



COVID-19 REOPENING SAFETY PLAN

Name of Business:	Steps on Broadway
Industry:	Gym & Fitness Cen- ters
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Steps on Broadway Active Health & Safety Plan – Phase VI

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 comply with [KEY to NYC](#), New York City's to help prevent the spread of COVID-19

Phase VI is defined as operating for the purpose of being open to the public and having virtual and in-person classes. This phase VI plan is intended to reflect health changes due to the Delta Variant of COVID-19 as well as address the mandates instituted through the New York City's Key to NYC. This Phase VI plan shall replace the Phase V plan. In-person classes began April 12, 2021 and are on-going.

Joe Lanteri, Executive Director, shall be designated as the site safety monitor, who shall ensure compliance with this plan.

Following the 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 & Proof of Vaccination Required.
 - i. Effective December 14, 2021, children ages 5-11 need to provide proof of 1 dose of an FDA or WHO authorized COVID-19 vaccine. Effective January 28, 2022, children ages 5-11 will be required to provide proof of full vaccination status of an FDA or WHO authorized COVID-19 vaccine. Effective December 27, 2021, people 12 and older will be required to provide proof of full vaccination status of an FDA or WHO authorized COVID-19 vaccine.
 - ii. 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 are operating at their maximum occupancy as set by the Certificate of Occupancy.

- iii. While not in a studio, physical distancing shall be maintained among individuals at all times unless a shorter distance is required for safety or unless a physical barrier exists.
- iv. Traffic flow/patterns in hallways and in studios will be kept to a minimum.
- 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 or mesh 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. As of November 1, 2021 the CDC is recommending that vaccinated and non-vaccinated populations wear masks in indoor locations in high transmission areas. New York City is at HIGH Covid risk level.
- 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. Signage should be posted throughout Steps that is consistent with DOH and KEY to NYC requirements
 - 1. Signage should remind individuals to:
 - a. Stay home and isolate if they are feeling sick.
 - b. Cover their nose and mouth with a face covering at all times, except while eating or drinking.
 - c. There are no longer quarantine requirements for travel.
 - 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
- 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. Proof Of Vaccination

- a. Proof of vaccination may include:
 - NYC Covid Safe App: Android or iOS
 - Excelsior Pass
 - CDC Vaccination Card (or photo)
 - NYC Vaccination Record
 - An Official immunization record from outside NYC or the U.S.
 - If you received the vaccine outside of the U.S., you must have an official immunization record that includes:
 - First and Last Name
 - Date of Birth
 - Vaccine product name (only vaccines authorized by the WHO are acceptable)
 - Date(s) administered
 - Site where the vaccine was administered, or name of the person who administered it

III. 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 15 minutes between each class to allow for cleaning and disinfecting. See Appendix A for the studio schedule.
 - ii. 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.

- iii. Teachers should use microphones in class to reduce the need to project to be heard.
- iv. 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.
- v. All equipment/mats will be cleaned after each use.
- vi. Barre
 - 1. Dancers should stand as far apart as possible.
- vii.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
- viii.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 4-6 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 4-6 feet when waiting to go across the floor and after completing the combination.
- ix. Floor Work
 - 1. Floor work shall be allowed.
- x. 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.will be monitored accordingly in the MindBody POS system.
- d. The showers in the men's and women's dressing rooms on the third floor are closed.
- e. Soap and paper towel dispensers in all bathrooms shall be touchless. Sanitizing wipes shall be available in all bathrooms.

- 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 may enter the facility by using the Broadway entrance, either the elevator or the stairs. 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 are encouraged to leave the studio within 15 minutes.
- i. Water fountains shall be closed. However, water bottle refill stations may remain open.
- j. Administrative staff will be fully vaccinated and encouraged to wear face coverings when gathering for meetings.
- k. 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.

IV. Movement and Commerce/Check-In

- a. Steps shall monitor and control the flow of traffic in and out of the facility
- b. 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.
 - ii. Confirm that the dancer has appropriate proof of vaccination and matching government issued I.D.
 - iii. Confirm that the dancer understands to wear their face covering at all times.
 - iv. 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.
- c. Steps shall minimize the handling of cash, credit cards, membership cards, and mobile devices whenever possible.

