

# Circus Juventas

## Employer Preparedness Plan and Checklist

~ Updated for Adapted Summer Session ~

Circus Juventas has developed the following plan using the state and federal guidelines to ensure the health and safety of our staff and circus community while re-opening the big top for staff, zoom classes and summer camps. A printed version of this plan will be available at the front desk during office business hours and is also available by request to [adminstaff@circusjuventas.org](mailto:adminstaff@circusjuventas.org)

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## Make sure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift, such as temperature taking or a health screening survey. (CHECK!)
2. Identify and isolate workers with COVID-19 symptoms and those who have been exposed, and send them home.(CHECK!)
3. Establish communication protocols when workers have been potentially exposed.(CHECK!)
4. Establish worker sickness reporting protocols.(CHECK!)
5. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.(CHECK!)
6. Provide accommodations for vulnerable populations.(CHECK!)
7. Clearly communicate sick leave policies to all workers.(CHECK!)

## CJ plan:

### *Some basics:*

- Daily health screening survey instituted and enforced prior to any entry to building
- Communication hierarchy and supervisor categories clarified for all staff
- If someone is sick, they should go home. If their illness could be COVID-19, they should isolate and follow CDC guidelines before returning.
- If someone is experiencing symptoms, will evaluate if other staff could be “potentially exposed”.
  - If potentially exposed to a confirmed case of COVID-19, must quarantine for 14 days
  - If potentially exposed to symptomatic case, must take temperature daily on-site at start of shift and always wear mask in building for 14 days (or until symptomatic case is confirmed not to have covid-19)
- Sick leave policies will be clarified and communicated for all staff in case of need.

Detailed instructions and policy information below. Please see additional reference pages for supervisor survey questions.

### **Daily Health Screening Survey**

1. Health Screening Survey: This survey would be required to be taken by all staff prior to entering the building each day. Survey will be printed and adhered to front doors with verbiage specifying that by entering the building, staff is confirming that they have taken the survey and are not showing any symptoms, and are therefore cleared to work that day.
2. Survey questions provided by MDH:  
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

### **Accommodations for vulnerable populations**

1. Circus Juventas will accommodate additional safety measures at work and/or allow work from home whenever possible both for those employees who are part of a vulnerable population and those who have a vulnerable member in their household. Any concerned staff should contact [adminstaff@circusjuventas.org](mailto:adminstaff@circusjuventas.org) or your supervisor to discuss what options are possible.

2. **High-Risk Wristbands** will be made available to any employee who would like to self-identify as high-risk or is taking additional precautions for a vulnerable loved one. Employees may wear the high-risk wristband to visually signal others to take additional precautions while working directly with them at that time.
  - a. **When an employee is wearing the high-risk wristband, Circus Juventas asks employees working with that individual to take these additional precautions:**
    - i. Employees will be required to wear their mask while working directly with a self-identifying high-risk individual
    - ii. Strict adherence to 6' social distancing protocols to maintain safe distance
    - iii. Take additional care to fully sanitize any shared equipment/tools, increase hand washing and take all reasonable additional precautions to ensure the safety and health of those in our community who are most at risk.

### **Circus Juventas Supervisor Contact Sheet**

1. Employees feeling symptomatic or reporting a possible exposure can reach out in the following ways:
  - a. Call Circus Juventas at **651-699-8229** during regular business hours and ask to speak to your supervisor.
  - b. Email your supervisor directly at any time.
    - i. Please recognize your supervisor may not see/respond to email until following business day.
    - ii. To identify your supervisor, refer to the contact list below. Typically, your supervisor will be the head of your department. Coaches may contact either the Executive or Administrative department to report illness or possible exposure.
  - c. If unsure who to contact, coaches and staff can always email [Adminstaff@circusjuventas.org](mailto:Adminstaff@circusjuventas.org). Communications sent to this address will be accessible by both Jeannene and Ellen on the administrative team.
  - d. Please note: Circus Juventas supervisors will under no circumstances share the name of an individual reporting symptoms or illness, nor will CJ supervisors disclose personal health information to the rest of the staff. Circus Juventas will ensure reporting employees are not named in any outgoing communication without direct permission from that employee.
2. Due to the necessity of staggered shifts and partial work-from-home accommodations, each department has been assigned both a **Primary Reporting Supervisor** and a **Secondary Supervisor** who may share the role of reporting supervisor as needed. In many cases, both the primary supervisor and their secondary supervisor will need to know the reporting employee's identity to follow through with proper protocols. Please see list below for department and supervisor listings:
  - a. **Administrative Team:**
    - i. **Primary Reporting Supervisor:** Ariel Begley – [ariel@circusjuventas.org](mailto:ariel@circusjuventas.org)
    - ii. **Secondary Supervisor:** Jeannene Clark – [Jeannene@circusjuventas.org](mailto:Jeannene@circusjuventas.org)
    - iii. Staff who should report to this department:
      1. Admin Team: Jeannene, Ariel, Stacey, Marley, Libby, Linda (possibly more as other staff return to work)
      2. Coaches may report to either the Executive Team or Administrative Team
  - b. **Executive Team:**

- i. Primary Reporting Supervisor: Dan Butler - [dan@circusjuventas.org](mailto:dan@circusjuventas.org)
- ii. Secondary Supervisor: Kaylyn Gerenz - [kaylyn@circusjuventas.org](mailto:kaylyn@circusjuventas.org)
- iii. Staff who should report to this department:
  - 1. Department Heads: Betty, Donald, Ellen, Nicole
  - 2. Executive Team: Kaylyn, Bethany
  - 3. Coaches may report to either the Executive Team or Administrative Team
- c. **Artistic Team:**
  - i. Primary Reporting Supervisor: Betty Butler - [betty@circusjuventas.org](mailto:betty@circusjuventas.org)
  - ii. Secondary Supervisor: Rachel Butler - [rachel@circusjuventas.org](mailto:rachel@circusjuventas.org)
  - iii. Staff who should report to this department:
    - 1. Department Head: Dan
    - 2. Artistic Team: Katy, Veronica, Rachel
- d. **Development Team:**
  - i. Primary Reporting Supervisor: Nicole Malone - [nicole@circusjuventas.org](mailto:nicole@circusjuventas.org)
  - ii. *No secondary supervisor - if Nicole is unavailable, default to Admin Team*
  - iii. Staff who should report to this department:
    - 1. Development Team: Shannon
- e. **Summer Camps:**
  - i. Primary Reporting Supervisor: Lauren Cook - [summercamp@circusjuventas.org](mailto:summercamp@circusjuventas.org)
  - ii. Secondary Supervisor: Ariel Begley - [ariel@circusjuventas.org](mailto:ariel@circusjuventas.org)
  - iii. Staff who should report to this department:
    - 1. Summer camp coaches may also contact the Admin team directly.

\* For reference, the **Administrative Sanitation Committee** will be responsible for ensuring proper steps are taken following a report of illness or potential exposure and includes the following members of staff: Ellen Hanson, Jeannene Clark, Stacey Boucher, Kaylyn Gerenz and Ariel Begley.

### **Primary Reporting Supervisor Responsibilities**

As the Primary Reporting Supervisor, you will be responsible for taking (or delegating to your secondary reporting supervisor) the following actions in case of an employee contacting you to report symptoms, a potential exposure or confirmed case of COVID-19.

1. Administering appropriate survey(s) and recording responses to give to Administrative Sanitation Committee
  - a. [Employee Exhibiting Symptoms Survey](#)
  - b. [Potentially Exposed Survey](#)
2. Follow-up with the Administrative Sanitation Committee to ensure all communications and cleaning procedures are met.
  - a. **Administrative Sanitation Committee** includes: Ellen Hanson, Jeannene Clark, Stacey Boucher, Kaylyn Gerenz and Ariel Begley.
  - b. Please always email **all** so we can ensure immediate follow-up from whoever is in the building at the time. **Do NOT communicate the name of the symptomatic employee to the committee**, instead please send by email the employee's survey(s) with responses recorded and remove the individual names where applicable.
    - i. Administrative Sanitation Committee will contact individuals identified as "Potentially Exposed" and ensure cleaning follow-up protocols are met.
3. Issuing appropriate instruction(s) to the reporting employee
  - a. [Employee Exhibiting COVID-like Symptoms Instructions](#)
  - b. [Employee Potentially Exposed With No Symptoms Instructions](#)

- c. [Sick Leave Policies and Procedures Self-Survey Instructions](#)
- 4. Continued communication with reporting employee, checking in on their health and if there are any updates. Any new medical diagnoses (ie: COVID-19 test results are positive or negative) should be communicated to the Administrative Sanitation Committee. In the case of a positive COVID-19 diagnosis, Supervisor will also contact MDH (651-201-5414) for further guidance

### **Procedures for Identifying and Isolating Employee(s) Exhibiting COVID-19 Symptoms and those “Potentially Exposed”**

