TULSA BALLET’S COMMITMENT TO SAFETY

Tulsa Ballet is committed to the safety and wellbeing of its dancers, staff, students, board members, volunteers, patrons, and guests and is prepared to efficiently and effectively respond to a multitude of emergency situations.

With regard to the COVID-19 Pandemic, Tulsa Ballet is following the recommendations of the state of Oklahoma Open Up and Recover Safely (OURS) Plan in addition to the city Tulsa’s recommendations and Executive Orders. Tulsa Ballet is continually monitoring reports from the Centers for Disease Control and Prevention (CDC) and the Tulsa County Health Department to stay up to date with the latest information.

The following guidelines should be followed for all dancers, staff, students, and guests within a Tulsa Ballet facility. Source: Centers for Disease Control and Prevention (CDC)

- Stay home if you are sick. COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat and loss of taste or smell. Follow the CDC recommendations if you are experiencing COVID-19 symptoms.
- Wash your hands often. Wash with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
• **Wear a mask.** Cloth or approved paper face coverings can slow the spread of the virus. Face covers should fit snugly against the side of the face, include multiple layers of fabric and be able to be laundered and machine dried.

• **Clean and disinfect.** Routinely clean and disinfect all frequently touched surfaces, such as keyboards, telephones, light switches, drawers, cabinets, handrails and doorknobs, as well as shared equipment, such as printers and copiers.

• **Keep your distance.** Keeping six feet between you and others is one of the best ways to avoid exposure and slow the spread of the virus.

• **Avoid touching your face.** Germs can spread from other people or surfaces when you touch your eyes, nose or mouth with unwashed hands.

## 2 OATH OF PERSONAL RESPONSIBILITY

Tulsa Ballet relies on all of its constituents to help achieve our organization’s safety goals. We must all work together to keep our workplace free of disease.

At the recommendation of the [Oklahoma Center for Nonprofits](https://www.ok.gov/ocn/), Tulsa Ballet encourages all dancers, staff, students, board members, patrons, and building guests to adhere to a personal oath of responsibility with regard to COVID-19.

*Oath of Personal Responsibility for Tulsa Ballet*

I, __________________, am aware of the potential spread of COVID-19 that could result in severe illness and potential death. Therefore, I will, to the best of my ability, practice proper social distancing at work and outside of the office as recommended by health department directives, as well as practice good hygiene (handwashing, use of hand sanitizer, wearing of a mask when required, etc.) and follow other health recommendations. Should I become ill, I promise to self-report the illness and contact Tulsa Ballet to let them know of my condition. I will adhere to testing guidelines and work with my own primary care providers. Finally, if I am exposed or suspected to be exposed to COVID-19, I will self-quarantine and notify Tulsa Ballet.

## 3 FACILITY CLEANLINESS AND SANITATION

Tulsa Ballet’s contractor for janitorial services is Clean Sweep, who oversees the frequent cleaning and sanitization of Tulsa Ballet’s Brookside and Broken Arrow facilities. Tulsa Ballet is taking proactive measures to maintain clean facilities and reduce germs by implementing frequent cleaning of high-touch surfaces such as doorknobs, desks, computer equipment, and ballet barres and sound equipment. Increased cleaning is being implemented as per CDC guidelines. We have added an approved disinfectant solution to the mopping liquids used to clean the floors and have increased the number of times throughout the day/per week the floors are mopped, along with other sanitization measures throughout the facility.

Drinking fountains have been temporarily disabled at both Tulsa Ballet facilities.
4 HAND SANITIZATION

Frequent usage of hand sanitizer is recommended to help prevent the spread of COVID-19 and other diseases. Hand sanitizer pumps are located throughout each Tulsa Ballet facility in the following areas:

**BROOKSIDE:**
- Student Check-In Station (West Entrance)
- Main Lobby Front Desk
- Men’s and Women’s Main Lobby Restroom
- Men’s and Women’s Student Dressing Rooms
- Faculty/Staff Offices/Workroom
- Studios

**BROKEN ARROW:**
- Student Check-In Station (Main Entrance)
- Main Lobby Front Desk
- Men’s and Women’s Main Lobby Restroom
- Men’s and Women’s Student Dressing Rooms
- Faculty/Staff Offices/Workroom
- Studios

5 PROTOCOLS FOR OFFICE STAFF

Tulsa Ballet will begin opening its facilities to staff and with limited access to the public beginning on July 20, 2020.

