## **GUIDING PRINCIPLES**

* A Private Session here refers to a structured period of time where learning is intended to occur. It involves one student and one teacher
* A Semi Private Session here refers a structured period of time where learning is intended to occur. It involves 2 or more students.
* An event here refers to a planned or spontaneous gathering, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a dance class, workshop, community event/gathering, concert, festival, conference, meeting or party.
* The *more people* an individual interacts with at an OGN gathering or even the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
* The [*higher the level of community transmission*](https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html) in the area that our gathering is being held, the higher the risk of COVID-19 spreading during a gathering.
* The size of an event or gathering should be determined based on our state, local, territorial or tribal safety laws and regulations.

## **OGN RESPONSE TO COVID 19**

SARS-CoV-2, the virus that causes COVID-19, is thought to be mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may also spread to hands from a contaminated surface and then to the nose, mouth or eyes, causing infection. Due to the nature of our services, OGN has made the decision to take ALL our dance services online via ON DEMAND, and LIVE STREAM ZOOM sessions starting October 1st 2020 with in person session limited to Private & Semi Private. Dance services are now bookable ONLINE ONLY to limit contact. We have also developed an official policy for implementing personal prevention practices (such as [handwashing](https://www.cdc.gov/handwashing/when-how-handwashing.html), [staying home when sick](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html), [maintaining 6 feet of distance](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html), and [wearing a mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)) and environmental prevention practices (such as [cleaning and disinfection](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html)) as important ways to prevent the virus’s spread.

Our protocol for prevention principles are covered in this document. They provide you with actions to help lower the risk of COVID-19 exposure and spread during gatherings and events.

## **MANDATORY PROTOCOL TO PREVENT COVID-19’s SPREAD**

The following is a detailed list of behaviors that we ask ALL OGN STUDENTS, CLIENTS & STAFF to implement on and off site to reduce the spread of COVID-19.

* **Staying Home when Appropriate**

OGN offers flexible refund policies for attendees for events that involve a participation fee in the event of a cancellation.

* + You should stay home if...[.](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html)
		- If you have tested positive for COVID-19 or are showing COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).
		- If you have had a [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) with a person who has symptoms of COVID-19 within the past 14 days.
		- If you have traveled domestically or internationally in the last 3 weeks
* **Hand Hygiene and Respiratory Etiquette**
	+ Frequently wash hands (e.g., before, during, and after taking class; after touching garbage, or exchanging money) with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
	+ Soap, Water, and Hand Sanitizer will be available at all OGN sites for unlimited use.
	+ C[over your mouth and nose with a tissue when coughing and sneezing](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html). Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
	+ Do not exchange handshakes, fist bumps, and high-fives at OGN meetings, sessions, or gatherings. We have signs posted to help ensure compliance.
* **Masks**
	+ We require the use of [masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) among staff, students, and clients on all OGN sites. Masks are most essential in times when physical distancing is difficult (e.g., during classes, and group events).
	+ We have provided all our staff with information on [proper use, removal, and washing of masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
	+ Please be advised that [masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) should not be placed on:
		- Babies or children younger than 2 years old
		- Anyone who has trouble breathing
		- Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
	+ Please bring and use your own [masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) at our events.
	+ [Masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). [Masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) are not meant to be a substitute for personal protective equipment such as surgical masks, respirators, or other medical personal protective equipment.
	+ Masks are strongly encouraged during dance classes as individuals might raise their voice (e.g., shouting, chanting, singing).
* **Adequate Supplies**
	+ We have pre stocked all OGN sites with adequate supplies to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, disinfectant spray bottles, masks (as feasible), and no-touch trash cans.
* **Signs and Messages**
	+ We have posted [signs](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc) in highly visible locations (e.g., at entrances, in restrooms) that [promote everyday protective measures](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) and describe how to [stop the spread](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf) of germs by [properly washing hands](https://www.cdc.gov/handwashing/posters.html) and [properly wearing a maskimage icon](https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg).
	+ We make regular [announcements](https://www.cdc.gov/coronavirus/2019-ncov/communication/public-service-announcements.html) on reducing the spread of COVID-19 on public address systems.
	+ We are working on developing signs and messages in alternative formats (e.g., large print, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing.

## **HOW WE MAINTIAN A HEALTHY ENVIRONMENT**

Below is our protocol for maintaining healthy environments for the OGN community.

