



FLAMENCO **VIVO** CARLOTA SANTANA

2020 COVID Reopening Manual

July 31st, 2020



FLAMENCO VIVO CARLOTA SANTANA

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COVID-19 Policies and Procedures

1.0 Overview and Introduction

1.1 An Overview of Flamenco Vivo's 2020 Reopening Plan

In response to COVID-19 this past spring, Flamenco Vivo pivoted our programming to 100% online instruction to ensure the health and safety of our faculty, staff, and community. All studio rentals were placed on hold in March of 2020 and remained so throughout the summer. We dedicated our summer to providing flamenco classes for students of all ages through the online live and on-demand streaming platforms. As we plan for the fall at Flamenco Vivo Carlota Santana, we want to continue to prioritize the health and safety of our community, as well as bring our community the excellent flamenco instruction they expect. In accordance with New York State and CDC guidelines and recommendations, we will reopen Flamenco Vivo Studios in 3 distinct phases:

- **Phase One**
 - When it is deemed safe to gather in person, and no earlier than October 5th, 2020, we will move into Phase One. Studio A will open to Flamenco Vivo employees on a limited basis through our updated online rental submission guidelines. All Flamenco Vivo sponsored classes will be delivered 100% online.
- **Phase Two:**
 - When it is deemed safe to gather in person, and no earlier than January 2021, Flamenco Vivo Studios will move into Phase Two. Rental limitations will be expanded and assessed to welcome non-employees during rentals. Flamenco Vivo sponsored classes will be delivered in a hybrid format which will blend in-person and online classes.
- **Phase Three:**
 - When we can safely increase capacity for in-person classes, Flamenco Vivo Studios will move into Phase 3. Rentals will return to a normal schedule and capacity, and in-person classes will resume.

The transition into each phase will continue to be informed by New York State and CDC guidelines and recommendations and we will keep you updated ongoingly as we make decisions organizationally.

As you may be aware, our capacity regarding the number of rentals available will be reduced out of safety. We will not have as many openings for studio rentals in the fall as we have in the past. We are directing our energy at maintaining as many online programs as we can and aim for continued growth over time. Thank you for your continued patience.



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1.2 An Introduction to Flamenco Vivo's 2020 COVID-19 Policies and Procedures

Flamenco Vivo Carlota Santana considers the health and safety of our employees, artists, and community members a top priority. As Flamenco Vivo transitions to having non-essential staff return to on-site programming and rentals, we want to reassure you that we intend to follow best practices when it comes to stopping the spread of COVID-19. All policies and procedures in the COVID-19 manual will remain in effect until further notice.

Flamenco Vivo also complies with all federal, state, and local laws and regulations put forth in relation to the COVID-19 pandemic, and this handbook generally reflects those laws where applicable.

Please take the time to read this manual carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this manual, which sets out the basic rules and guidelines concerning the operational practices of Flamenco Vivo Studios as we navigate the COVID-19 pandemic.

Flamenco Vivo reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. If you have questions regarding your employment status, please contact our Executive Director.

Please understand that no handbook or manual can address every situation related to COVID-19, the pandemic, or Flamenco Vivo Carlota Santana.

We will continue to monitor the COVID-19 situation and update these policies and procedures as new information and regulations become available.

If you have questions about our COVID-19 response or any provisions in this manual, please contact our Studio Manager.

We thank you for your cooperation in keeping Flamenco Vivo Studios a safe and welcoming space for all.

2.0 Scheduling Practices

2.1 Phase Guidelines



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2.1.a Phase 1

When it is deemed safe to gather in person, and no earlier than October 5th, 2020, Flamenco Vivo Studios will open to employees only under a limited capacity. Studio B will remain closed until January 2021 at the earliest.

All waiting areas on the 8th floor are closed until further notice.

In order to maintain social distancing, 4W43 will only allow two people in the elevator at one time. The preference will be for the elderly.

4W43 has determined that the staircases on the right side of the building, by the elevator, shall only be used to go up. Likewise, the stairs on the opposite side shall only be used to go down. There are signs and arrows throughout the building, guiding the traffic.

Go directly into the studio upon arrival to the 8th floor. Loitering in the hallway is not permitted. Please exit the and enter the studios in a timely manner. Our staircase between the 7th and 8th floor is small and compact. When entering the studios, walk up the right side of the stairs. When exiting, walk down the right side of the stairs as well. Walking up and down the stairs in groups is prohibited.

Bathrooms and dressing rooms will be open and available on the 7th floor. The 4W43 Building public spaces, restrooms, and high-traffic areas are disinfected throughout the day. 4W43 maintains all aspects of the bathrooms. They are closely following the protocols required by the CDC and the Department of Health. If you have further questions concerning the cleanliness of the building, please contact the Studio Manager.

The shower area is closed until further notice.