At this time, staff will be able to resume working at a Tulsa Ballet Facility according to the following guidelines:

- Tulsa Ballet will make reasonable accommodations for employees over 65 years of age and those with underlying medical conditions.
- Employees with a shared office space that does not allow for six feet of distance will be:
  - assigned to a new work area
  - put on an alternating work from home/office schedule
  - continue working from home until further notice
- The main reception desks at each facility will be modified to include a barrier between the employee and the guest.
- In person meetings at the Brookside Facility should consist of no more than four people in the Library Conference Room or two people in the Archive Library.
- Use of the Brookside kitchen will be limited to dancers only.
- Access to the Admin hallway, including use of staff restrooms and coffee station will be limited to staff only.
- Staff with offices located on the east side of the building (Admin/Artistic/Production) will only use the employee restrooms located in that area and will only enter the building using the employee entrance on the north side of the building.
- Staff with offices located on the west side of the building (CDE/Wardrobe) and front lobby staff (Receptionist/Box Office) will only use the main lobby restrooms.
- Employees are required to wear face masks or cloth face coverings unless they are in their cubicle (with walls), private office or other separated work station.
- Employees are required to use proper handwashing, observe respiratory etiquette, and avoid using other employees’ phones, pens, notepads, or other work tools.
• Employees are required to regularly clean and sanitize their work areas with particular attention to high-touch equipment such as keyboard, mouse, phones.
• Employees should use a sanitizing wipe to clean shared office equipment after each use. i.e.: copiers and postage machine.
• Employees should use sanitizing spray before and after each visit to the restroom.
• Employees should follow social distancing guidelines including maintaining a physical distance of at least 6 feet between individuals.
• No more than one person at a time will occupy the Copy/Mail Room.
• Employees should not enter another employee’s office unless they are asked to enter.
• Employees are discouraged from inviting personal guests to a Tulsa Ballet Facility. At this time, personal guests will not be permitted to enter the facility and employees must meet guests outside.
• Staff should not use Studio K to cross from the Admin hallway to the main lobby.

The following daily procedures will be implemented until further notice

• Health Checks prior to arrival to work
  o Employees are required to complete a Health Check Questionnaire each day using HealthCheck by Stratum App.
  o HealthCheck includes the taking and self-reporting of one’s temperature.
  o Employees must have access to a thermometer at their home.
  o Any employee with a temperature above 100.4°F will not be allowed to enter a Tulsa Ballet facility until they have no fever and no evidence of COVID-19 symptoms.
  o Any employee exhibiting COVID-19 symptoms will be sent home immediately or to the designated isolation room if they are unable to drive themselves.