V. Out of State Travel

- a. Teachers, staff, and demonstrators may come to Steps as long as they are fully vaccinated and not in quarantine as defined by New York State.
- b. Symptomatic travelers must immediately isolate and contact the local health department or their healthcare providers to determine if they should seek COVID-19 testing.

VI. Testing

- a. Steps shall offer COVID testing for all employees coming to Steps, including administrative staff, teachers, and accompanists on an as needed basis.
- b. Members of the public shall not be subject to these testing requirements.
- c. Steps shall provide testing services onsite whereby employees can administer a self-test using a nasal swab in a designated area.
- d. Tests shall be shipped out to the testing lab. Test results will be made available to the Director of Operations 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.
- e. 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.

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 AND should that individual not have been wearing a proper face covering while with others, 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 also notify those individuals should the symptomatic person test positive for COVID-19. Should an individual show COVID-19 symptoms while at Steps AND should that individual have been wearing a face covering, Steps shall not notify any and all others who may have come in contact with that individual.
- d. Should an individual who has been onsite test positive for COVID-19, AND should that individual not have been wearing a proper face covering, Steps shall notify any and all individuals who came in contact with the individual or may have come in contact with the individual. Given Steps ongoing face covering and proof of vaccination requirements for individuals over the age of 12, any

individuals who were in class or in the building are considered secondary exposure and as such do not need to be notified.

- e. Given Steps ongoing face covering requirement, no individuals on the premises will be deemed as having primary exposure. Primary exposure is defined as having been in close proximity with someone who tested positive without a face covering on.
- f. 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.
- g. Any individual who tests positive must isolate from Steps as follows:
 - i. IF Symptomatic - Isolate 10-days after symptom onset
 - ii. IF Asymptomatic - Isolate 10 days from date of positive test.Upon completion of isolation, any individual who has tested positive may return to Steps provided their symptoms have subsided and they are fever-free for 24 hours prior to return
- h. Any individual who has come in close contact with and/or is exposed to someone who has tested positive for Covid-19 must quarantine as follows:
 - i. IF Symptomatic - Individuals must quarantine and get tested no less than 5 days after date of exposure and remain in quarantine until test results are available.

IF Fully Vaccinated:

- a. IF positive test result, individuals must remain in isolation according to section VII.g
- b. IF symptoms are no longer present and a negative test result has been obtained, then individuals can end quarantine after 7 days.

IF NOT Fully Vaccinated:

- a. IF positive test result, individuals must remain in isolation according to section VII.g
- b. IF symptoms are no longer present and a negative test result has been obtained, then individuals can end quarantine after 7 days.
- ii. IF Asymptomatic - Individuals must quarantine and get tested no less than 5 days after date of exposure and remain in quarantine until test results are available.
 - a. IF positive test result, individuals must remain in isolation according to section VII.g
 - b. IF negative test result, individuals must remain in quarantine for 10 days after last exposure.

NOTE: The aforementioned sections VII g & h are based upon [NYC guidelines](#) update 10/19/21.

VIII. Hygiene, Cleaning, and Disinfection

- a. Steps shall adhere to the CDC's and DOH's hygiene, cleaning, and disinfection requirements.
- b. The men's and women's dressing rooms on the third floor shall have running warm water and contactless soap and paper towel dispensers.
- c. Free-standing, touchless hand sanitizer dispensers will be placed throughout the facility. Hand sanitizer must be at least 70% isopropyl alcohol.
- d. Trash receptacles shall be available in all spaces for the disposal of PPE and other refuse.
- e. Studios shall be cleaned based on the following schedule:
 - i. During the 15 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.
- f. 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.
- g. The third floor hallway, front desk and faculty lounge 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. Each morning 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.
- h. Offices shall be cleaned twice a week and shall include sweeping floors and emptying trash receptacles.

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 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 State of New York, New York City, CDC or the DOH.