#### **Employee exhibiting COVID-like symptoms Circus Juventas Procedure**

##### What CJ will do if an employee reports COVID-like symptoms:

1. Supervisor will ensure the sick employee has been sent home/will not come in to work, will administer the [“Employee Exhibiting Symptoms Survey”](#) and record answers.
2. Supervisor will send survey responses to the Administrative Sanitation Committee for follow-up (remove name of symptomatic employee if applicable).
3. The Administrative Sanitation Committee will use survey to:
  - a. Contact any employees who have been identified as “Potentially Exposed”
    - i. If they are currently working- they would be sent home for the day.
    - ii. If they are not working- supervisor would contact those individuals directly, instructing them to follow the [Employee potentially exposed with no symptoms instructions](#)
  - b. Identify stations that can be cleaned immediately and sanitize. They will also identify stations that need to be isolated/closed off in order for the required 24 hours to pass prior to cleaning.
    - i. A station should be cleaned immediately if more than 24 hours has passed since the symptomatic employee interacted with that space.
4. The Administrative Sanitation Committee will institute a daily onsite temperature check for non-symptomatic employees who have been categorized as “Potentially Exposed” for the following 14 days, or until the symptomatic employee is confirmed not to have COVID-19.
5. Supervisor will follow up with employee reporting symptoms and send [Employee exhibiting COVID-like symptoms Instructions](#). Supervisor will continue communications to see how they are doing. If employee is confirmed to have COVID-19 (or confirmed not to have COVID-19) the employee must let the supervisor know so the Sanitation and Safety Committee can send a new email to all employees with the update.
  - i. If confirmed illness was not COVID-19, those previously considered “potentially exposed” will no longer be categorized as such, and staff can resume normal safety protocols and routine.
  - ii. If COVID-19 case is confirmed, all employees who have been categorized as potentially exposed must now quarantine until 14 days from last exposure to individual(s) with the confirmed case has passed, even if they are non-symptomatic.
  - iii. Any employee that has been confirmed with COVID-19 will follow doctor recommendation and CDC guidelines for how to [discontinue home isolation](#) and return to work.
  - iv. Steps outlined under “Decontaminate the workplace if a worker becomes ill with COVID-19.” will go into effect.

**Employee exhibiting COVID-like symptoms Instructions***Steps to follow for an employee who is exhibiting COVID-like symptoms*What to do if you are an employee with COVID-like symptoms:

1. If you start to feel COVID-like symptoms **at home** you need to immediately call Circus Juventas to inform your supervisor.
2. If you start to feel COVID-19-like symptoms **while at work**, you should follow these steps:
  - a. Immediately put on mask (if not already wearing one) and disinfect personal workspace
  - b. Exit the building (avoid touching any door handles while exiting)
  - c. Contact your supervisor who will administer the "[Employee Exhibiting Symptoms Survey](#)" and record responses for follow-up.
3. Sick employees should stay home, isolate and follow [CDC-recommended steps](#) of "What to do when you are sick" such as stay home and isolate, monitor your symptoms, and increase personal cleaning measures. Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
4. **There are two methods for how an employee could return to work after having symptoms or a confirmed case of COVID-19.** Employees must fulfill all requirements for at least one of these strategies before returning:
  - a. *Symptom-based strategy.* Exclude from work until **all three of these things are true:**
    - i. Improvement in respiratory symptoms – essentially, you feel better. Your cough, shortness of breath, or other symptoms are better.
    - ii. It has been at least 10 days since you first felt sick.
    - iii. You have had no fever for the last three days (72 hours), without the use of fever-reducing medications
  - b. *Test-based strategy.* Exclude from work until **all three of these things are true:**
    - i. Improvement in respiratory symptoms – essentially, you feel better. Your cough, shortness of breath, or other symptoms are better.
    - ii. Resolution of fever without the use of fever-reducing medications
    - iii. At least TWO negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA. Tests must be from at least two consecutive respiratory specimens collected more than or equal 24 hours apart (total of two negative specimens).

**Employee potentially exposed with no symptoms instructions***Steps to follow for an employee who has been potentially exposed*What to do if you are an employee who has been categorized as "Potentially Exposed":

1. First, review and understand the following definitions:
  - a. According to CDC, "[Potential Exposure](#)" is defined as "being a household contact or having a **close contact** within six feet of an individual with confirmed or suspected COVID-19," with a timeframe of "48 hours before the infected individual became symptomatic."
  - b. For interactions within CJ, we have defined "Close Contact" as the following:
    - i. Any interaction where the symptomatic individual could have blatantly spread disease (IE: Coughed directly on other employee, touched other's face, shared food/water containers, etc)
    - ii. Physical touch of 5 minutes or more

- iii. 10 minutes of continued interaction within 6ft distancing if the symptomatic individual was not wearing a mask.
  - iv. 30 minutes or more of continued interaction within 6ft distancing, regardless if either or both parties were wearing masks.
2. If you believe you have been “Potentially Exposed” **outside of Circus Juventas**, you should immediately contact your supervisor to report the possible exposure.
  - a. Supervisor will administer the [Potentially Exposed Survey](#)
  - b. If you are experiencing symptoms, the supervisor will also administer the [Employee Exhibiting Symptoms Survey](#) and send [Employee exhibiting COVID-like symptoms Instruction](#) for additional instructions.
2. If a staff member has been potentially exposed **by another employee at Circus Juventas**, potentially exposed staff will be notified directly by email and instructed on their next actions.
  - a. If a potentially exposed employee is currently working- they would be sent home for the day.
  - b. If not currently working- follow instructions below before returning to work.
3. Employees categorized as “Potentially Exposed” must take the following steps:
  - a. If possible, work from home for 14 days (or until potential exposure is proven to not be COVID-19). Please discuss with your supervisor to determine if this option is viable for you.
  - b. If unable to work from home, you are symptom-free, and the potential exposure is a symptomatic case (not confirmed COVID-19) then the potentially exposed employee should follow these steps:
    - i. Continued personal monitoring of health and watch for any possible [COVID-19 symptoms](#). Must check temperature prior to leaving home to ensure temperature is under 100.4. If any symptoms occur stay home, notify supervisor, and follow the provided Employee exhibiting COVID-like symptoms Instructions.
    - ii. An on-site temperature check will be added at the beginning of every shift until 14 days after last contact with a symptomatic individual (*or until potential exposure is proven to not be COVID-19*).
    - iii. Wear a Mask: Any ‘Potentially Exposed’ employee is required to wear a face mask at all times while in the workplace for 14 days after last exposure. Circus Juventas will provide a face mask to employee(s) if needed.
    - iv. As always, employees must continue to take the **Daily Health Screening Survey** before entering the building, continue ongoing social distancing, and daily workspace cleaning procedures while in the workplace.
  - c. If the potential exposure becomes a confirmed case of COVID-19, the exposed person must isolate for 14 days from time of exposure. (I.e: if a week has passed since the exposure, would need to quarantine for the remaining 7 days).
  - d. If confirmed illness was not COVID-19, those previously considered “potentially exposed” will no longer be categorized as such, and staff can resume normal safety protocols and routine.

### **Instructions for return-to-work after travel**

1. If traveling within the US, consider these [steps and guidelines](#) to best protect yourself and the community you are visiting. If your travel brings you to an area particularly

affected by high-levels of COVID-19 community spread, please notify your supervisor so additional precautions can be taken if needed.

- a. To view the CDC map of COVID-19 cases in the US, you can access that [here](#). Feel free to reference this map to assess if your travel destination has been particularly affected by the COVID-19 outbreak.
  - b. Circus Juventas holds the right to mandate additional precautions for an employee returning from travel to a high-risk location. Additional precautions may include options such as: increased work-from-home, mandating mask wearing while at work, scheduling adjustments, or other increased safety measures for the 14 days following the travel to help ensure the health and safety of our CJ community.
2. If traveling internationally, you must notify your supervisor on your time-off request form that this time-off is for an international trip, and therefore may require an additional 14 days off following the trip for proper quarantine protocols. Prior to submitting your time-off request, please be sure to double check the ability to travel and return from your destination.
- a. This 14-day quarantine requirement will be lifted when the CDC guidelines no longer recommend this step. To view current CDC guidelines on this, please refer to their "[Returning From International Travel](#)" page.

**Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.**

#### **Sick Leave Policies and Procedures Communications**

Sick leave policies will be communicated by on-site signage, email to all staff as well as discussion during return-to-work and safety protocol training. Staff's currently available ESST will be communicated to all workers directly on paychecks starting May 15, and staff is encouraged to use that time as needed. Please see the [Sick Leave Policies and Procedures Self-Survey Instructions](#) at the end of this document for full instructions regarding use of FFCRA, ESST or PTO/vacation days to recover any possible lost income due to COVID-19 or other illness.