6 PROTOCOLS FOR STUDENTS AND PARENTS (BROOKSIDE)

Basic Protocols

1. Students will enter and exit the building from the West Entrance (facing Wright Elementary School).
   a. Exceptions to this are for Levels 4/5 and Levels 6/7/Trainee who will exit through the door by Wardrobe to limit contact with other students. Teachers for these levels will assist with signing students out.
2. Parents will drop off and pick up children at designated places and times and will not have access to the building.
3. Staff will park away from the building to allow parents to drop off and pick up students.
4. Students should arrive no more than 10 minutes before class and must be picked up within 10 minutes after class.
5. Students are asked to come dressed for class and will not have access to dressing rooms. Access to rest rooms will be supervised and limited to no more than two students at a time.
6. There will be spaces marked in the hallway for students’ belongings – no bags or street shoes will be permitted in the studios.
7. We recommend that young children come with slip on shoes.
8. Students are asked to bring their own, filled water bottles. Water fountains and vending machines will not be available for use.
9. TBCDE will arrange for a minimum of 6-foot spacing between students in the hallway and at the barre.
10. Studios will have 8- to 10-foot areas marked off to allow for spacing for center work.
11. Teachers will work with a “hands off” approach with their students.
12. If a class is cancelled due to quarantine, instruction will continue virtually until quarantine is lifted.
13. All Safety Protocols will be reviewed and revised according to any updated information from the Center for Disease Control and the State Health Department.
14. All students (or parents/guardians for minors) must have a signed “Dance Student Safety Protocols Waiver and Tulsa Ballet Oath” form on file prior to the beginning of classes.

Procedures

1. DROP-OFF:
   a. Drop-off Lane
      i. Entrance to the Brookside Campus parking lot is from the north side, headed one way past the West Entrance and exiting in a circular fashion around the building, past the South Entrance (see map).
      ii. The car line will form parallel to the building for check-in at the West Entrance doors.
      iii. A TBCDE staff member will be at the West Entrance doors for check-in. See number 2 (Check-In).
   b. Park & Walk-Up
      i. Parents who park and walk their student to the door will need to maintain 6-foot distance.
   c. All parents will need to wait until their child has had their temperature taken and are checked in.

2. CHECK-IN: TBCDE Staff and Designated Volunteer
   a. TBCDE Staff and Designated Volunteer will wear a face mask and:
      i. Greet student at entrance.
      ii. Parent will show completed HealthCheck by Stratum from phone app.
      iii. If HealthCheck shows “Approved”, TBCDE Staff or Designated Volunteer will take student temperature with an approved thermometer.
      iv. Indicate students’ attendance and that their temperature is under 100.4 degrees.
      v. Confirm with parent that student has been cleared to participate.
      vi. Walk student into building.
   b. TBCDE Staff or Designated Volunteer will wear a face mask and:
      i. Issue hand sanitizer squirt.
      ii. Walk student to pre-marked spot in West Hallway (marked off in 6-foot spaces).
      iii. If appropriate, help any student change shoes and be prepared for class.
      iv. Wait with dancers for teacher to come get the students for class.

3. GO TO CLASS: Each class will have a Teacher and a Designated Volunteer who will wear a face mask.
   a. All dance bags and street shoes must be left in pre-marked spaces in hallways outside of studios.
   b. When the studio is ready the Teacher will escort students to class.
i. Marks will be outlined on floor and at the barre for students to ensure physical distancing.

4. AFTER CLASS:
   a. TBCDE Staff or Designated Volunteer will assist students to gather their dance bags, change shoes, and guide students to the PICK-UP line.
   b. The pick-up line will be marked off with 6-foot spaces along the West Hallway.

5. PICK-UP & SIGN-OUT:
   a. Pick-up Lane
      i. Entrance to the Brookside Campus parking lot is from the north side, headed one way past the West Entrance and exiting in a circular fashion around the building, past the South Entrance (by Wardrobe).
      ii. The car line will form parallel to the building for sign-out at the West Entrance.
         a. Exceptions to this are for Levels 4/5 and Levels 6/7/Trainee who will exit through the door by Wardrobe; the car line for these classes will form parallel to the building by the South Entrance.
      iii. We ask parents to display the STUDENT’S NAME in the driver side window of the car for staff to see. Car make, model and color will be communicated to TBCDE for verification of authorized person picking up student.
   b. Park & Walk-Up
      i. Parents who park to pick up their student at the door will need to maintain 6-foot distance.

SIGN-OUT: TBCDE Staff or Designated Volunteer will wear a face mask and:
   a. Look for parent in the car lane, and bring their child to be checked out.
   b. Each student will receive a squirt of hand sanitizer as they leave the building.