* [**Cleaning and Disinfection**](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)
	+ Before and after each session, we [Clean and disinfect](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) frequently touched surfaces within the site—for example, barre, equipment, door handles, sink handles, grab bars, hand railings, and mirrors.
	+ We clean and disinfect shared objects between uses—for example, payment terminals, tables, seating, barres, and spray bottles.
	+ We have temporarily closed all drinking fountains that cannot be adequately cleaned and disinfected during an event.
	+ We implement [safe and correct use](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) and storage of cleaners and disinfectants to avoid harm to employees and to you.
	+ We Use [EPA-approved disinfectants against COVID-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
	+ Our staff should ensure that there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors.
* **Restrooms**
	+ Please refer to sign posted on our site limiting the number of people who occupy the restroom at one time to allow for social distancing.
	+ We do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people.
	+ We ensure that all our on-site restrooms are:
		- Operational with functional toilets.
		- [Cleaned and disinfected](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
* **Ventilation**
	+ We ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, by opening windows and doors. We do not open windows and doors if doing so poses a safety or health risk to staff or students (e.g., risk of falling or triggering asthma symptoms).
	+ If portable ventilation equipment like fans are used on site, we take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
* **Water Systems**
	+ We have temporarily closed all drinking fountains that cannot be adequately cleaned and disinfected during an event.
	+ Please bring you own water, preferably in a portable canister opposed to bottled.
* **Modified Layouts**
	+ We have limited capacity to for in person dance sessions to just 5 people or less, and host smaller events in larger rooms to allow for [social distancing](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html).
	+ Our sites use multiple entrances and exits to discourage gathering in public spaces.
	+ We have eliminated lines or queues. Please arrive no sooner than 5 minutes prior to your session. Please stay at least 6 feet apart and adhere to our [signs](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc) or other visual cues for protocol to prevent the spread of Covid-19
	+ We now prioritize outdoor activities where social distancing can be maintained as much as possible.
	+ We now off ALL DANCE SERVICES online in addition to in-person attendance to help reduce the instances of contact.
* **Physical Barriers and Guides**
	+ We provide physical guides, such as tape on floors signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times
* **Communal Spaces**
	+ We now stagger the use of shared indoor spaces such as classrooms, theatres, and rehearsal spaces as much as possible and [clean and disinfect](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) them between uses.
	+ We clean and disinfect bathrooms in the morning and evening or after times of heavy use) between classes.
* **Food Service**
	+ There is no evidence that COVID-19 is spread by food. However, in an abundance of caution we ask that you DO NOT bring food with you to our events, meeting, or sessions unless for serious health reasons.
* **Shared Objects**
	+ We discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
	+ We limit any sharing of tools, equipment, or supplies by staff members.
	+ We limit use of supplies and equipment to one group of staff members or attendees at a time, and [clean and disinfect](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html) them between use.

## **OGN STAFF HEALTH OPERATIONS PROTOCOL**

This section details strategies our organizers and staff have implemented to maintain healthy operations.

* **Regulatory Awareness**
	+ We regularly update ourselves with local or state regulatory agency policies related to group gatherings to determine if and how events can be held.
	+ We use disposable gloves when removing garbage bags or handling and disposing of trash.
		- After using disposable gloves, we throw them out in a lined trash can.
		- We do not disinfect or reuse the gloves.
		- We w[ash hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) after removing gloves with soap and water for at least 20 seconds.
	+ We offer options for staff at [higher risk for severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) (including older adults and people of any age with underlying medical conditions) that limit their exposure risk. For example:
		- We offer Work from home options and modified job responsibilities for staff such as Zoom Sessions & limited capacity in person sessions.
		- We have replaced in-person meetings with video- or tele-conference calls whenever possible.
	+ As feasible, we offer options for attendees at [higher risk for severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) that limit their exposure risk (e.g., virtual attendance).
	+ We now limit event attendance to staff and guests who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19.
	+ We protect the privacy of staff at [higher risk for severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) regarding their underlying medical conditions to encourage trust and transparency.
* **Limited, Staggered, or Rotated Shifts and Attendance Times**
	+ We now have a maximum capacity of 5 attendees for in person sessions to allow for optimal conditions for Corona Virus social distancing.
	+ Our teachers disinfect before and after each class
	+ We use flexible worksites (e.g., work from home) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing of 6 feet between employees, volunteers, and others.
	+ We rotate and stagger shifts and arrival times to limit the number of employees in a work site at the same time.
	+ We stagger and limit attendance times to minimize the number of guests at our work sites.
* **Travel & Transit**
	+ We encourage employees to use transportation options that minimize close contact with others (e.g., walking or biking, driving or riding by car – alone or with household members only). Consider offering the following support:
		- We have provided employees with CDC guidance on how to [Protect Themselves When Using Transportation](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html), including public transit and asked them to follow.
		- We allow employees to shift their hours so they can commute during less busy times.
		- We take temperature checks upon arrival.
		- We ask employees to [wash their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) as soon as possible after their trip.
	+ If using a service, we ask employees and volunteers to encourage [rideshare](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html) drivers to clean and disinfect frequently touched surfaces in the vehicle and avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
* **Designated COVID-19 Point of Contact**
	+ Your Designated administrator for Covid-19 related concerns is OGN Founder Christopher Scott Caldwell. Text or Call 239-745-5494
* **Communication Systems**
	+ Put systems in place to:
		- We encourage staff and attendees to self-report to our team or the COVID-19 point of contact if they have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in addition to providing health information sharing regulations for COVID-19 as set by the CDC.
		- We advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.
		- We acknowledge and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and our members. We tailor information so that it is easily understood by various audiences and is available in alternative formats and languages.
* **Leave (Time Off) Policies**
	+ We have flexible sick leave policies and practices that are not punitive and enable employees to stay home when they are sick, have been exposed, are [caring for someone who is sick](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html), or who must stay home with children if schools or child care centers are closed.
	+ We examine and revise policies for leave, work from home, and compensation as needed.
	+ We ensure that any relevant policies are communicated to staff.
* **Staff Training**
	+ We train staff on all safety protocols using CDC’s [Interim Guidance for Businesses and Employers](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) as a guide.
	+ We conduct training virtually to ensure that [social distancing](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) is maintained during training.
	+ If training needs to be done in person, we maintain social distancing.
* **Recognize Signs and Symptoms**
	+ We conduct daily health checks (e.g., temperature screening and/or [symptom checking](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) of staff and attendees safely and respectfully, and in accordance with any applicable privacy laws and regulations.
* **Sharing Facilities**
	+ We encourage any organizations that we share or use the same venue with to also follow these considerations and limit shared use, if possible.
* [**Support Coping and Resilience**](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html)
	+ We encourage employees and volunteers to eat healthy foods, exercise, get enough sleep, and find time to unwind.
	+ We encourage employees to talk with people they trust about their concerns and how they are feeling.
	+ We make information about for the national distress hotline available: 1-800-985-5990, or text TalkWithUs to 66746; The National Domestic Violence Hotline: 1-800-799-7233 and TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
* **Lessons Learned After the Event**
	+ We meet post events to discuss and note lessons learned and determine ways to improve planning and implementation processes.

## **Preparing for When Someone Gets Sick**

This section details our protocol for if/when someone is sick.

* **We Advise Sick Individuals of Home Isolation Criteria**
	+ We clearly communicate to sick staff members that they should not return to work until they have met CDC’s [criteria to discontinue home isolation](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).
* **Isolate and Transport Those Who are Sick**
	+ We make sure that staff and attendees know that they should not come to the event and that they should notify event planners (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 [symptoms,](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) test positive for COVID-19, or have been [exposed](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) to someone with symptoms or a suspected or confirmed case.
	+ We immediately separate staff and attendees with COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (e.g., fever, cough, shortness of breath) at a gathering or event. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC guidance for caring for themselves](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html).
	+ Individuals who have had [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) with a person who has [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc) will be separated, sent home, and advised to follow [CDC guidance for community-related exposure](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html). If symptoms develop, individuals should follow [CDC guidance for caring for themselves](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html).
	+ We pre plan along with venue administrators, local officials, and healthcare providers isolation areas to separate anyone who has COVID-like symptoms or who has tested positive but does not have symptoms.
* **Clean and Disinfect**
	+ We will close off areas used by a sick person and will not reopen these areas until after [cleaning and disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
	+ We wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we wait as long as possible. We ensure [safe and correct](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) use and storage of [cleaning](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) and disinfection products, including storing them securely away from children.
* **Notify Health Officials and Close Contacts**
	+ In accordance with state and local laws and regulations, we will notify [local health officials](https://www.cdc.gov/publichealthgateway/healthdirectories/index.html), staff, and attendees of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act (ADA)](https://www.eeoc.gov/facts/pandemic_flu.html)and other applicable laws and regulations.
	+ Advise those who have had [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html), and follow [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) if symptoms develop.