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## Increase social distancing: Workers should be at least six feet away from each other

1. Maximize the use of telecommuting. (CHECK)
2. Stagger shifts and breaks; create additional shifts. (CHECK)
3. Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc. (CHECK)
4. Limit gatherings of workers.(CHECK)
5. Ensure physical distancing in workplaces, including at workstations, productions lines, etc. (CHECK)
6. Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc. (CHECK)
7. Increase physical space between workers and customers, such as using a drive-thru or partitions. (CHECK)

### CJ plan:

1. Staggered shifts and telecommuting:
  - a. Mixing work from home/in-person shifts if possible.
  - b. We will utilize staggering as we schedule coaches.
  - c. We will work through adjusting the admin schedule to help maintain as much distance and avoid overlapping interactions when possible.
2. Ensuring that desks in offices are as far apart as can be.
  - a. Executive: Kaylyn moves to Sam's Desk to offer as much distance between all members of executive.
  - b. Artistic: Rearrange slightly to ensure Veronica's desk has adequate distance on both sides.
  - c. Admin: Distance is okay between Ellen and Jeannene and other admin staff. Need to find a solution for Ariel and Linda's desks and/or alternating schedules to ensure proper distancing.
  - d. Stacey and Libby's desks are only 5 feet apart - Libby's desk has been moved over to ensure proper distancing.
3. Enforcing a 6-foot distance protocol for employees to adhere to when entering and exiting the building.
  - a. Prop inside set of front doors open to reduce touching door handles. (North and south pairs of doors, the center can stay closed.) - These do not need to be unpropped at the end of the day.
4. Avoid using offices as a pass through to the arena- instead use the main arena entrance
  - a. Move coach mailboxes to the wall outside of the admin office for now instead of in the small admin office space.
    - Make social distancing signs next to the moved mailboxes.
    - Only one coach at the mailboxes at a time.
    - Whenever possible, use email as the primary communication method.
    - Have coaches remove all items from these mailboxes to ensure this area can be cleaned.
5. Employees need to maintain 6 feet distance during work and on breaks whenever possible.
  - a. We will extend the coaches lounge into the loft to allow more people to utilize it while maintaining safe distances. We'll add some of the tables from our lobby there.

- b. Ensure safe distancing when using the tables in the loft and in the lobby. Splitting the tables will allow for better spacing and distancing.
  - c. Staff meetings to be held in the center arena or outside whenever possible.
  - d. Will create markings on the floor to indicate 6' distancing.
    - Will create two 6' markings immediately upon entrance through front doors to visually indicate proper distancing upon entrance.
    - At least one marker placed 6' from the front counter, with additional markers leading towards the main arena entrance.
6. No parents in building
- a. Will postpone any costume or student belonging pick-ups until after students have returned to the building. In case of an emergency, must use curbside pick-up.
  - b. Staff will be required to wear their masks and gloves when handling costumes/student belongings.
  - c. Create a delivery table for pick-up and package drop off that will sit in-between the 2 sets of inner front doors. A sanitation station with easy access to hand sanitizer will also be placed on this entrance table.
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## Worker hygiene and source control

1. Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked. (CHECK)
2. Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc. (CHECK)
3. Post handwashing and “cover your cough” signs. (CHECK)
4. Encourage use of source control masks, such as non-medical cloth masks. (CHECK)
5. Prohibit on-site food preparation and sharing. (CHECK)

## CJ plan:

1. Post hand washing, cover your cough, and wear your mask signs throughout the building.
  - a. Post Important Reminders signs in all office areas, kitchen areas, coaches lounge and around the building that include: - 1 per office and 1 per “online classroom” area
  - b. [Cover Your Cough Poster for Health Care](#) (available in other languages)
  - c. Create signs for entrances that tell staff they need to wash their hands immediately after entering the building.
2. We will fully train all staff on detailing and discouraging “close contact” in the workplace
  - a. For interactions within CJ, we have defined “Close Contact” as the following:
    - Any interaction where the symptomatic individual could have blatantly spread disease (IE: Coughed directly on other employee, touched other’s face, shared food/water containers, etc)
    - Physical touch of 5 minutes or more
    - 10 minutes of continued interaction within 6ft distancing if the symptomatic individual was not wearing a mask.
    - 30 minutes or more of continued interaction within 6ft distancing, regardless if either or both parties were wearing a mask.
  - b. This will help mitigate having anyone defined as “**potentially exposed**” if someone gets Covid-19
3. **Employees** will be provided with rubber gloves and cloth masks will be provided with rubber gloves and cloth masks by request. Spare masks and gloves are available in the lobby on the concessions counter for any employee who would like to get one.
  - a. **All staff is required to always have a face mask or shield with them, and to ALWAYS wear face masks/shields while interacting with students and as much as possible throughout the day even when students are not present.**
    - **Coaches and staff must wear masks/shields while passing through or interacting with common spaces where students congregate (in the lobby, bathrooms, main entrance and throughout the arena and activity areas).**

- Additionally, Per Mayoral Emergency Executive Order 2020-09 on May 27, 2020 all employees “must wear a face covering at all times when social distancing of at least 6 feet is not maintained”.
- Increased requirements for wearing a mask and/or gloves may be needed in cases of potential exposure, if handling any student belongings, if beginning to feel ill in any way, if working with someone wearing the self-identifying high-risk wristband, and in other instances that CJ deems required.

4. Masking options:

- a. If providing your own cloth mask, please ensure you are wearing it properly and that it fulfills the [CDC Guidance on how to wear a cloth face covering and care instructions](#).
  - Cloth masks should be cleaned regularly. A washing machine should suffice in properly washing a face covering, or handwashing by lathering masks with soap and scrubbing for at least 20 seconds with warm to hot water before tossing in the dryer. For peace of mind, you may also iron masks on the cotton or linen setting to kill any remaining germs.
    1. [A Cleaning Expert Explains the Best Way to Clean Cloth Face Masks After You Wear Them](#)
- b. Cloth face coverings should also fulfill the following requirements:
  - fit snugly but comfortably against the side of the face
  - be secured with ties or ear loops
  - include multiple layers of fabric
  - allow for breathing without restriction
  - be able to be laundered and machine dried without damage or change to shape
  - cover nose and mouth
  - [Use Cloth Face Coverings to Help Slow Spread](#)
  - [Recommendation Regarding the Use of Cloth Face Coverings](#)
- c. Employees may choose to use a face shield either in addition to a mask, or as an alternative to masks if needed.
  - Face shields should be wiped down and sanitized regularly. CDC guidelines state face shields may be worn in addition to masks, or as an alternative to masks where needed. Face shields should wrap around the sides of the wearer’s face and extend to below the chin – particularly if worn without a mask.
  - Circus Juventas has a limited number of face masks that will be used for temperature checks and could be available by request, but we recommend staff purchase and provide their own face shield if choosing this option rather than traditional medical or fabric masks
- d. Although research in the area of masks vs face shields is still ongoing, some research suggests that face shields do a better job of protecting the wearer from possible contamination. We encourage all employees to continue research on their own and assess what masking option is best for them.

- If interested in researching the option of face shields further, here are some helpful articles discussing the use of face shields during COVID-19.
  1. [Some Experts Say Face Shields Better Than Masks for Coronavirus Protection](#)
  2. [You're Getting Used to Masks. Will You Wear a Face Shield?](#)
- e. CJ will make instructions on how to clean masks and guidelines for cleaning between shifts before reusing available to all staff:
  - A washing machine should suffice in properly washing a face covering. ([Use Cloth Face Coverings to Help Slow Spread](#))
  - "all face masks should be washed with hot water in the washing machine, and tumble dried on high heat. More delicate masks that are handsewn may need to be washed by hand. If so, lather masks with soap and scrub them for at least 20 seconds with warm to hot water before tossing in the dryer. For peace of mind, iron masks on the cotton or linen setting to kill any remaining germs." ([A Cleaning Expert Explains the Best Way to Clean Cloth Face Masks After You Wear Them](#))
- 5. **Students** may wear masks if they chose, but it is not required during classes at CJ. All students are highly encouraged to wear masks when entering the building, between classes and as much as possible while at the big top outside of training times.
  - a. Coaches may request a student wear a mask when working on a specific trick requiring more direct spotting. Additional disposable masks are available as needed for students if they do not have a mask available. If a student will not wear the requested a mask, you may chose not to work on that trick with the student and move to other skills.
  - b. Alternatively, some students may choose to wear masks at all times while training. If a specific trick concerns you for a student in mask, you may discuss removing it for the purpose of that trick; however, if a student is not comfortable removing their mask, please respect that decision and either allow the student to attempt the trick in a mask if you feel it is safe or adjust the skills/training to accommodate the student wearing a mask. Some things to note while working with students in masks:
    - Please be sure to ask students to monitor how they feel throughout the training and to have them notify you if they begin to feel dizzy, lightheaded or short of breath so they may take a moment to rest and recoup before re-engaging in the training. It's important to remember that exercise professionals encourage students returning to training, particularly if wearing masks during training, not to push themselves as hard as usual and to allow their bodies to adjust to the restricted air flow and physical adjustment after a long period of rest.
    - If you are interested in researching further best practices regarding exercising with a face covering and/or the experience for students and professionals returning to circus training, the following articles may be helpful:
      1. [Returning to Circus and Aerial Training After COVID-19 Quarantine](#)
      2. [Exercising with a Face Covering: Safety Do's and Don'ts](#)

6. Food/lunches need to be prepared at home, and no sharing food while at work.
    - a. We encourage lunches that do not need to be reheated or are in lunch boxes w/ icepack that can be left at employees desks
    - b. If the microwave must be used, wipe it down before and after use (including handle)
    - c. Limit kitchen to 1 person in the kitchen at a time
    - d. No use of a shared coffee pot in the kitchen or coaches lounge
-

## Cleaning and disinfection protocols

1. Routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc.(CHECK)
2. At least daily, clean all high touch items like door knobs, handles, light switches, surfaces, etc.(CHECK)
3. Ensure availability of hand sanitizer and approved cleaning products.(CHECK)
4. Decontaminate the workplace if a worker becomes ill with COVID-19.(CHECK)

All workers – management and employees – must be trained in these protocols.(CHECK)