6. AFTER EACH CLASS TBCDE will:
   a. Wipe down barres, door knobs, sound equipment and any props that may have been used.
   b. Open doors and windows as possible to help re-circulate air.
   c. Clean floors with approved self-sanitizing solution.

7. RESTROOM:
   a. TBCDE Staff or Designated Volunteer will work as a restroom monitor.
   b. Only one or two students will be allowed in the restroom at a time.
   c. For CM students, Designated Volunteer will assist student and be sure that all safety protocols are followed.
7 PROTOCOLS FOR STUDENTS AND PARENTS (BROKEN ARROW)

Basic Protocols

1. To arrive, students will enter the Broken Arrow Hardesty Campus at the EAST entrance of the parking lot. Check-in will be at the Main Entrance. To leave, students will exit the Broken Arrow Hardesty Campus at the door outside Studio 2. Parents will exit the Broken Arrow Hardesty Campus on the WEST entrance of the parking lot. (See Map)
2. Parents will drop off and pick up children at designated places and times and will not have access to the building.
3. Staff will park away from the building to allow parents to drop off and pick up students.
4. Students should arrive no more than 10 minutes before class and must be picked up within 10 minutes after class.
5. Students are asked to come dressed for class and will not have access to dressing rooms. Access to rest rooms will be supervised.
6. There will be spaces marked in the hallway for students’ belongings – no bags or street shoes will be permitted in the studios.
7. We recommend that young children come with slip on shoes.
8. Students are asked to bring their own, filled water bottles. Water fountains and vending machines will not be available for use.
9. TBCDE will arrange for a minimum of 6-foot spacing between students in the hallway and at the barre.
10. Studios will have 8- to 10-foot areas marked off to allow for spacing for center work.
11. Teachers will work with a “hands off” approach with their students.
12. If a class is cancelled due to quarantine, instruction will continue virtually until quarantine is lifted.
13. All Safety Protocols will be reviewed and revised according to any updated information from the Center for Disease Control and the State Health Department.
14. All students (or parents/guardians for minors) must have a signed “Dance Student Assumption of Risk and Waiver and Release” form on file prior to the beginning of classes.

Procedures

8. DROP-OFF:
   a. Drop-off Lane
      i. Entrance to the Broken Arrow Campus parking lot will be on the EAST side of the building at the main entrance.
      ii. The car line will form parallel to the building for check-in at the main doors.
      iii. A TBCDE staff member will be at the entrance doors for check-in. See number 2 (Check-In).
   b. Park & Walk-Up
      i. Parents who park and walk their student to the door will need to maintain 6-foot distance.
      c. All parents will need to wait until their child has had their temperature taken and are checked in.

9. CHECK-IN: TBCDE Staff and Designated Volunteer
   a. TBCDE Staff and Designated Volunteer will wear a face mask and:
      i. Greet student at entrance.
      ii. Parent will show completed HealthCheck by Stratum from phone app.
      iii. If HealthCheck shows “Approved”, TBCDE Staff or Designated Volunteer will take student temperature with an approved thermometer.
      iv. Indicate students’ attendance and that their temperature is under 100.4 degrees.
      v. Confirm with parent that student has been cleared to participate.
      vi. Walk student into building.
   b. TBCDE Staff or Designated Volunteer will wear a face mask and:
      i. Issue hand sanitizer squirt.
      ii. Walk student to pre-marked spot in Lobby (marked off in 6-foot spaces).
iii. If appropriate, help any student change shoes and be prepared for class.
iv. Wait with dancers for teacher to come get the students for class.

10. **GO TO CLASS:** Each class will have a Teacher and a Designated Volunteer who will wear a face mask.
   a. All dance bags and street shoes must be left in pre-marked spaces in hallways outside of studios.
   b. When the studio is ready the Teacher will escort students to class.
      i. Marks will be outlined on floor and at the barre for students to ensure physical distancing.

