



COVID-19 REOPENING SAFETY PLAN

Name of Business: Steps on Broadway  
Industry: Gym & Fitness Centers  
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**Steps on Broadway  
Active Health & Safety Plan – Phase II**

The goal of the Steps on Broadway Active Health & Safety Plan is to create a healthy and safe environment for all Steps' constituents, including administrative staff, teachers, accompanists, work study students, dancers, parents, other customers, and visitors to Steps. Specifically, this plan will address how Steps will help prevent the spread of COVID-19.

Phase II is defined as operating for the purpose of being open to the public and having virtual and in-person classes. This Phase II plan shall replace the Phase I plan. In-person classes shall begin April 12, 2021.

Jameson Gilpatrick, Managing Director, shall be designated as the site safety monitor, who shall ensure compliance with this plan.

Following Center for Disease Control (CDC), New York State Department of Health (DOH), and New York City Department of Health and Mental Hygiene (DHMH) guidelines at the time of publication of this plan, Steps will adhere to the following policies.

I. People

a. Physical Distancing & Personal Protective Equipment

- i. In-person gatherings shall be limited, which shall include reduced capacities for studios, dressing rooms, hallways, offices, and waiting areas. Capacities comprise all individuals, including, but not limited to, staff, teachers, accompanists, and dancers. Studios will be limited to 33% of their maximum occupancy as set of the Certificate of Occupancy. Capacities will be limited to the following:

Studio I	18 (for Front Desk Operations only)	
Studio II	12	
Studio III	13	
Studio IV	4	
Studio V	7	
Annex I	12	
Annex II	10	
Loft I	5	
Loft II	7	
Loft III	10	
Loft IV	12	
Women's Dressing Room	4	Third Floor
Men's Dressing Room	4	Third Floor
Faculty Lounge	1	Third Floor
Front Office	1	Third Floor
Executive Offices	2	Third Floor
Loft I/II Lobby	4	Fourth Floor
Loft III Lobby	2	Fourth Floor
Loft IV Lobby	2	Fourth Floor
Women's Dressing Room	2	Loft IV, Fourth Floor
Men's Dressing Room	2	Loft IV, Fourth Floor
406 Offices	4	Fourth Floor
Loft IV Office-MD	1	Fourth Floor
Loft IV Offices-PTP	1	Fourth Floor
SYP Offices	3	Fourth Floor
Bookkeeper's Office	1	Fourth Floor

- ii. Studios and lobbies shall remained locked when not in use.
- iii. While not in a studio, a minimum of six feet of distance shall be maintained among individuals at all times unless a shorter distance is required for safety or unless a physical barrier exists. While in a studio, a minimum of six-eight feet of distance should be maintained among individuals at all times.
- iv. Traffic flow/patterns in hallways and in studios Ingress/Egress Floor Plan of the facility should be created and updated as changes are made. The Floor Plan should be accessible to individuals both online and posted visibly within the facility.
- v. Acceptable face coverings must be worn at all times covering the nose and the mouth, unless an individual is eating or drinking. Bandanas, buffs, gaiters, and masks with valves are not acceptable face coverings. Face shields may only be used by individuals who are unable to medically tolerate an acceptable face covering. Steps will supply disposable face coverings at no cost to anyone who is onsite at Steps. Face coverings must be cleaned or replaced after use and may not be shared.
- vi. Individuals should avoid direct contact with others, including hugs, handshakes, kissing, high fives, and any interaction that would compromise six feet of social distancing. Individuals should avoid touching surfaces with their bare skin, if at all possible. The sharing of food is highly discouraged.
- vii. Barriers will be erected in the following spaces: the Front Desk in Studio I, the original Front Desk in the hallway, in the Loft III lobby for the Youth Programs front desk, and in offices where deemed necessary.
- viii. Signage should be posted throughout Steps that is consistent with DOH requirements.
1. Signage should remind individuals to:
    - a. Stay home if they are feeling sick.
    - b. Cover their nose and mouth with a face covering at all times, except while eating or drinking.