### CJ plan:

1. We have gotten bids on all needed cleaning products from wholesale cleaning suppliers where supplies are still available to ensure that we have a continuous stock of needed items. We have taken inventory of items we currently have available and we are placing ongoing orders for things that are needed. (check with Stacey)
2. Student locker rooms will be closed off to avoid creating spaces where students could gather and not be able to maintain proper distancing. The bathroom-side of the both locker rooms will be opened as an additional hand-washing station.
3. Sanitation Stations will be located throughout the building to allow easy access to hand sanitizer as needed for students and staff and sanitation supplies for coaches and staff.
  - a. Sanitation Stations will include:
    - Cloth or paper towels
    - Spray bottle of sanitizer
    - Tissues
    - Hand sanitizer
    - Trash
    - Bin for dirty cloth towels
  - b. Where sanitation stations will be placed
    - At front entrance
    - Concession counter
    - Coaches Lounge
    - Coaches Mailboxes
    - Kitchen
    - Each office
    - At each Zoom class station
    - Throughout the arena to be used for regular class sanitation
    - All four bathrooms
  - c. To use the spray sanitizer to clean an area you should do one of the following options to ensure full sanitation:
    - Fully spray the area and walk away to allow to air dry
    - Fully spray the area and allow to rest for at least 2 minutes before wiping down dry
    - Spray a paper towel or cloth rag so it is thoroughly wetted down. Use this damp towel to wipe the surface, then allow to air dry

4. Staff Workstation cleaning: At the start and end of every shift staff will clean their own workstation with the provided sanitizer solution. Desks need to be kept clear of debris as much as possible to ensure we can properly clean all areas.
  - a. Focusing on all high-touch areas, such as keyboards, desk, chairs, etc.
  - b. In addition, all staff are asked to wipe down any personal high-touch items being brought into the space at beginning and end of shifts. This particularly refers to cell phones which have been proven to be a likely carrier of microbial life forms, including the COVID-19 virus, but would also include other items such as keys or coach binders if being brought from home.
  
5. Coach Workstation cleaning: Coaches will clean their own workstation with the provided sanitizer solution before and after each use.
  - a. Coaches will sanitize the entire Zoom station if that is what is being used
  - b. Summer camp coaches will sanitize all summer camp activity areas at the beginning of the day
  - c. Any equipment used throughout the shift.
  - d. In addition, all coaches and student coaches are asked to wipe down any personal high-touch items being brought into the space at beginning and end of shifts. This particularly refers to cell phones which have been proven to be a likely carrier of microbial life forms, including the COVID-19 virus, but would also include other items such as keys or coach binders if being brought from home.
  
6. Create additional opening and closing cleaning checklist (in addition to our ongoing professional cleaning services)
  - a. Opening: suggesting admin to perform the opening duties
    - Sanitize all interior and exterior door handles of front doors
    - Sanitize the light switches and alarm pad
    - Sanitize front counter and handrails on steps
    - Sanitize all bathroom stall doors, flushing handles, and faucet handles
    - Check the sanitation stations located throughout the building to make sure they are fully stocked.
  - b. Closer: suggesting riggers to perform the closing duties
    - Sanitize all interior and exterior door handles
    - Sanitize railing going up to loft and coaches lounge
    - Sanitize all toilet seats, flushing handles, and sanitary disposal bins in bathrooms.
  
7. Procedure for decontaminating if there is a **confirmed** case of COVID-19 (or a diagnosed “presumed COVID-19” case) amongst staff or coaches. First, CJ will contact MDH officials (651-201-5414) for further guidance for cleaning/sanitization recommendation and potential site closure timeframe. Any instructions from MDH would over-ride the protocols listed below, but in case of a delayed MDH response CJ would follow the following protocols until otherwise instructed:
  - A. CJ closes for days 2

- Day 1: work from home, no-one in the building.
  - Day 2: staff and coaches return to clean and decontaminate the building
- B. Any staff categorized as “potentially exposed” to the confirmed case of COVID-19 would go home to quarantine for 14 days since last exposure (ie: If exposed 7 days ago, must quarantine for remaining 7 days).
- C. Building will be cleaned and disinfected after the 24 hr waiting period. All common areas would be disinfected - such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) and any areas used by the ill person(s), focusing especially on frequently touched surfaces.

**All workers – management and employees – must be trained in these protocols.**

1. Enforcement and reporting policies:
  - a. These policies are put in place to ensure the safety of all our staff and coaches throughout the coronavirus pandemic. Failure to adhere to these policies could endanger all employees, staff and their personal contacts. As such, disregarding these policies will be taken very seriously. As with any policy regarding the safety of our students or staff, failure to adhere to these policies would lead to disciplinary actions and potential dismissal from employment.
    - If any staff has a specific reason for why they are unable to comply with a policy, please contact upper management to discuss what adaptations can be made. (i.e.: If you have a health condition that prohibits you from wearing a mask)
  - b. If staff members observe that these policies are not being executed by other employees or have other concerns that they would like to report, they can utilize either of the two options below for reporting these issues.
    - Email Dan or [adminstaff@circusjuventas.org](mailto:adminstaff@circusjuventas.org) to let us know your concerns.
    - You can submit an anonymous complaint via the below google form:
      1. [Safety Policies Misconduct Report](#)
2. Mandatory training and implementation schedule as part of return-to-work plan.
  - a. Target back-to-work schedule based on the most recent shelter-in-place order from Governor - **Monday, May 18**
    - **Day 1** - Administrative Safety Committee to implement safety and sanitation protocols throughout building.
      1. Tasks to include:
        - a. Setting up all sanitation stations
        - b. Measuring and ensuring proper distancing between desks
        - c. Print and post signage throughout the building
        - d. Moving all coach and staff mailboxes to arena entrance
    - **Day 2-4** - Host staff and coaches meeting(s) outside with space for social distancing and training for all back-to-work protocols and safety/sanitation procedures.

1. Training Details:
    - a. Admin will send email of protocols prior to meeting
    - b. Review with staff/leaders on sanitation ongoing protocols
    - c. Walk/talk-through of building pointing out sanitation stations, off-limit areas, and group gathering protocols
  - b. Additional training will be provided as needed when policies change or Circus Juventas enters the next phase of our back-to-circus plan.
-

## Additional Considerations for Adapted Summer Session

### CJ plan:

Circus Juventas has developed the following plan using state and federal guidelines, particularly the MDH's [Industry Guidance for Safely Reopening: Gyms and Fitness Centers](#), to ensure to the best of our ability the health and safety of our students and staff when returning to circus for summer camps. A version of our full [Circus Juventas Employer Preparedness Plan and Checklist](#) is available at this link, at the front desk during office business hours, and is also available by request at [adminstaff@circusjuventas.org](mailto:adminstaff@circusjuventas.org).

### Instructions for students and parents

#### What this section will cover:

- **The New Daily Routine**
  - o Daily health survey
  - o Daily drop-off and pick-up procedures
- **While Under the Big Top**
  - o Hand washing and sanitization
  - o Six-foot distancing
  - o Entering and exiting the building
  - o Traffic control and space/service adjustments
  - o Masks and face coverings
  - o Water bottles, snacks, and pack lunches
  - o Important Reminders and best hygienic practices

#### Daily health survey

- Prior to leaving your home to come to Circus Juventas, all families must first administer the following [Daily Health Survey](#) to your student(s) to ensure they are ready to participate. In order to attend classes at the big top, all students must be healthy, fever-free and have answered "no" truthfully to the following health survey questions:
  - o *Have you had any of the following symptoms since your last day at Circus Juventas that you cannot attribute to another health condition?*
    - Fever (100.4 degrees F or higher), or feeling feverish?
    - Chills?
    - A new cough?
    - Shortness of breath?
    - A new sore throat?
    - New muscle aches?
    - New headache?
    - New loss of smell or taste?
  - o If the answer to any of these questions is "yes", please do not bring your student to circus and call 651-699-8229 to notify our administrative team, or email [absences@circusjuventas.org](mailto:absences@circusjuventas.org).
- Even if the symptoms above do not apply, if your student is not feeling well, do not bring them to circus. If you do not bring your student to class for any reason, even if it is unrelated to any illness, please be sure to call or email [absences@circusjuventas.org](mailto:absences@circusjuventas.org) to inform our staff of the reason for your student's absence.

**Daily drop-off and pick-up procedures:**

- All students must enter the building through the front entrance where they will receive a temperature check before they are admitted.
- Parents dropping off students must stay outside until their student has been admitted into the building. If a student has a temperature, they will not be admitted into the building and will need to be taken home immediately.
- Please have your student(s) arrive dressed appropriately and ready for class and minimize outside items being brought into the space and over-crowding in the bathrooms.
- We recommend parents arrive 15 minutes prior to your student's class for drop-off and line-up for temperature check. Students will be admitted into the building starting 10 minutes prior to class to allow time for the previous hour's students to exit the building.
- Families will not be admitted into the building – only students and trained CJ staff are allowed in the building at this time. All students must wash their hands immediately upon entering.

