



FLAMENCO VIVO CARLOTA SANTANA

COVID-19 Safety Measures - Flamenco Vivo Carlota Santana

The following outlines the new measures FVCS will implement upon the reopening of our studios to minimize the spread of COVID-19, protect its staff, provide a safe space for its community, and streamline operations.

These measures are rooted in NYS Reopening Guidelines.

Health, Safety, and Cleaning:

FVCS will:

- Provide PPE (Personal Protective Equipment) for all employees.
- Institute a masks on policy for all FVCS staff, students, and renters.
- Prohibit visitors from entering our offices or studios.
- Close or repurpose all communal spaces.
- Reconfigure desks in the office area to allow for ample distance between employees.
- Implement a “clean desk policy” in the office so desks can be cleaned more easily each day.
- Restrict the use of prop rentals for classes such as castanets, mantons, flamenco shoes, etc.
- Hire a cleaning team to deep clean and disinfect the studios each morning.
- Provide details on what cleaning supplies are being used.
- Increase fresh air circulation by purchasing an H13 True HEPA air purification unit for each studio.
- Require health and safety training for all staff.

Entering and Exiting the Studios:

FVCS will:

- Restrict admission to our administrative offices.
- Meet with employees virtually via appointment.
- Create a system for contactless, electronic check-in for all students, staff, and employees utilizing the studios.
- Designate timed entry windows for all classes with buffer windows between each studio use.



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- Create a COVID-19 hotline for individuals to contact Flamenco Vivo during their rental period in case of emergency.
- Designate timed exits for all classes and rentals.
- Install surveillance cameras in the studios to ensure safety measures are being upheld.

Policies and Protocols:

FVCS will:

- Require renters and students to pay for all classes and studio time online.
- Require renters and students to arrive dressed for their studio time.
- Mark areas within the studios that maintain spacing of at least 6 feet apart.
- Limit the number of persons in the studios to three people per our phased reopening plan.
- Limit the number of students in classes per NY State reopening guidelines. (Implementation will occur during until Phase 2 of our phased reopening plan)
- Limit access to the FVCS studios and offices to only essential personnel, renters, and students. (Implementation will occur during until Phase 2 of our phased reopening plan)
- Stagger hours/shifts/workdays and work remotely whenever possible.
- Reduce the hours the studios are open.
- Post safety guidelines, which define expectations of persons utilizing our facilities with regard to minimizing the risk of transmission of COVID-19.
- Provide a method for anonymous reporting of behavior and conduct that does not align with or support our values as a means of accountability to staff and community members.