According to the NYS government mandate, everyone entering the building must wear a mask covering their face and nose. Considering that it is not possible to keep 6 feet apart in most



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public areas in the 4W43 building, the use of masks is a must everywhere. This policy will be enforced by Flamenco Vivo and the 4W43 Building.

Although it is very difficult to social distance in the public space areas, please do so at all possible opportunities. Signage in public spaces will remind all 4W43 guests to maintain social distancing. 4W43 has placed arrow signs on the floor to help to guide the traffic in the lobby. This will help anyone entering and exiting the building to adhere to social distancing.

Social distancing is possible in the studios and is required while dancing in the studios. Maintaining a minimum of six feet can help to curb possible infection or transmission.

Masks must be worn during your studio time. Flamenco Vivo will be surveilling the studios to ensure all policies are upheld.

Chairs and tables are not permitted for public use at any time until Phase 3.

Yoga mats are not permitted for public use at any time until Phase 3. Individual mats may be brought to and from the studios by patrons. However, mats that are stored in studios are not permitted for use and will be removed until Phase 3.

Barres are not permitted for use until Phase 3.

Flamenco Vivo will provide cleaning materials for patrons to sanitize high touch areas after each use. Additionally, 4W43 has placed sanitizing stations by the building entrance and by the elevators on every floor.

Personal items left in the studio overnight will be thrown away. Please do not leave anything in the studios.

All costume rentals (i.e. shoes, skirts, castanets, mantons, etc.) are suspended until further notice.



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Flamenco Vivo's work study program is suspended until Phase 3. All hours accumulated prior to the COVID-19 pandemic will be honored at that time.

2.1.b Phase 2

Guidance concerning Phase 2 will be released at a later date.

2.1.c Phase 3

Guidance concerning Phase 3 will be released at a later date.

2.2 Studio Rentals

During Phase 1, only Flamenco Vivo employees will be permitted in the studios at a maximum of 3 persons per session. If you have questions concerning your employment status, please contact our Executive Director.

Phase 2 and Phase 3 guidance concerning studio rentals will be released at a later date.

During Phase 1, each rental will undergo online screening processes and must be approved by our Studio Manager, with each person attending the rental period undergoing a virtual screening process. Each person attending the rental period will be asked to sign a liability waiver in order to rent and/or enter the space.

During Phase 1, our studio hours are as follows:

- Monday - Friday: 10:00AM to 6:00PM
- Saturday - Sunday: Closed

There will be an hour long buffer between each rental period to allow for cleaning. The Studio Manager will not book rentals back to back until further notice.



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During your rental period, an emergency COVID-19 hotline number will be provided to you. You can use this number during your rental to reach out to the Studio Manager if an emergency situation arises or if you need assistance of any kind.

Please arrive and depart on time to your rental period. Early arrival is not permitted.

The person who requested the rental period is required to wipe down the studio at the end of their rental period. This includes all high traffic areas i.e. Bluetooth speakers, door handles, light switches, etc. Flamenco Vivo will provide the proper cleaning materials. Individuals who participated in the rental period must leave promptly to allow for proper cleaning. There will be a clipboard located on the shelves in the studio that must be filled out after your rental indicating that you have performed the cleaning duties required of you. Failure to log cleaning duties will result in future rentals being restricted.

All payments will be processed online or over the phone. Cash and check will not be accepted until further notice. Our rush rental option is suspended until further notice. Payment plans are available. Contact our Studio Manager to request a payment plan.

3.0 Health and Safety

Flamenco Vivo will institute a thorough screening program, daily symptoms self-monitoring, and guidance for testing of those who are symptomatic or have been exposed to a COVID-positive individual.

All information is kept confidential and follows privacy laws. Screening and contact tracing protocol will be made available to those requesting entry to the studios.

3.1 Health and Hygiene Protocols



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It is the responsibility of all Flamenco Vivo employees and artists to maintain a healthy and safe dance environment. All must take the following precautions while at Flamenco Vivo Studios:

- Notify the Studio Manager if you feel sick and were recently in our studios or offices.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart whenever possible.
- Wear a face mask or covering at all times, including studio time.
- Wipe down surfaces and equipment with disinfectant after use.

Additionally, Flamenco Vivo will ensure:

- Cleaning products and protocols meet EPA guidelines and are approved for use and effective against viruses.
- An uninterrupted supply of cleaning products, hand sanitizing stations in the studios, and necessary PPE is maintained.
- The frequency of cleaning and sanitizing is increased in our studios with an emphasis on frequent contact surfaces and high traffic areas.

Maintaining your health and safety is our number one priority. Flamenco Vivo is hiring a cleaning team to sanitize the studios each morning. Cleaning Logs will be kept onsite as per the NYForward Safety Plan to assist with contact tracing.