**Student Drop-off**

- Arrive and park in the CJ parking lot. Bring your student(s) to the check-in counter which will be set up outside of the front entrance to the building.
  - o Please maintain 6' distance from other families while lining up for check-in.
  - o In case of rain, please bring an umbrella for the outdoor wait.
  - o Students are not permitted to enter the building through other entrances, please always bring your students to the front door to enter the building.
- Stay with your student(s) while CJ staff administers a no-touch temperature check and health assessment.
  - o CJ Staff will ask the parent/guardian, or student if no guardian is present, if the student(s) was able to answer "no" to all questions in the daily health survey from home and visually assess if student appears to be healthy.
    - If student appears ill, they will be sent home even if the temperature check does not show a fever.
  - o CJ Staff will administer the no-touch temperature check to ensure the student is not currently exhibiting a fever, or they will be sent home.
- Once the student has passed the on-site health assessment, the parent/guardian can say goodbye and the student will proceed with CJ staff to the building to wash their hands prior to joining their class. Parents are not allowed in the building at this time.

**Student Pick-up**

- Student pick-ups will occur outside. Please arrange to have your student meet you outside of the building after classes.
  - o Students can wait inside the building until pick-up if needed, but you will need to call them directly on their cell phone or indicate when they should leave the building, as you will not be able to enter the space to get them from the lobby.

**While Under the Big Top****Hand washing and sanitization**

- Students are required to wash their hands immediately upon entering the building, between classes and prior to exiting the building.
- We will provide sanitation stations throughout the building and encourage students to use hand sanitizer as needed between handwashing.

- We recommend students sanitize their cell phones with the provided hand sanitizer, spray-on sanitizer, or a sanitizer of their own upon arrival if the student will be using their phone between classes. **Absolutely NO cell phones are allowed in class.**

### Six-foot distancing

- **The best way to protect yourself and others is to ensure your student is maintaining 6 foot distancing as much as possible while in class and during breaks.**
  - We have created visual markers on the floors at the building entrance, in bathrooms and throughout the training area to indicate 6' distancing.
  - Please ensure your student is aware that maintaining proper distancing is both incredibly important for the health and safety of our entire CJ community. It is also the responsibility of the student to self-monitor and maintain proper distancing while at the big-top as best as possible. Our coaches and staff will remind students to keep distance both in classes and outside of class, but we cannot be everywhere at all times and will need your support implementing this change.

### Entering and exiting the building

- All students must enter through the front doors after receiving their temperature check, and immediately wash their hands in the bathrooms located at the front of the big top.
- Before class, students should wait for their coach to get them from the parent viewing area. Students should not go directly to class but wait until they are called.
  - If a student has classes back-to-back, a secondary waiting area in front of the trampolines is available to avoid cross-traffic and over-crowding.
- All students should exit the building using any other door to avoid over-crowding at the entrance and will be directed to wash their hands in the bathrooms located at the back of the big top.
- In between classes, students are encouraged to spend their down-time outside. However, the lobby will be available for students to use who are waiting between classes.
  - Please note, any student spending time inside between classes should wear their mask during this time.
  - If a student leaves the building to take a break between classes, the student must re-enter at the front entrance. Students will not need to have their temperature re-taken, but will need to be admitted by the temp checker at the front entrance.

### Traffic control and space/service adjustments

- To better ensure space availability for proper 6' distancing and other protocols, Circus Juventas has adjusted what spaces and services will be available to students. Please thoroughly review the instructions below with your student so they are aware of these changes at Circus Juventas:
  - All locker rooms are closed and not available for student use.
    - Cubbies will be available in the lobby for storage while students are in class. Personal items are not allowed to be kept overnight, bring only what you need and bring home at the end of each day.
  - Vending machines will be off and not available for purchase
  - The kitchen will be off limits to students. This includes microwaves and refrigerators.
    - Students may bring snacks/food, but must pack it in a self-sustaining lunch box that does not require refrigeration
    - Students should not share food, water bottles or snacks with other students.

- The fountain feature of the drinking fountains will be turned off
  - The water bottle refill option on the drinking fountain WILL be available.
  - Do NOT send your student with a glass water bottle. Glass bottles can shatter and create a hazard for our students.
- The parent viewing area will be closed to parents as only students, coaches and staff are permitted in the building at this time.
  - When not being utilized for a specific class, this space will be available as additional lobby space for students to use when waiting to be called for class.
- Shared rosin and chalk socks will no longer available – please plan to bring your own to Circus Juventas classes. Spray-on rosin will be available for student use as needed.
- Students are not allowed in the administrative offices area of the big top. Please stand at the provided 6' markers in front of the front desk to talk with staff or request to use the landline phone. To enter the main arena, please enter through the central entrance way or sides, do not use the administrative offices as a pass-through.

### **Masks and face coverings**

- All CJ coaches and staff will wear face masks or shields while interacting with students, and as much as possible throughout the day when students are not present.
- Students may wear masks if they chose, but it is not required during classes at CJ. All students are highly encouraged to wear masks when entering the building, between classes and as much as possible while at the big top outside of training times.
  - At times, a coach may request that a student wear a mask when working on a specific trick requiring more direct spotting.
- If providing your own cloth mask, please ensure you are wearing it properly and that it fulfills the [CDC Guidance on how to wear a cloth face covering and care instructions](#).
  - Cloth masks should be cleaned regularly. A washing machine should suffice in properly washing a face covering, or handwashing by lathering masks with soap and scrubbing for at least 20 seconds with warm to hot water before tossing in the dryer. For peace of mind, you may also iron masks on the cotton or linen setting to kill any remaining germs.

### **Important Reminders and best hygienic practices**

- Throughout the day, follow these [Important Reminders](#) by:
  - Continuing to wash your hands often, especially before and after each class, and after touching your face or mask, blowing your nose, coughing, or sneezing.
  - Avoid touching your eyes, nose, and mouth
  - Always be sure to [Cover Your Cough](#) and sneezes!
  - Wear your mask as consistently as possible throughout the day, particularly in-between classes.
    - Please help our coaches by educating your student on best hygienic practices while at CJ. It is important to avoid touching their nose, mouth, face, or mask throughout the day, and to wash or sanitize their hands as soon as possible afterward if they do.
- Sanitation Stations will be located throughout the building to allow easy access to hand sanitizer and tissues, as needed. Sanitation stations will also allow for students, coaches and staff to properly clean an area before and after use.

## Limited capacity, scheduling, and act selection

### What this section will cover:

- **Limited capacity and adjusted class scheduling**
- **Circus training and the CJ Stay Safe Categories**

### Limited capacity and adjusted class scheduling

- Class sizes and total building capacity will be limited. Our summer session will be held at 25% total to ensure proper 6' social distancing and sanitation requirements can be met.
- Most classes will be 45 minutes in length to allow time to clean and disinfect the arena between classes and control traffic throughout the building.
  - o When classes end, students will be directed to wash their hands in the bathrooms located at the back of the big top, then proceed to the appropriate exit.
  - o Arriving students will be admitted into the building 10 minutes prior to class, directed to wash their hands and then will wait in the front lobby for coaches to bring them to their class space as soon as the area has been fully sanitized.
- Classes will begin with the coach checking in with all students to ensure that they have received their temperature check and washed their hands before joining class. At the end of class students will be directed by their coach to wash their hands again before exiting the building or going to their next class.

### Circus training and the CJ Stay Safe Categories

- All CJ classes and acts have been given a CJ Stay Safe Category as defined below.
  - o Category 1: Can maintain 6ft of distancing from other students/no shared equipment/ minimized coach contact.
  - o Category 2: Can maintain 6ft of distancing from other students/some shared equipment/minimized coach contact.
  - o Category 3: Will maintain 6ft of distance whenever possible from other students, but there will be times that 6ft of distance cannot be guaranteed/some shared equipment/ minimized coach contact.
  - o Category 4: High Student to Student contact/cannot maintain social distancing during training on shared equipment
- For the adapted summer session, we have eliminated any rotations that would necessitate student to student contact while on equipment or where 6' distancing between students cannot be maintained. Therefore, we will only be offering classes from the category 1 and category 2 levels described above.
- Training/activity areas will be fully sanitized before and after each area's use while students wash hands during the class rotation. Cleaning will include:
  - o Full sanitization of matts/flooring where able
  - o Full sanitization of all props and equipment used
- *Please note: We will not be able to sanitize all props and equipment between each student's use within their class, only between class rotations.*

## Creating a safe environment at the big top

### What this section will cover:

*\*Please note, this section will contain some repeat information from the "Cleaning and disinfection protocols" section of this document.*

- **General cleaning and disinfection protocols**
- **COVID-19 preparedness and the "What If" scenarios**

- What if a student comes sick or gets sick at circus?
- What if a coach or staff member comes sick or gets sick at circus?
- What if a student, student's household member, coach or other staff member is diagnosed with COVID-19?

