multiple users shall be cleaned after each user is finished using the device. If possible, wipeable covers will be placed on electronics. Electronics will be cleaned as follows:

- By following the manufacturer's instructions for cleaning, OR

⁹ Products that are EPA List N disinfectants shall be used. Current List N disinfectants may be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Disinfectants that are not included on List N must carry a label that features an EPA registration number and lists human coronavirus as a target pathogen. If the product does not, a bleach solution or alcohol solution, as described in Subsection VI(A) above, shall be used instead.

- If unavailable, with alcohol-based wipes or sprays containing at least 70% alcohol. Surface will then be dried thoroughly.

IX. Infected Persons Protocol

In the event Ballet Arizona becomes aware that a person infected with COVID-19 has entered its Facility, the steps below shall be taken. These steps describe the procedure to be followed concerning both infected persons and areas occupied by that person or persons.

A. Infected Persons

Ballet Arizona shall separate individuals exhibiting COVID-19 symptoms immediately. These employees and students should be sent home as soon as possible. If any person exhibiting COVID-19 symptoms cannot leave the Facility immediately, he or she will go to Ballet Arizona's Quarantine Area. Individuals assisting others in the Quarantine Area shall wear masks, goggles, and gloves.

If it is later confirmed that the symptomatic individual has COVID-19, Ballet Arizona shall inform everyone who came in close contact with the infected individual. If the individual came in close contact with any students, the parents of those students should be informed.

B. Occupied Areas

If Ballet Arizona determines that a person infected with COVID-19 has entered its Facility, Ballet Arizona will ensure that all areas where the infected person is known to have entered are cleaned as soon as possible pursuant to the methods described under Section (VIII). Ballet Arizona will first run its fog-based machine to disinfect the area and then thoroughly clean all surfaces the individual may have contacted, before running the fog-based machine again.

X. Compliance

To ensure that these procedures are fully implemented in all its schools and facilities, Ballet Arizona will designate certain employees as Health Safety Managers and Health Safety Specialists. These designations and the scope of responsibilities assigned will be determined as Ballet Arizona deems appropriate.

A. Health Safety Manager

Ballet Arizona shall designate one employee at each of its schools and facilities as that location's Health Safety Manager. Health Safety Managers will be responsible for ensuring that the procedures outlined in this document are implemented at that Manager's location. Health Safety Managers will follow a daily checklist to ensure that the tasks outlined in this document are completed. The checklist will include:

- Monitoring cleaning frequency of high touch surfaces and ensuring high touch surface signs are updated according to cleaning schedules.

- Ensuring protective attire (masks, gloves) is worn by employees.
- Ensuring daily screening is performed before each employee begins work.
- Ensuring social distance is being promoted among employees, students, and visitors.
- Monitoring employees and students for visible signs of COVID-19.
- Ensure there are adequate supplies of paper towels, tissues, disinfectant wipes, or sprays, and no-touch trash cans.
- Handle communication with parents and guardians relating to COVID-19. [This is a suggestion. Ballet Arizona has discretion in making this delegation.]

B. Health Safety Specialists

Health Safety Managers may appoint other Ballet Arizona employees as Health Safety Specialists to carry out specific disinfection, cleaning, or other needs. Health Safety Specialist responsibilities may include all or part of the Ballet Arizona employee's job during their shift. These responsibilities shall be determined at the discretion of the Health Safety Manager and may be as limited or extensive as is deemed appropriate by Ballet Arizona.

***Note: Implementation of these HealthyVerify Procedures will not eliminate the risk of disease transmission. Employees, students, patrons, and others may still become ill or transmit diseases to one another despite these Procedures being followed.**