Flamenco Vivo will be purchasing a H13 True HEPA air purification unit to assist in proper air ventilation. This is a medical grade air purification system. Filters will be changed every six months. Additionally, the 4W43 Building will be installing UV light filters to kill all particles that pass through the air conditioning system.

3.2 Self-Monitoring and Reporting COVID-19 Symptoms



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Flamenco Vivo will require every individual who seeks entry to our studios or offices to undergo an online screening process. All Flamenco Vivo administrative staff will be virtually screened before entering the office each day. Screening must be completed online prior to arriving at Flamenco Vivo Studios or offices.

Prior to returning to studios, all employees will be provided with appropriate information and guidance as to what to expect prior to and upon their arrival to their studio time.

If you, or someone in your household, exhibits the COVID-19 related symptoms listed below or test positive for COVID-19 and you have been in Flamenco Vivo's studios or offices, you must notify our Studio Manager so that we may trace any potential outbreaks within Flamenco Vivo Studios.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If a member of the Flamenco Vivo community reports having potential exposure to COVID-19 or has tested positive, the Studio Manager along with Flamenco Vivo administrative staff will help determine next steps based on state and health agencies guidelines. We will follow the appropriate actions recommended by the CDC, Department of Health, NYS government, and other officials including but not limited to internal investigations, contact tracing, and thorough sanitization of affected areas. Flamenco Vivo will not disclose the name of any person reporting symptoms or tests positive, but will notify those who may have interacted



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with an individual up to 14 days prior to the individual testing positive for COVID-19. Exposed individuals may be asked to isolate or quarantine.

Per current CDC guidance, Flamenco Vivo members who test positive for COVID-19 or are sick with any symptoms will be permitted to return to our studios and/or offices once the following conditions are met:

- At least 72 hours since recovery. Recovery is defined as having no fever without the use of fever reducers and no more respiratory symptoms.
- At least 10 days since symptoms first appeared.
- A negative COVID-19 test.

A Flamenco Vivo employee may be asked to self-quarantine if they have had contact with an individual who has tested positive for COVID-19 if that contact has been:

- In close proximity while the individual was showing active symptoms and/or
- For a prolonged period of time (15 minutes or more) whether the individual was showing symptoms or was asymptomatic.

3.3 PPE

Appropriate PPE is to be worn by all employees in adherence to state and local regulations and guidance. If you are a Flamenco Vivo employee in need of PPE, please contact our Studio Manager to acquire the appropriate PPE.

Face masks or coverings are available to all Flamenco Vivo employees and must be worn while at our studios and/or offices or be denied entry. As per Governor Cuomo's order on April 17, 2020, all people in New York must wear a mask or a face covering when out in public and in situations where social distancing cannot be maintained.

3.4 Flamenco Vivo Offices



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To ensure the safety of our administrative staff, Flamenco Vivo offices will remain remote until further notice. Upon returning to the offices, Flamenco Vivo administrative staff will stagger their office hours/work days to allow for appropriate distancing, adopting an In-Person/Remote Hybrid Work Model. This model, in accordance with NYS Guidelines, will inform when administrative staff will return to normal, in person work days.

Employees who self-identify as high-risk in agreement with CDC Guidelines should consult with the Executive Director. All employees are encouraged to consult with their doctors about the risks and benefits concerning returning to our studios.

Flamenco Vivo Carlota Santana recognizes that all employees, regardless of their occupation or how they are engaged, have the right to a healthy and safe work environment. We are assessing the way we work to identify, understand, and quantify risks and to implement and review control measures to address those risks. This includes:

- Providing and maintaining a work environment that is without risk to health and safety,
- Providing adequate and accessible facilities for the welfare of workers to carry out their work, and
- Monitoring the health of employees and the conditions of the workplace for the purpose of preventing illness or injury.

Upon returning to in person work, Flamenco Vivo Offices will be eliminating the use of communal equipment whenever possible, to reduce the number of common touch points available in the office. However, certain shared equipment is unavoidable, and therefore staff will be required to wipe down the equipment with disinfectant before and after each use. Examples of such equipment include copiers and printers, phones, fax machines, speakers, computers and other communication devices as well as the staff kitchenette and bathroom.



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Flamenco Vivo kitchenette is not permitted for use until further notice as per NYS Guidelines. Upon returning to the offices, administrative staff will be required to disinfect the office bathroom after each use. Flamenco Vivo will provide the appropriate cleaning materials and training on how to clean properly. 4W43 will not be permitting visitors or deliveries to travel throughout the building. All food deliveries must be picked up in the lobby while maintaining social distance. Flamenco Vivo recommends avoiding food deliveries while working in the offices.

Flamenco Vivo will ensure the offices are cleaned regularly and thoroughly and restructure the layout of the workplace to allow for physical distancing as per NYS Guidelines. Social distancing is required in the offices. Upon returning to the offices, Flamenco Vivo staff should also limit visitation to other buildings and venues during work hours.