### **General cleaning and disinfection protocols**

- All students, coaches and staff must wash hands upon arriving, before and after meals and between classes.
- In addition to our regular twice-a-week professional cleaning service, CJ will be taking these additional cleaning measures at opening and closing:
  - Opening:
    - Sanitize all interior and exterior door handles of front doors
    - Sanitize the light switches and alarm pad
    - Sanitize front counter and handrails on steps
    - Sanitize all bathroom stall doors, flushing handles, and faucet handles
    - Check the sanitation stations located throughout the building to make sure they are fully stocked.
  - Closing:
    - Sanitize all interior and exterior door handles
    - Sanitize railing going up to loft and coaches lounge
    - Sanitize all toilet seats, flushing handles, and sanitary disposal bins in bathrooms.
- Staff Workstation cleaning: At the start and end of every shift staff will clean their own workstation with the sanitizer solution. Desks need to be kept clear of debris as much as possible to ensure we can properly clean all areas.
  - Focusing on all high touch areas: keyboards, desk, chairs
  - In addition, recommend wiping down any personal high-touch items being brought into the space at beginning and end of shifts (particularly cell phones)
- Coach Workstation cleaning: Coaches will clean their own workstation with the sanitizer solution before and after each use.
  - Coaches will also sanitize each station after student use to ensure it is ready for the next station
  - Any equipment used throughout the shift will be sanitized
  - In addition, we recommend all coaches and staff wipe down any personal high-touch items being brought into the space at beginning and end of shifts (particularly cell phones, but also things like coach binders if bringing in from home)
- Sanitation stations will be set up throughout the building to ensure students, coaches and staff are able to properly sanitize as needed, and also so hand sanitizer and tissues are readily available. These stations will be used frequently throughout the day to cleanse high-touch areas and items, as well as all activity areas before and after use.
  - Sanitation Stations will include:
    - Cloth or paper towels
    - Spray bottle of sanitizer
    - Tissues
    - Hand sanitizer
    - Trash
    - Bin for dirty cloth towels
  - Where sanitation stations will be placed
    - At front entrance
    - Concession counter

- Coaches Lounge
- Coaches Mailboxes
- Kitchen
- Each office
- Throughout the arena to be used for regular class sanitation
- All four bathrooms
- To use the spray sanitizer to clean an area you should do one of the following options to ensure full sanitation:
  - Fully spray the area and walk away to allow to air dry
  - Fully spray the area and allow to rest for at least 2 minutes before wiping down dry
  - Spray a paper towel or cloth rag so it is thoroughly wetted down. Use this damp towel to wipe the surface, then allow to air dry
- Our big top tent is a great asset to our organization as its large, open layout allows us to ensure 6' distancing for all equipment during classes and minimize the risks involved with smaller, more enclosed spaces. To further ensure quality of air and increase airflow throughout the big top, Circus Juventas has had all our air conditioners recently serviced and all air filters replaced. Additionally, we will keep front doors open to allow for fresh air as much as possible and will place fans throughout the building and training area to increase additional air flow.

## Front desk and administrative staff instructions for adapted summer session

### Daily set-up and temperature check procedures

- 30 minutes prior to the first class of the day, the staff or volunteer designated as the first temp checker of the day will set up the entryway for classes as described below:
  - Keep central doors closed, but prop open far right and far left entryways
  - Set smaller table with space for entrance set up at first doorway. This is where temp checker will sit and set up the laptop computer and temp check attendance clipboard.
  - Larger table set in front of far right-hand side doorway to block entrance.
- At 15 minutes prior to class time, parents are instructed to begin arriving with their students. Drop-off will be held at the front entrance with families lining up outside – only students participating in that day's classes and CJ staff are allowed in the building during this time.
  - As families line-up outside, follow down the line with the temp check attendance clipboard to take temperatures and visually assess student health so the early-arrivals can be admitted into the building right at 10 till class time.
- At 10 minutes prior to class time, you can let students enter the building. Do not allow students to enter earlier – this wait time will allow time for the previous class to leave the building and for coaches to properly prepare the training area for class.
- **Instructions for the temperature checking process and admitting students to the building:**
  - Wear proper equipment: First, for this position you must wear a face shield and gloves. You may also wear a mask under the shield, but it is not required to wear both.

- Line control: As families line-up, please keep a general eye on the line and help direct folks as needed or direct them to keep more space if they begin to over-crowd other family groups.
- Daily Health Survey and visual health assessment: You will be responsible for a visual assessment of the student and to ask the parent (or student if student is alone) if they have completed the daily health survey and are able to answer “no” to all questions. In order attend camp, all students must be healthy, fever-free and have answered “no” truthfully to the following health survey questions:
  - *“Have you had any of the following symptoms since your last day at Circus Juventas that you cannot attribute to another health condition?”*
    - Fever (100.4 degrees F or higher), or feeling feverish?
    - Chills?
    - A new cough?
    - Shortness of breath?
    - A new sore throat?
    - New muscle aches?
    - New headache?
    - New loss of smell or taste?
- Temperature check: Either during line-up or when the student arrives at the check-in counter, check the student’s temperature with the no-touch temperature sensor. Maintain 6’ distance from the adults as much as possible while doing this, you do not need to make contact with the student, but will need to be close enough to take the temp.
  - If a student’s temp is fine, mark them with an X.
  - If any student has a fever of 99.9 degrees F or over (marked on temp taker), they should be sent home, and the temperature recorded should be entered onto the temp check attendance sheet as well as any notes regarding the visual assessment of the students health or conversation with the student/guardian.
    - The student will not be able to return to classes until proper requirements are met per MDH and CDC requirements. Let the parent know they will receive a follow-up call with a quick survey regarding the student’s symptoms and further instructions, and that they should continue to monitor symptoms throughout the day.
  - If the student is not on the list, double check the weekly list of private lesson students to see if they are listed there. If so, mark as described above. If the student is not on either list, then they are not registered for classes or lessons that day and are not allowed to enter the building. Due to capacity regulations, only students attending classes that day are allowed in the building.
- Give verbal reminders: As you check-in students for circus, there may be a variety of verbal reminders to give to parent/students. In the first weeks of classes, we recommend the following reminders are given. After that, can assess as needed.

- Pick-up will take place outside. Have their student meet them outside of the building for pick-up.
- Remember that access to the vending machine, locker rooms, kitchen (including fridge/microwave), water fountains, and shared rosin is no longer available. Because of this, students should:
  - Minimize the number of items being brought into the big top, and store all items in the cubbies in the front.
  - Bring a non-glass water bottle (can be filled at the water fountains)
  - Purchase and bring their own rosin, although spray rosin is available
    - If they need/want chalk and do not have their own, we are providing some chalk rosin to students by request. They just need to talk to Donald.
- All students should maintain 6' distancing as much as possible while at Circus Juventas.
- **All students are HIGHLY ENCOURAGED to wear masks when entering the building, between classes and as much as possible while at the big top outside of training times.**
- Once a student is ready to go (and the temperature check has been given) you will direct the student to enter and:
  1. **Immediately wash their hands in the restroom at the front of the big top.**
  2. **Do NOT go directly to their class. They should wait in the lobby/main entrance to the training area until their coach brings them to class each week.**
- Once all students have arrived for the hour, there are some follow-up tasks to be done:
  - Enter all temp check attendance into the excel tracker file located on the server under Admin – 2019-2020 – Summer – Adapted summer session COVID-19 Preparedness.
  - If a student was sent home due to temperature, you will need to follow the procedures outlined under “What if a student comes sick or gets sick at circus” take the following steps:
- This process will repeat each hour/as needed for class admittance. At the end of the day, notate which students did not arrive/check-in.
  - If they are an unexcused/unexplained absence, send all (bcc'd) the template email for unexcused absences at Circus Juventas from the [absences@circusjuventas.org](mailto:absences@circusjuventas.org) email. This email will dictate that the student cannot return to circus until we have more information regarding their absence.
  - If we have communication from the parent regarding the absence, and it is not illness related, make sure they are properly marked as “O” on the temperature check attendance sheet and no further action is needed.

### **Front desk management during class rotations**

- The front desk staff will be responsible for directing secondary coaches to appropriate tasks during the class transitions. Tasks that need to be done by secondary coaches throughout the day include:
  - o Back Door Monitor – Enforce correct enter/exit procedures
  - o Arena Monitor - Make sure training area stays empty between classes and ensure correct social distancing while students wait
  - o Locker Room Monitor – make sure locker rooms stay empty
  - o Handwashing/Cubbies Traffic Control – remind students to wash their hands and maintain social distance (men’s and women’s)
  - o Bathroom Sanitizer – sanitize faucets, toilet handles, and door locks. Mop up water. Check supply levels (men’s and women’s)
  - o Door Sanitizer – Sanitize all door handles and railings (front and back)
- Front desk staff will use the “Between-Hour Cleaning Tasks” to track what tasks have been assigned throughout the day and ensure that all high-touch areas are cleaned consistently throughout the day.

### **CJ plan for student absences**

- Front desk staff will be responsible for managing student absences and follow-up throughout the session. Families are directed to communicate all absences to [absences@circusjuventas.org](mailto:absences@circusjuventas.org) or call. If you receive notification that a student will be absent, please see instructions below:
  - o If a student is emailing or calling in sick with any type of illness/symptoms, list the student name on the attendance board, and follow procedures listed under “What if a student comes sick or gets sick at circus”
  - o If a student is emailing or calling in an absence for a reason not related to illness, list the student name on the attendance board for coaches and mark the temperature check attendance tracker with an “O” for all days the student will not be attending.
- At the end of the day, after the last students attending classes have been checked in through the temperature check attendance taking process, you will need to notate which students did not arrive/check-in and follow-up accordingly.
  - o If they are an unexcused/unexplained absence, you will need to send the template email for unexcused absences at Circus Juventas from the [absences@circusjuventas.org](mailto:absences@circusjuventas.org) email. This email will dictate that the student cannot return to circus until we have more information regarding their absence and the parent must follow-up.
  - o If we have communication from the parent regarding the absence, and it is not illness related, just make sure they are on the attendance board and properly marked as “O” on the temperature check attendance sheet and no further action is needed.