- c. Quarantine if they have recently been in a state with significant community transmission of COVID-19, pursuant to the DOH travel advisory.
  - d. Properly store, clean, and, when necessary, discard personal protective equipment.
  - e. Adhere to physical distancing instructions.
  - f. Report symptoms of or exposure to COVID-19.
  - g. Follow hand hygiene and cleaning and disinfection guidelines.
  - h. Follow appropriate respiratory hygiene and cough etiquette.
  - i. Wipe down equipment with disinfectant wipes before and after usage.
2. Such signage shall be posted in the following locations:
- a. Elevator
  - b. Building lobby
  - c. Stairwell
  - d. In each studio
  - e. In the third floor hallway
  - f. In each dressing room and bathroom (including the second and fourth floors)
  - g. At the Front Desk in Studio I, at the front desk in the lobby, and at the SYP front desk.
  - h. In the lobbies for Loft I/II and Loft IV.
  - i. In the 406 offices.

## II. In-Person Gatherings and On-Site Activity

- a. Except for dance classes, in-person gatherings shall be limited to the greatest extent possible and should occur via telephone or video conference. If that is not possible, in-person gatherings should occur in well-ventilated spaces with six feet of social distancing.
- b. For dance classes, in-person gatherings shall occur according to the following:
  - i. Class start times shall be staggered by 15 minutes to reduce the traffic flow through the front desk and hallways. Classes will be scheduled with 30 minutes between each class to allow for cleaning and disinfecting. See Appendix A for the studio schedule.
  - ii. All studios will have spacing taped out on the floors to help delineate physical distancing. Ballet barres will be marked to delineate physical distancing.
  - iii. Teachers, accompanists, and dancers will be required to wear face coverings during class. If an individual's breathing is impaired while taking class, the individual may use a face shield temporarily until breathing is no longer impaired.
  - iv. Teachers should use microphones in class to reduce the need to project to be heard.
  - v. Unless necessary to mitigate a health or safety risk, no activities should be allowed that require direct or indirect contact including: giving corrections, partnering, tactile cueing, direct floor work, or touching of the same equipment.
  - vi. Only individual and personal training equipment should be used (mats, etc.). No equipment will be shared.
  - vii. There will need to be a period of time to help dancers fully recondition. Since dancers have had to condition in smaller spaces, on different floor surfaces, and with varied instruction, there will need to be an appropriate and graded progression back to full dancing and the ability of the dancers to work on jumps, pointe, and the upper body strength necessary for partnering.
  - viii. Barre
    - 1. Dancers need to stand 6-8 feet apart.
    - 2. Dynamic exercises with larger movement should be avoided to minimize air turbulence in the studio.
  - ix. Center Work
    - 1. For stationary center work, dancers should be able to maintain 6-8 feet of distance.
    - 2. Normal breathing should be encouraged over forced breath cues, as forced exhalation spreads larger droplets farther distances
  - x. Across the Floor
    - 1. Dancers should avoid following right behind each other; it is safer to work next to each other. If dancers travel directly behind each other, they are in the slipstream where droplets remain suspended. To avoid contact, dancers need to allow even further distance.
    - 2. Dancers should maintain 6-8 feet distance apart standing side by side in one line and allow each group to complete the combination to the end of the room before the next group starts.
    - 3. Dancers should be reminded to maintain a distance of at least 6-8 feet when waiting to go across the floor and after completing the combination.
  - xi. Floor Work
    - 1. Floor work shall be allowed as long as dancers stay within their assigned floor space.
  - xii. Music
    - 1. Stationary instruments should be cleaned appropriately between accompanists.
    - 2. Sound equipment should be cleaned before and after use.
    - 3. Consider the volume of music. The louder the music, the louder the instructor will have to project, potentially causing droplets to travel further.
- c. Capacity limits described in Section I.a. must be monitored accordingly. Studio capacities shall be monitored the MindBody POS system.
- d. The showers in the men's and women's dressing rooms on the third floor shall be closed and will be unavailable for use.
- e. If six feet of distancing cannot be maintained, the men's and women's dressing rooms on the third floor shall have barriers between sinks and stalls, if such barriers do not already exist. Soap and paper towel dispensers shall be touchless. Toilet seats shall have lids, if not already installed. Signs shall be posted in each stall instructing occupants to close the lid before flushing. Sanitizing wipes shall be available in each stall.