All onsite Flamenco Vivo administrative staff will be required to complete mandatory training to protect from the risk of COVID-19 arising at Flamenco Vivo Studios. Information and training will include the following (this is not an exhaustive list):

- Stopping the Spread of COVID-19
- Crisis Intervention training
- PPE training
- Proper COVID-19 cleaning practices
- Instructions on creating a safe and sanitary workplace

Flamenco Vivo Offices will be restricting in person meetings with employees until further notice. If a meeting need occur, employees should email the appropriate department head to make a virtual appointment.

3.5 Employee Travel

When using public transportation, employees should:



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- Wear a face covering.
- Avoid touching surfaces with their hands to the maximum extent possible.
- Stay in a train car or section of a bus with fewer riders as possible.
- Choose to sit/stand as far as possible from other riders.
- Upon exiting, wash their hands or use hand sanitizer.
- Avoid wait times for public transportation by considering using alternate commuting methods, such as biking, rental cars, Zip cars, etc. if able.

Restrictions:

The State Department lifted its level-four health advisory for the entire world in order to return to country-specific warnings after the CDC revised its travel advisory information. The CDC lifted “do not travel” warnings for about 20 locations but advised staying away from the vast majority of the world.

The CDC’s COVID-19 Travel Recommendations by Country page has the current travel warnings/restrictions by risk level:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

U.S. Department of State - COVID-19 Traveler Information:

<https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>

The State Department advises that people should refer to the country-specific Travel Advisories and U.S. Embassy COVID pages for updates on the impact of COVID-19 worldwide.

Information for Travelers Going to Europe:

If you are planning to visit or travel through Europe, we urge you to check the websites of the relevant U.S. embassies or consulates for information on restrictions, foreign quarantine policies, and urgent health information provided by relevant authorities. Some European countries currently prohibit entry by tourists and other non-essential travelers. We recommend that you visit the websites of those countries' embassies in the United States for additional information including entry/exit restrictions and permissible categories of travel.



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Information for Travelers Returning to the United States:

U.S. Citizens Returning from Europe

U.S. citizens and legal permanent residents returning to the United States from the United Kingdom, Ireland, and the European Schengen area are required to travel through select U.S. airports with enhanced screening procedures. See the Department of Homeland Security website for further details.

U.S. Citizens Returning from China

Any U.S. citizen returning to the United States who has been in China in the previous 14 days may be subject to up to 14 days of quarantine. Please read these Department of Homeland Security supplemental instructions for further details.

Anyone who has travelled to/through high risk areas and returns with or without flu symptoms must self-isolate for at least 14 days. The 14-day self-isolation period is based on current incubation information from both the CDC and the World Health Organization (WHO). This also applies to Flamenco Vivo employees if an immediate household member has travelled to/through high risk areas and returns with or without flu symptoms. See the CDC's After You Travel page for additional after travel precautions.

Effective June 25th - Any Flamenco Vivo employee arriving from a state with a positive test rate higher than 10 per 100,000 residents over a 7-day rolling average or a state with a 10% or higher positivity rate over a 7-day rolling average, will be required to quarantine for a period of 14 days consistent with the Department of Health regulations for quarantine.

The state list can change depending on how well a state is doing. They maintain the on-going list here: <https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states>

When possible, Flamenco Vivo employees should avoid travel and use video conferences in place of travel.



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All Flamenco Vivo employees should notify the Studio Manager of international travel plans or any planned travel outside of North America, Central America and the Caribbean.

4.0 Conclusion

Flamenco Vivo Carlota Santana conforms with the New York Forward Plan.

This plan has been reviewed by Flamenco Vivo's Studio Manager, executive leadership, legal counsel, 4W43 Building, and other regulatory bodies. The successful execution of the Flamenco Vivo's Reopening Plan is the responsibility of the administrative staff, led by Executive Director, Hanaah Bates. Flamenco Vivo's Studio Manager will manage policy development, daily monitoring of health screening information, and compliance with all federal, state, and city regulations/guidelines under the guidance of the Executive Director. Each department of Flamenco Vivo Carlota Santana will work in a coordinated and collaborative manner to achieve the company's objectives under this plan.

4.1 Additional Links

[NY Forward](#)

[Flamenco Vivo Safety Measures](#)



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Acknowledgement of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Flamenco Vivo Carlota Santana 2020 COVID-19 Reopening Manual and that I have read it, understand it, and agree to comply with it. I understand that Flamenco Vivo Carlota Santana has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the manual at any time with or without notice. No statement or representation by a director, manager, or any other employee, whether oral or written, can supplement or modify this handbook.

If I have any questions about the content or interpretation of this manual, I will contact the Studio Manager at studio@flamenco-vivo.org.

Signature:

Date: