

HEALTH AND SAFETY PROTOCOLS- KCBS FACULTY/STAFF

Kansas City Ballet School is committed to creating a safe and healthy training environment for our students, staff and families. The protocols below are created by Kansas City Ballet's Health & Safety Task Force in accordance with the advice of medical professionals, national, state and local officials as well as other ballet schools across our nation.

*Please note that guidelines and safety protocol may change based on changes to national, state, and/or local recommendations. Updates will be marked with the date they have been added.

This link will take you to our Health and Safety protocol information that was provided to our families. Please read it in addition to this document for a comprehensive view.

<https://kcballet.org/kcbs-health-and-safety-protocols/>

POSITIVE COVID TEST

If you test positive for COVID:

1. You should notify Grace Holmes @ gholmes@kcballet.org as soon as possible. Then contact the administrator on duty to inform them you are unable to come in and need a sub.

THE BOLENDER CENTER

WHAT YOU NEED TO KNOW BEFORE YOU ARRIVE AT BC

- Dressing rooms will be open for teachers and lockers will be accessible.
- Please bring personal hand sanitizer, when able.
- If you need a dongle for your music please bring your own as the School will not be able to provide one.

ENTERING THE BUILDING- BC

- All teachers please arrive 20 minutes before your class time and proceed to your designated area (studio/lobby).
- Please use link on Teacher Page to access the master schedule, it will also be posted at the security desk.
- Attendance will be taken via MINDBODY. Please log on to MINDBODY on your personal device to take attendance.

STUDENTS ARE ARRIVING - BC

- The first teacher of each class/level for CM-Level 3, will meet their class in the lobby and once all students have arrived escort them outside their assigned studio.
- First teachers for Levels 4, please proceed to your studio 15 minutes prior to start time. These Students will be instructed to proceed to outside their designated studio.
- Teachers for Levels Intermediate, Advanced, Pre-Pro and Daytime please proceed to classrooms, these students will be permitted to use the dressing rooms.
- They should put on their ballet shoes and bring their water bottles, personal hand sanitizer, pointe shoes, pointe skirt, mat or any other required dance items into the class room with them. No bags in the studio.
- Younger students are not to enter the studio until you are ready for them.
- If you are their second/third teacher of the day, please proceed to outside your designated studio.

DURING CLASS- BC

- If a student needs to use the restroom, they should be excused one at a time.
- No student will be permitted to ask for ice.
- If an injury occurs during your class use the courtesy phones located in every studio. Push the “Intercom” button to call the front desk (1302).
- If a student is unable to participate in parts of class due to an ongoing injury please have them mark accordingly. Please add the injury information into the shared injury log (link found on the teacher page).

AFTER CLASS, DISMISSAL OF STUDENTS- BC

- If your students have another class following yours, please do not leave your studio until the next teacher has arrived.
- Teachers for CM- Level 2 and the last teacher for the day of Level 3 should escort students to the exit.
- Levels 4, Intermediate, Advanced, Pre-Pro and Daytime may exit on their own.

THE SOUTH CAMPUS

WHAT YOU NEED TO KNOW BEFORE YOU ARRIVE AT SC

- Please note that dressing rooms will be open to teachers, however we encourage coming already dressed for class whenever possible.
- Please bring personal hand sanitizer, when able.
- If you need a dongle for your music please bring your own as the School will not be able to provide one.

ENTERING THE BUILDING- SC

- All teachers please arrive 20 minutes before your class time.
- Please use link on Teacher Page to access the master schedule, it will also be posted.
- Attendance will be taken via MINDBODY. Please log on to MINDBODY on your personal device to take attendance.

STUDENTS ARE ARRIVING - SC

- Students will be directed to go to the dressing rooms.
- They should not enter the studio until a teacher or KCBS staff has instructed them to do so.
- If you are their second/third teacher of the day, please proceed to outside your designated studio.

DURING CLASS- SC

- If a student needs to use the restroom, they should be excused one at a time.
- No student will be permitted to ask for ice.
- If an injury occurs during your class notify KCBS Staff.
- If a student is unable to participate in parts of class due to an ongoing injury please have them mark accordingly. Please add the injury information into the shared injury log (link found on the teacher page).

ADDITIONAL RESOURCES:

<https://www.kcmo.gov/city-hall/departments/health/coronavirus>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

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| <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



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