- f. All classes shall be pre-registered, in order to comply with occupancy restrictions. Dancers will be able to purchase a specific class so they know they have a spot reserved before traveling to Steps. Drop-in classes will be discontinued until further notice.
- g. Dancers must make purchases online or by using the mobile app. Steps should discourage dancers from coming to Steps without having already purchased a class.
- h. Dancers will be allowed into the facility no sooner than 15 minutes prior to the start of their class. Dancers may enter the facility by using the Broadway entrance, either the elevator or the stairs. Per building management, the elevator capacity is no more than two people. Dancers must enter Steps through the third floor. Dancers should come to Steps prepared to dance as dressing room capacities will be significantly reduced. Once class is finished, dancers will need to leave the studio within five minutes. Dancers must exit the facility by using the back staircase to the 74<sup>th</sup> Street exit.
- i. Water fountains shall be closed. However, water bottle refill stations may remain open.
- j. All benches will be marked to indicate only one person per bench.
- k. Administrative staff will be scheduled to work onsite on alternating days to meet capacity limits and reduce physical interaction.
- l. Studio rentals shall be permitted provided renters and any of their attendees follow all policies and procedures in this plan. Rental agreements shall be updated to require renters commit to following all policies and procedures.

### III. Movement and Commerce/Check-In

- a. Steps shall monitor and control the flow of traffic in and out of the facility to ensure capacity limits and social distancing requirements and to ensure that all individuals complete health screenings.
- b. Steps shall reduce bi-directional foot traffic by designating the Broadway entrance as the entrance to Steps and using the back staircase to 74<sup>th</sup> Street as the exit. The hallway on the third floor will be divided with floor markings to indicate direction for foot traffic.
- c. The Front Desk shall operate out of Studio I. Dancers will enter the third floor and will enter Studio I through the large French door by the Café. Dancers will queue up inside Studio I while maintaining physical distancing through the use of visual markers until a Steps associate is available. Stanchions will be in place to prevent dancers from accessing the hallway or studios without going through Studio I.
- d. Upon arriving at Steps, a Steps associate will:
  - i. Confirm that the dancer has purchased a class and has arrived within the acceptable timeframe. If they have not already purchased a class, they must do so using their own device if at all possible. If there are no available slots in the class they wish to take, they shall be asked to leave the building. If the dancer has arrived too early (prior to 15 minutes before their class), they will be asked to wait outside until the appropriate time.
  - ii. Confirm that the dancer has taken the health screening and then take the dancer's temperature using a contactless device. If their temperature is within the accepted range, they will be allowed to take class. If their temperature is above the accepted range, they will not be allowed to take class and they will be asked to leave Steps. The class will be returned to their account so they can take another class at a later date.
  - iii. Confirm that the dancer has accepted the updated liability waiver, if they haven't already done so. Dancers not willing to accept the liability waiver may not be allowed to take class and will be asked to leave the building. If they have purchased a class, it will be returned to their account.
- e. Steps shall minimize the handling of cash, credit cards, membership cards, and mobile devices whenever possible.

### IV. Out of State Travel

- a. Teachers, staff, and demonstrators may come to Steps as long as they are not in quarantine as defined by the New York State travel restrictions and guidelines.
- b. For travelers who were in another state (excepting contiguous states) for more than 24 hours:
  - i. Travelers must obtain a test within three days of departure from that state.
  - ii. The traveler must, upon arrival in New York, quarantine for three days.
  - iii. On day four of their quarantine, the traveler must obtain another COVID test.
  - iv. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
- c. For travelers who were in another state (excepting contiguous states) for less than 24 hours:
  - i. The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
  - ii. The traveler must fill out our traveler form upon entry into New York State, and take a COVID diagnostic test four days after their arrival in New York.
- d. Asymptomatic individuals who have been vaccinated against COVID-19 do not need to quarantine during the first three months after full vaccination if such travelers:
  - i. Are fully vaccinated and their out-of-state travel was after two weeks following receipt of the second dose in a 2-dose series or one dose of a single-dose vaccine; and
  - ii. Are within three months following receipt of the last dose in the series; and
  - iii. Have remained asymptomatic since last COVID-19 exposure.

### V. Testing

- a. Steps shall implement weekly COVID testing for all employees coming to Steps, including administrative staff, teachers, and accompanists. Members of the public shall not be subject to these testing requirements.
- b. Steps shall provide testing services onsite whereby employees can administer a self-test using a nasal swab in a designated area.
- c. Tests shall be shipped out each day to the testing lab. Test results will be made available to the Managing Director usually within 24-36 hours. Test results will be kept confidential, will not be kept with any other files, and will not be shared with anyone except the employee tested. Test results will only be shared should an employee test positive. Documentation of negative test results will be provided to employees upon request.
- d. Tests are available at no cost to the employee. Tests will either be covered by an employee's health insurance or will be paid for by the federal government under The Families First Coronavirus Response Act, which ensures that COVID-19 testing is free to anyone in the U.S.

- e. If an employee is already being tested regularly, they do not need to participate in the Steps testing as long as they can provide their test results to the Managing Director on a weekly basis.

#### VI. Screening and Logging

- a. Steps shall implement mandatory daily health screenings for all individuals coming to Steps, including, but not limited to, administrative staff, teachers, accompanists, work study students, demonstrators, and visitors. Delivery personnel shall not need to be screened. Such screenings shall adhere to CDC and DOH requirements.
- b. Steps shall use HealthShield, a logging and symptom checking system that works via text message and an internet browser on a smart phone. Screenings must be taken each day an individual is coming to Steps prior to their arrival. Individuals may not enter the building without having taken the screening.
- c. Individuals will have their temperature taken by Steps staff using contactless methods and that information will be entered into the HealthShield system. If their temperature is within the accepted range, they will be allowed to proceed into Steps. If their temperature is above the accepted range, they will be asked to leave Steps.
- d. Steps staff shall be trained on how to take temperatures safely.
- e. Individuals must immediately disclose if and when their responses to the screening questions changes while they are at Steps.
- f. A log shall be maintained of every individual who comes to Steps, with the exception of delivery personnel who wear appropriate PPE. Such log shall contain the name, address, and phone number.

#### VII. Tracking and Tracing

- a. Steps shall notify the DOH immediately upon being informed of any positive COVID-19 test results by an individual having been at Steps.
- b. Steps shall cooperate with the DOH to trace individuals as required.
- c. Should an individual show COVID-19 symptoms while at Steps, Steps shall notify any and all others who may have come in contact with that individual or who may have been in the same area. Steps shall notify those individuals should the symptomatic person test positive for COVID-19.
- d. Should an individual who has been onsite test positive for COVID-19, Steps shall notify any and all individuals who came in contact with the individual or may have come in contact with the individual. Any individual who was in the same space for more than 15 minutes must provide two negative PCR test results before they can be cleared to return to work onsite at Steps. Any other individual who was onsite at Steps must provide one negative PCR test result before they can be cleared to return to work onsite at Steps.
- e. Steps shall maintain a log of all individuals who came in contact or may have come in contact with the individual who tested positive and shall document test results in order to clear individuals to return to work onsite at Steps.

#### VIII. Hygiene, Cleaning, and Disinfection

- a. Steps shall adhere to the CDC's and DOH's hygiene, cleaning, and disinfection requirements.
- b. Steps will maintain a log that shall include the date, time, location, and scope of cleaning and disinfection.
- c. The men's and women's' dressing rooms on the third floor shall have running warm water and contactless soap and paper towel dispensers.
- d. Free-standing, touchless hand sanitizer dispensers will be placed in each studio, by the third floor elevator, in the men's and women's dressing rooms, in the third floor hallway, and in the Loft I/II, Loft III, and Loft IV lobbies. Hand sanitizer pump bottles will be placed in each office, in the faculty lounge, at each Front Desk station in Studio I, and at the front desk in the lobby. Hand sanitizer must be at least 70% isopropyl alcohol.
- e. Trash receptacles shall be available in all spaces for the disposal of PPE and other refuse.
- f. Studios shall be cleaned based on the following schedule:
  - i. During the 30 minutes between each class: sweep the floor and spray with disinfectant, spray ballet barres with disinfectant, spray microphones, pianos (if used) and stereo equipment with disinfectant. Windows shall be kept open during the cleaning period.
  - ii. Once each day: sweep and mop the floor with disinfectant, spray ballet barres with disinfectant, clean microphones and stereo equipment with disinfectant. Clean mirrors, radiators, and window sills. Empty trash receptacles.
- g. Men's and women's dressing rooms shall be cleaned at 11am, 1pm, 3pm, and 5pm. Such cleaning shall include disinfecting toilets and sinks, and sweeping floors. At night, the dressing rooms shall be cleaned again as above and shall be mopped with disinfectant and trash receptacles shall be emptied.
- h. The third floor hallway, front desk, faculty lounge, and Studio I shall be cleaned twice per day, once in the middle of the day, and once in the evening. The daytime cleaning shall include sweeping the floors, wiping ballet barres with disinfectant. The evening cleaning shall include sweeping and mopping the floors with disinfectant, wiping ballet barres with disinfectant, and emptying trash receptacles. The Front Office trash receptacle shall be emptied once per day.
- i. Offices shall be cleaned twice a week and shall include sweeping floors and emptying trash receptacles.
- j. Should someone who was onsite at Steps be confirmed of having COVID-19, the following protocols shall be followed as soon as Steps has been notified:
  - i. The studio(s) they were in should be closed off immediately, the windows should be left open, and the air purifiers should be left on for 24 hours. At the end of the 24-hour period, the studio(s) shall be clean and disinfected as outlined in Section IV.f.ii. Once the studio(s) has been appropriately cleaned, it can be re-opened for use.
  - ii. Common areas (Studio I, third floor hallway, and restrooms) shall be cleaned as soon as possible after notification as outlined in Section IV.h.

#### IX. Ventilation

- a. Steps shall install the highest level of filtration that its HVAC systems can handle. Steps shall secure the necessary documentation from its HVAC service contractor to certify that these steps have been taken.
- b. Steps shall install in each studio (except Studio I) air purifiers with True HEPA filters that removes particles greater than 0.1 microns.
- c. Steps shall install window fans in each studio (wherever possible) to draw in fresh air from the outside.
- d. Ceiling fans shall not be used in the studios to prevent aerosol droplets from being spread around the space.
- e. Steps shall adopt additional protocols whenever possible based on CDC or DOH guidelines.

X. Communications Plan

- a. Steps shall execute a communications plan to clearly communicate all policies and procedures to all constituents with the appropriate information and instructions for coming to Steps.
- b. Steps shall post signage throughout the building with appropriate information and instructions.
- c. Steps shall create and maintain a web page to inform and educate the public about this Active Health & Safety Plan.

Steps will update this plan based on any changes published by the CDC or the DOH.