11. **AFTER CLASS:**
   a. TBCDE Staff or Designated Volunteer will assist students to gather their dance bags, change shoes, and guide students to the PICK-UP line.
   b. The pick-up line will be marked off with 6-foot spaces along the south wall of the hallway by Studio 2.

12. **PICK-UP & SIGN-OUT:**
   a. Pick-up Lane
      i. Entrance to the Broken Arrow Campus parking lot will be on the EAST side of the building.
      ii. The car line will form parallel to the building at the farthest door to the WEST on the SOUTH side of the building (see map for details).
      iii. We ask parents to display the STUDENT’S NAME in the driver side window of the car for staff to see. Car make, model and color will be communicated to TBCDE for verification of authorized person picking up student.
   b. Park & Walk-Up
      i. Parents who park to pick up their student at the door will need to maintain 6-foot distance.

**SIGN-OUT:** TBCDE Staff or Designated Volunteer will wear a face mask and:
   c. Look for parent in the car lane, and bring their child to be checked out.
   d. Each student will receive a squirt of hand sanitizer as they leave the building.

13. **AFTER EACH CLASS TBCDE will:**
   a. Wipe down barres, door knobs, sound equipment and any props that may have been used.
   b. Open doors and windows as possible to help re-circulate air.
   c. Clean floors with approved self-sanitizing solution.

14. **RESTROOM:**
   a. TBCDE Staff or Designated Volunteer will work as a restroom monitor.
   b. Only one or two students will be allowed in the restroom at a time.
   c. For CM students, Designated Volunteer will assist student and be sure that all safety protocols are followed.
Broken Arrow Campus
Drop-Off & Pick-Up Zones

Drop Off: Enter from the East and drop off in front of the main doors. Wait for green flag (signal that temp check is good) before driving off.

Pick Up: Enter parking lot from the East and pick up at Southwest door.
Protocol 8

Protocols for dancers have been developed in collaboration between Tulsa Ballet management and American Guild of Musical Artists (AGMA).

Tulsa Ballet will use the guidelines from the AGMA playbook as a basic guide to determine the appropriate level of activity based on the presence of COVID-19 in the Greater Tulsa Area or state of Oklahoma if local data is not available.

Tulsa Ballet will begin working at a modified level 1, which will include all of the provisions of level 1 and level 2 to allow for up to 50% of maximum capacity. 50% of maximum capacity will include the physical distancing calculation of 150sq feet per person in a studio with no more than 12 people total in a studio at one time.

After the first two weeks of rehearsals, Tulsa Ballet will officially progress to Level 2 based on the metrics for the presence of COVID-19 in the Greater Tulsa Area or state of Oklahoma if local data is not available.

Performances in Studio K will be held for a socially distanced audience of 10% capacity (30 people) + up to five staff members/ushers. Tulsa Ballet and AGMA, in conjunction with medical experts, will monitor the presence of COVID-19 in the Greater Tulsa Area to ensure that all appropriate safety measures are taken.

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
<th>LEVEL 5 (New Normal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solo rehearsal or rehearsal with up to 4 people who are cohabiting</td>
<td>50% of maximum capacity based on physical distancing calculation</td>
<td>75% of maximum capacity based on physical distancing calculation</td>
<td>100% of maximum capacity based on physical distancing calculation</td>
<td>Physical distancing requirements will most likely be phased out</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
<th>LEVEL 5 (New Normal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State, county, city decision to reopen PLUS 1 of the following criteria:</td>
<td>State, county, city decision to reopen PLUS 1 of the following criteria:</td>
<td>14-day reduction of new cases since stage 1 PLUS ALL of the following criteria:</td>
<td>14-day reduction of new cases since stage 2 PLUS ALL of the following criteria:</td>
<td>28 days of ≤5 new cases per million* and ≤1% positive tests*</td>
</tr>
<tr>
<td>≤79 new cases per million*</td>
<td>≤59 new cases per million*</td>
<td>≤15% positive tests*</td>
<td>≤39 new cases per million*</td>
<td>And / Or Effective vaccine available and deployed</td>
</tr>
<tr>
<td>≤15% positive tests*</td>
<td>≤15% positive tests*</td>
<td>≤10% positive tests*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Rolling average of the past 7 days

Dancers will be assigned to “pods” of no more than 8 dancers. Pods will not co-mingle at any time during the rehearsal day or outside of the studio.

The Rehearsal Schedule for modified Level 1 and Level 2 (subject to change) will be:

9-10:15 class
10:15-10:45 break to allow for change of air
10:45-12:45 rehearsal
12:45-1:45 lunch break/change of air
1:45-3:45 rehearsal
3:45-4:45 break/change of air
Prior to the first day of rehearsal, all dancers will be tested for COVID-19 and will be prevented from entering the building until a negative result is produced. Tests will not incur any out of pocket costs for the dancers.

Dancers are required to wear face masks or cloth face coverings unless they are in a private studio with the door shut.

The daily schedule will be distributed via email to the dancer distribution group as opposed to being posted.

Dancers who are unable to attend class may warm up in Studio D and will notify Company Manager.

Dancers will work in assigned groups, with a maximum of eight dancers per studio.

Access to the Admin hallway, including use of staff restrooms and coffee station will be limited to staff only.

Use of the Brookside kitchen and lounge will be limited to accessing mailboxes only.

Dancers may use designated tables and chairs in their daily assigned studio during breaks.

Dancers may use cell phones in the studio during breaks.

Dancers may not linger in the hallways.

If dancers are not called for a particular rehearsal they may leave the building or remain in the studio but congregating in other common areas of Tulsa Ballet such as the main lobby or the lounge is not allowed.

Use of dancer dressing rooms will be limited. Additional dressing spaces will be designated in the building.

Dancers will only use the restrooms associated with the dancer dressing rooms or the small restroom by Wardrobe if working in Studios E or F.

Dancers will enter the building using the main lobby entrance only, unless they have been assigned to work in Studio E or F. Dancers working in Studio E or F should enter through the Wardrobe entrance on the south side of the building.

Dancers should use sanitizing spray before and after each visit to the restroom.

Dancers are required to use proper handwashing, observe respiratory etiquette.

Dancers are required to regularly clean and sanitize their work areas with particular attention to high-touch equipment such as barres.

Dancers should follow social distancing guidelines including maintaining a physical distance of at least 6 feet between individuals.

Dancers are discouraged from inviting personal guests to a Tulsa Ballet Facility. At this time, personal guests will not be permitted to enter the facility and employees must meet guests outside.

The dancers undergoing COVID-19 PCR testing will receive the results of the testing directly to them by a secure texting system. The results of any positive testing will be communicated directly to the Tulsa City County Health Department by both the Tulsa ER and Hospital and Regional Medical Labs. The PCR positive individuals will be managed as per CDC guidelines and overseen by Dr. Anuj Malik, Chief of Infectious Diseases, Ascension St. John Health System, Dr. Bret Jaggers, Infectious Disease Consultant Denver, CO and Dr. John Forrest, Regional Chief Medical Officer, Ascension St. John Health System, Tulsa, OK. Following the dancers signing a release of information to Mr. Marcello Angelini, Artistic Director of Tulsa Ballet, he will be informed of any positive testing results.

The following daily procedures will be implemented until further notice

- Health Checks prior to arrival to work
- Dancers are required to complete a Health Check Questionnaire each day using HealthCheck by Stratum App.
  - HealthCheck includes the taking and self-reporting of one’s temperature.
  - Employees must have access to a thermometer at their home.
  - Any employee with a temperature above 100.4°F will not be allowed to enter a Tulsa Ballet facility until they have no fever and no evidence of COVID-19 symptoms.
Any dancer exhibiting COVID-19 symptoms will be sent home immediately or to the designated isolation room if they are unable to drive themselves.

9 PROTOCOLS FOR GUESTS

Guests visiting a Tulsa Ballet Facility must follow all posted instructions.

The following instructions and warnings shall be posted at all Tulsa Ballet facility entrances.

**COVID-19 RISK WARNING**

- Do not enter if you are exhibiting any signs of illness such as sneezing, coughing, sniffing, have fever, or don’t feel well.
- An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable.
- By entering this facility, you voluntarily assume all risks related to exposure to COVID-19.
- Face masks or cloth face coverings should be worn at all times.

Guests visiting a Tulsa Ballet Facility will not be permitted to enter unless all of the following conditions are met.

1. Approval from a member of the senior management team (Artistic Director, Managing Director, General Manager)
2. Guest fills out a Health Survey and/or consents to a temperature check
3. Guest fills out a liability release form

10 SOCIAL DISTANCING IN THE STUDIO

The following social distancing considerations for dancers, students, and staff will be used for in-studio rehearsals and classes.

Barre

- Dancers need to stand at least 6 feet (2 meters) apart or 43 square feet (4 square meters)
- Wipe down the barre before and after each use
- Dynamic exercises with larger movement should be avoided to minimize air turbulence in the room

Center Work

- For stationary center work, dancers should be able to maintain 8-10 feet distance
- Normal breathing should be encouraged over forced breath cues, as forced exhalation spreads larger droplets farther distances

Across the Floor
• 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.

• Dancers should maintain 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.

• Dancers should be reminded to maintain a distance of at least 6 feet when waiting to go across the floor and after completing the combination.

Air exchange & quality

• Open windows and doors to try to maximize improved air circulation

• Consider a delay of at least 10 minutes between classes to allow for cleaning

• As the virus is thought to be is less virulent in humid conditions, monitor air conditioning and encourage a more humid environment

• Avoid dancers exiting and entering the studios at the same time

Music

• Live musicians should be assigned to a consistent studio since disinfecting instruments may be difficult. Stationary instruments should be cleaned appropriately between musicians.

• Sound equipment should be cleaned before and after use.

• Consider the volume of music. The louder the music, the louder the instructor will have to project, potentially causing droplets to travel further.

11 AIR PURIFICATION

Tulsa Ballet is in the process of installing a Global Plasma Solutions (GPS-FC48-AC™) Compact Auto-Cleaning Ionization/ Air Purifying System at its Brookside Facility to purify indoor air by eliminating airborne particulates, odors and pathogens throughout the building. Additionally, all of the HVAC air filters will be upgraded from MERV8 to MERV13 filtration. The target date to have this project completed is September 27, 2020.

12 COVID-19 COORDINATOR

The primary designated COVID-19 Coordinator for Tulsa Ballet is Scott Black, Managing Director. In the event that Scott Black is unable to serve as the primary Coordinator, Stacey Jenkins, General Manager will assume this role.

The COVID-19 Coordinator will actively monitor the COVID-19 pandemic in Tulsa and follow CDC Guidelines and recommendations from the Tulsa County Health Department with regard to contact tracing and enhanced sanitation if an employee is suspected or confirmed to have COVID-19 infection.
13 PRIVACY AND DISCLOSURE

Tulsa Ballet remains committed to a person’s right to privacy and will keep a person’s private health information confidential to the fullest extent practicable in this pandemic; however, public health concerns will require certain disclosures of, for example, a COVID-19 diagnosis to public health authorities.

14 POSSIBLE EXPOSURE OR DIAGNOSIS

Tulsa Ballet expects those who contract COVID-19 or who may have COVID-19 to stay home or in quarantine, unless seeking medical attention. Those persons must self-quarantine for at least fourteen (14) days unless they are cleared by a health professional or have received a negative test result.

If you have any health or safety concerns or if you or any person with whom you live are diagnosed with COVID-19 or come in contact with anyone diagnosed with COVID-19, contact your supervisor as soon as possible and follow the COVID-19 Exposure Decision Tree.

15 COVID-19 EXPOSURE DECISION TREE

The following Flowchart shall be followed if any Tulsa Ballet employee, student, dancer, volunteer, has been exposed to COVID-19. “Employee” shall be interchangeable to refer to any of the above-mentioned groups.

(Next Page)
COVID-19 DECISION TREE

Use this to help you navigate a variety of employee scenarios related to COVID-19.

START HERE BY SELECTING THE GREEN BOX THAT FITS THE SCENARIO

Employee is in contact with someone who shows symptoms of COVID-19 but no diagnosis.

Does the employee show any COVID-19 symptoms (fever [100.4°F / 38°C or higher], cough, shortness of breath)?

Yes

Adviser the employee to consult their healthcare provider (in-person or virtually).

No

Advise employee to follow CDC recommendations for preventing the spread of COVID-19. Suggest they monitor temperature before coming to work. Remind them to stay home if they feel feverish or show symptoms.

Employee is in close contact* or lives with someone who is presumed positive or confirmed COVID-19 diagnosis.

Ensure employee reports the matter to their manager and remains out of work for 14 days.

Employee doesn’t feel well (fever [100.4°F / 38°C or higher], cough, shortness of breath) and calls out, reports to work sick, or becomes sick while working.

Send employee home if at work and/or instruct them not to report to work. Advise them to consult healthcare provider (in-person or virtually).

Does the employee show any COVID-19 symptoms (fever [100.4°F / 38°C or higher], cough, shortness of breath)?

Yes

If the healthcare provider determines that COVID-19 testing is required?

Yes

Instruct employee to remain at home until COVID-19 test results are returned and report COVID-19 test results to manager.

No

Employee notifies manager whether COVID-19 test result is positive or negative.

Negative for COVID-19

Has the employee been symptom-free for 48 hours without the use of symptom-reducing medications?

No

Employee completes Self-Certification and can return to work after meeting recommended quarantine requirements. After 4 days since exposure, employee may be tested for COVID-19 and may return to work if the results are negative.

Yes

Employee must remain at home until the answer is yes.

Yes

Employee completes Self-Certification and can return to work.

Positive for COVID-19

Employee has presumptive positive diagnosis or confirmed COVID-19 diagnosis.

Manager notifies direct supervisor and COVID-10 Coordinator

COVID-19 Coordinator will contact Tulsa Health Department

If guidance is not received from the local Health Department, follow CDC requirements, which are:

1. Identify all employees who worked within 6 feet of infected employees within the last 14 days.
2. Send all employees identified in #1 above home.
3. Employees sent home will self-quarantine for 14 days unless they hear otherwise from the local Health Department.

Employees can return to work after they have met the following conditions:

1. Employee completes self-quarantine and COVID type symptoms are improving
2. Employee has no fever for a period of 48 hours without fever reducing medication
   OR
3. Employee presents a doctor’s note

*Close contact is defined by the CDC as being within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

The Tulsa Health Department has previously advised that if both persons are wearing masks and maintaining a distance of 6 feet at the time of contact, it may not be necessary to implement a quarantine for the exposed person as long as no symptoms are present.
For more information on the Coronavirus, please click the links below.

- [Tulsa Health Department – About Coronavirus Disease (COVID-19)](#)
- [Oklahoma State Department of Health – Information Regarding Travel, Spread of Coronavirus, Frequently Asked Questions, and More](#)
- [Centers for Disease Control and Prevention – Preventative Measures for Coronavirus](#)
- [Coronavirus workplace tips for employees](#)
- [What to do if you are sick with Coronavirus disease 2019 (COVID-19)](#)

Should you have any questions or individual precautionary concerns, please contact a member of the Tulsa Ballet management team.
I ______________acknowledge that I have received and reviewed Tulsa Ballet’s Safety Protocols for COVID-19 and will follow all guidelines to help ensure the safety of myself, my coworkers, and my community.

Signed________________________Date________________________