### **What if a student comes sick or gets sick at circus?**

- If a student is not feeling well, families are instructed to not bring them to Circus Juventas, but to instead call (651-699-8229) or email [absences@circusjuventas.org](mailto:absences@circusjuventas.org) to inform our staff of your student’s absence for ANY reason.

- If a student is absent or sent home due to illness or symptoms, CJ administrative staff will administer the “[Student Home Sick/Exhibiting Symptoms Survey](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)” to assess next steps and the student’s ability to return to circus.
  - We follow the MDH and CDC guidelines in response to sick students at Circus Juventas. To reference the Stay Safe MN decision tree regarding sick students go here:  
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
  - After fulfilling the survey, front desk staff will take the following steps:
    - Send the proper template email with instructions to the student’s parent/guardian.
    - Once you have identified when the student can return to circus, enter “N/A” on all the days that student is not allowed to enter the building on the temperature check attendance tracker. If the student can return once they have a doctor’s note, indicate that as well.
    - File the student’s survey response in the locked filing cabinet by Ariel’s desk.
- **If a student appears sick or is showing a fever while in classes at Circus Juventas, the following steps will be taken:**
  - One of the available coaches will take the student away from the current class to Nicole’s office to wait and isolate.
    - If Nicole’s office is unavailable, our secondary isolation locations are the girl’s and boy’s locker rooms.
  - The coach will then go to the front desk to notify them of whatever symptoms are being observed. Once the front desk staff has the information necessary, the coach may return to class.
  - Front desk staff will go to the isolated student to conduct the “[Student Home Sick/Exhibiting Symptoms Survey](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)” and assess next steps and the student’s ability to return to circus.
  - Front desk staff will then contact the parent/guardian of the sick student to ask that they come pick them up as soon as possible.
    - We ask that parents make arrangements to come as soon as possible, with a maximum wait time of an hour.
  - Front desk staff will also communicate with the parent over the phone the results of the student survey. Following the phone call, front desk staff will also take the following steps:
    - Send the proper template email with instructions to the student’s parent/guardian.
    - Once you have identified when the student can return to circus, enter “N/A” on all the days that student is not allowed to enter the building on the temperature check attendance tracker. If the student can return once they have a doctor’s note, indicate that as well.
  - Finally, when ready, file the student’s survey response in the locked filing cabinet in the admin office.

**What if a student or student’s household member, coach or other staff member is diagnosed with COVID-19?**

- **If a student, or student's household member is diagnosed with COVID-19, the parent/guardian must inform our staff immediately either by emailing [absences@circusjuventas.org](mailto:absences@circusjuventas.org) or calling 651-699-8229.**
  - If a coach or staff member is diagnosed with COVID-19, they are under instructions to also immediately inform their supervisor at Circus Juventas.
- In either instance, Circus Juventas will call the MDH (Minnesota Department of Health) for guidance on cleaning/sanitization recommendation and potential site closure timeframe following a confirmed diagnosis. All parents and staff potentially affected will be notified as directed by the MDH.

## Coach instructions for adapted summer session

### Coach spotting, training, and class reminders instructions

- Do not allow students to join you at the class, you need to get them from the waiting area.
- It is important to remind each student of a few important things at the beginning of each class:
  - Ask if they have taken the self-health screening and temp check
  - Ask if they have washed their hands before class
  - Be mindful of others and keep 6' distance between your peers
  - If the student is uncomfortable with anything to notify the coach immediately
- At the end of each class, direct students to the bathrooms in the back of the arena. They should then exit the building to get picked up or can return to the front lobby area to retrieve items/wait for their next class.
  - If a student has classes back-to-back, they may wait for class in the secondary waiting area in front of the trampolines to avoid cross-traffic and over-crowding.
- While training, you may need to interact directly with students to spot and ensure safety on equipment. Do your best to avoid direct contact when not needed, but the physical safety of our students outweighs the need for continuous 6' distancing. Training on proper spotting protocols will be provided. If you have any questions about how to spot or ensure safety of your students, please contact [adminstaff@circusjuventas.org](mailto:adminstaff@circusjuventas.org) to discuss.
- **Students** may wear masks if they chose, but it is not required during classes at CJ. All students are highly encouraged to wear masks when entering the building, between classes and as much as possible while at the big top outside of training times.
  - Coaches may request a student wear a mask when working on a specific trick requiring more direct spotting. Additional disposable masks are available as needed for students if they do not have a mask available. If a student will not wear the requested a mask, you may choose not to work on that trick with the student and move to other skills.
  - Alternatively, some students may choose to wear masks at all times while training. If a specific trick concerns you for a student in mask, you may discuss removing it for the purpose of that trick; however, if a student is not comfortable removing their mask, please respect that decision and either allow the student to attempt the trick in a mask if you feel it is safe or adjust the skills/training to accommodate the student wearing a mask. Some things to note while working with students in masks:
    - Please be sure to ask students to monitor how they feel throughout the training and to have them notify you if they begin to feel dizzy, lightheaded or short of breath so they may take a moment to rest and recoup before re-engaging in the training. It's important to remember that exercise professionals encourage students returning to training, particularly if wearing masks during training, not to push themselves as hard as usual and to allow

their bodies to adjust to the restricted air flow and physical adjustment after a long period of rest.

- If you are interested in researching further best practices regarding exercising with a face covering and/or the experience for students and professionals returning to circus training, the following articles may be helpful:
  - [Returning to Circus and Aerial Training After COVID-19 Quarantine](#)
  - [Exercising with a Face Covering: Safety Do's and Don'ts](#)

### **Class rotations and sanitation instructions**

- In addition to continuing all the other guidelines outlined in this document for all staff, adapted summer session coaches will also be responsible for proper cleaning of each activity area and ensuring students have properly washed their hands prior to and after class.
  - Activity Area Cleaning – instructions for proper sanitation of each activity area is included in the “Class Procedures – Summer Session 2020” document and will be stapled to the attendance sheet for each class. Please refer to this document to ensure you are properly sanitizing each activity space.
- During class rotations, coaches will need to attend to the following tasks:
  - Lead coaches are responsible for sanitizing the activity area as described in the class procedures
  - All secondary coaches must report to front desk to receive further instructions on additional tasks that need to be maintained throughout the day. Tasks you may be sent to assist with during class transitions include:
    - Back Door Monitor – Enforce correct enter/exit procedures
    - Arena Monitor - Make sure training area stays empty between classes and ensure correct social distancing while students wait
    - Locker Room Monitor – make sure locker rooms stay empty
    - Handwashing/Cubbies Traffic Control – remind students to wash their hands and maintain social distance (men’s and women’s)
    - Bathroom Sanitizer – sanitize faucets, toilet handles, and door locks. Mop up water. Check supply levels (men’s and women’s)
    - Door Sanitizer – Sanitize all door handles and railings (front and back)

### **If a student becomes ill during the day**

- Students who appear sick or are feverish when arriving at circus, they will be sent home before entering the building by the staff administering temperature checks.
  - If a student appears sick or is showing a fever in your class, the following steps will be taken:
    - One of the available coaches must take the student away from current to Nicole’s office to wait and isolate.
      - If Nicole’s office is unavailable, our secondary isolation locations are the girl’s and boy’s locker rooms.
    - The coach will then go to the front desk to notify them of whatever symptoms are being observed. Once the front desk staff has the information necessary, the coach may return to class and front desk will take care of all other follow-up.
-

## Employee Exhibiting Symptoms Survey

To be administered by supervisor if employee is exhibiting COVID-like symptoms

### Employee Exhibiting Symptoms Survey

- A. When did symptoms begin to occur?
- B. Have you been wearing your mask at all times while in the building starting 48 hours prior to the first sign of symptoms?
  - a. If not, please highlight when you were not wearing your mask throughout following questions.
- C. In what workspace(s) did you spend time in the 48 hours prior to your first sign of symptoms? Which of those were within the last 24 hours?
  - a. Did you sanitize these stations before exiting? If no- identify all areas you did not sanitize.
    - i. Any work stations used within the last 24 hours would be “shut down” (not used) until 24 hours has passed and then disinfected. Workspaces that have not been used in the last 24 hours but were used in the last 48 should be sanitized immediately to allow continued use.
- D. What people/person(s) have you had “close contact” with within 48 hours prior to first symptoms?
  - a. Close contact is defined below. Do any employees fall into this category?
    - i. Any interaction where the symptomatic employee could have blatantly spread disease (IE: Coughed directly on other employee, touched other’s face, shared food/water containers, etc)
    - ii. Physical touch of 5 minutes or more
    - iii. 10 minutes of continued interaction within 6ft distancing if the symptomatic employee was not wearing a mask.
    - iv. 30 minutes or more of continued interaction within 6ft distancing, regardless if either or both parties were wearing masks.

For reference - [People with these symptoms may have COVID-19:](#)

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

*Please note: Circus Juventas supervisors will ensure reporting employees are not named in any outgoing communication to maintain anonymity unless specifically directed by that employee to release their identity. If you would prefer to share your name in the follow-up communications with staff so as to allow co-workers to better assess their own contact with the reporting employee, please let your supervisor know. We will always assume anonymity is preferred unless otherwise directed.*

## Potentially Exposed Survey

*To be administered by supervisor if employee is reporting a potential exposure*

### Potentially Exposed Survey

- A. What was the nature of this exposure? Do you feel that you should be categorized as a “potentially exposed” given the definition below:
- a. According to CDC, "[Potential Exposure](#)" is defined as "being a household contact or having a **close contact** within six feet of an individual with confirmed or suspected COVID-19," with a timeframe of “48 hours before the infected individual became symptomatic.”
  - b. For interactions within CJ, we have defined “Close Contact” as the following:
    1. Any interaction where the symptomatic individual could have blatantly spread disease (IE: Coughed directly on other employee, touched other’s face, shared food/water containers, etc)
    2. Physical touch of 5 minutes or more
    3. 10 minutes of continued interaction within 6ft distancing if the symptomatic individual was not wearing a mask.
    4. 30 minutes or more of continued interaction within 6ft distancing, regardless if either or both parties were wearing masks.
- B. When did the possible exposure occur? When was your last contact with the symptomatic individual?
- C. Did the symptomatic individual have a confirmed case or only suspected?
- a. *If it is a confirmed case, the potentially exposed individual must quarantine for 14 days since last interaction with the symptomatic individual.*
- D. Have you been to CJ since the exposure?
- a. If yes: When, and where did you spend your most time in the building?
- E. Have you had any symptoms since that exposure?
- a. If yes: then administer the “[Employee Exhibiting Symptoms Survey](#)” and the employee must stay home until the CDC guidelines for how to [discontinue home isolation](#) and return to work are met.
  - b. If no, and potential exposure is not confirmed case: then follow the [employee potentially exposed with no symptoms instructions](#)

## Employee Exhibiting COVID-like Symptoms Instructions

*Steps to follow for an employee who is exhibiting COVID-like symptoms*

What to do if you are an employee with COVID-like symptoms:

1. If you start to feel COVID-like symptoms **at home** you need to immediately call Circus Juventas to inform your supervisor.
2. If you start to feel COVID-19-like symptoms **while at work**, you should follow these steps:
  - a. Immediately put on mask (if not already wearing one) and disinfect personal workspace
  - b. Exit the building (avoid touching any door handles while exiting)
  - c. Contact your supervisor who will administer the "[Employee Exhibiting Symptoms Survey](#)" and record responses for follow-up.
3. Sick employees should stay home, isolate and follow [CDC-recommended steps](#) of "What to do when you are sick" such as stay home and isolate, monitor your symptoms, and increase personal cleaning measures. Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
4. **There are two methods for how an employee could return to work after having symptoms or a confirmed case of COVID-19.** Employees must fulfill all requirements for at least one of these strategies before returning:
  - a. *Symptom-based strategy.* Exclude from work until **all three of these things are true:**
    - i. Improvement in respiratory symptoms – essentially, you feel better. Your cough, shortness of breath, or other symptoms are better.
    - ii. It has been at least 10 days since you first felt sick.
    - iii. You have had no fever for the last three days (72 hours), without the use of fever-reducing medications
  - b. *Test-based strategy.* Exclude from work until **all three of these things are true:**
    - i. Improvement in respiratory symptoms – essentially, you feel better. Your cough, shortness of breath, or other symptoms are better.
    - ii. Resolution of fever without the use of fever-reducing medications
    - iii. At least TWO negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA. Tests must be from at least two consecutive respiratory specimens collected more than or equal 24 hours apart (total of two negative specimens).

For reference - [People with these symptoms may have COVID-19:](#)

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

*Please note: Circus Juventas supervisors will ensure reporting employees are not named in any outgoing communication to maintain anonymity unless specifically directed by that employee to release their identity. If you would prefer to share your name in the follow-up communications with staff so as to allow co-workers to better assess their own contact with the reporting employee, please let your supervisor know. We will always assume anonymity is preferred unless otherwise directed.*

## Employee Potentially Exposed With No Symptoms Instructions

*Steps to follow for an employee who has been potentially exposed*

What to do if you are an employee who has been categorized as “Potentially Exposed”:

1. First, review and understand the following definitions:
  - a. According to CDC, "[Potential Exposure](#)" is defined as "being a household contact or having a **close contact** within six feet of an individual with confirmed or suspected COVID-19," with a timeframe of "48 hours before the infected individual became symptomatic."
  - b. For interactions within CJ, we have defined "Close Contact" as the following:
    - i. Any interaction where the symptomatic individual could have blatantly spread disease (IE: Coughed directly on other employee, touched other's face, shared food/water containers, etc)
    - ii. Physical touch of 5 minutes or more
    - iii. 10 minutes of continued interaction within 6ft distancing if the symptomatic individual was not wearing a mask.
    - iv. 30 minutes or more of continued interaction within 6ft distancing, regardless if either or both parties were wearing masks.
2. If you believe you have been "Potentially Exposed" **outside of Circus Juventas**, you should immediately contact your supervisor to report the possible exposure.
3. Supervisor will administer the [Potentially Exposed Survey](#)
4. If you are experiencing symptoms, the supervisor will also administer the [Employee Exhibiting Symptoms Survey](#) and employee should follow protocol for "What to do if you are an employee with COVID-like symptoms"
5. If a staff member has been potentially exposed **by another employee at Circus Juventas**, potentially exposed staff will be notified directly by their supervisor and instructed on their next actions.
  - a. If a potentially exposed employee is currently working- they would be sent home for the day.
  - b. If not currently working- follow instructions below before returning to work.
6. Employees categorized as "Potentially Exposed" must take the following steps:
  - a. If possible, work from home for 14 days (or until potential exposure is proven to not be COVID-19). Please discuss with your supervisor to determine if this option is viable for you.
  - b. If unable to work from home, you are symptom-free, and the potential exposure is a symptomatic case (not confirmed COVID-19) potentially exposed employee should follow these steps:
    - i. Continued personal monitoring of health and watch for any possible [COVID-19 symptoms](#). Must check temperature prior to leaving home to ensure temperature is under 100.4. If any symptoms occur stay home, notify supervisor, and follow [Employee exhibiting COVID-like symptoms Instructions](#)
    - ii. An on-site temperature check will be added at the beginning of every shift until 14 days after last contact with a symptomatic individual (*or until potential exposure is proven to not be COVID-19*).
    - iii. Wear a Mask: Any 'Potentially Exposed' employee is required to wear a face mask at all times while in the workplace for 14 days after last exposure. Circus Juventas will provide a face mask to employee(s) if needed.

- iv. As always, must continue to take the **Daily Health Screening Survey** before entering the building. Continue ongoing social distancing and daily workspace cleaning procedures while in the workplace.
- c. If the potential exposure becomes a confirmed case of COVID-19, the exposed person must isolate for 14 days from time of exposure. (I.e. if a week has passed since the exposure, would need to quarantine for the remaining 7 days)
- d. If confirmed illness was not COVID-19, those previously considered “potentially exposed” will no longer be categorized as such, and staff can resume normal safety protocols and routine.

# Sick Leave Policies and Procedures Self-Survey Instructions

*Informational for employees to assess paid sick leave policies and options*

## Sick Leave Policies and Procedures Self-Survey Instructions

1. First - please note that all employees are encouraged to be proactive and honest about their personal health. Circus Juventas will not penalize employees in any way for staying home due to personal illness or need to care for a household member.
2. Before taking sick-leave, assess if you are able to continue to work from home.
  - a. If you are able to continue working from home, no sick leave is needed and you will continue to be paid at full salary/hourly income rate.
3. If unable to continue work remotely, first assess if your sick leave would qualify for support from the [FFCRA](#) (Families First Coronavirus Response Act). *See chart 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:

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

- a. If yes, you would qualify for up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave through the FFCRA program. Sick leave pay would be based on the employee's regular rate of pay paid at:
  - i. 100% for qualifying reasons #1-3, up to \$511 daily and \$5,110 total
  - ii. 2/3 for qualifying reasons #4 and 6, up to \$200 daily and \$2,000 total
  - iii. Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 for up to \$200 daily and \$12,000 total.
  - iv. A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.
- b. This FFCRA time is on top of any accumulated ESST (described below). In most cases the FFCRA funds should be used first. However, if an employee wants to use their ESST instead of FFCRA (for instance, if the employee wants full pay instead of 2/3) they may do that and then use FFCRA additional time if needed.
- c. Once 2 weeks sick-leave pay is used up, an employee may then use their accumulated ESST to continue sick-leave.
- d. In cases where additional sick leave is needed to care for their child who has lost school or daycare, employees may be eligible for up to 10 additional weeks of sick leave time at 2/3 pay through the FFCRA. **HOWEVER**, for the months of May and June, an employee **MUST** burn through their accumulated ESST first, before they are eligible to take the additional 10 weeks (*Side Note: this is in accordance with requirements for the PPP. Requirements and should be relaxed starting July 1*).
- e. As noted above, an employee may take up to an additional 10 weeks, plus accumulated ESST, to care for a child who does not have care. The ESST would

be paid at full rate, and the FFCRA at 2/3 rate. This time off does not have to be contiguous.

- f. It is **CRUCIAL** that any staff member taking time off for FFCRA reasons discusses this with their supervisor and indicates such on their time-off request, as that time is tracked in a different way. If they are choosing to use ESST instead of FFCRA for a coronavirus related event, they also need to indicate that.
4. If your need for sick leave **does not qualify** for the FFCRA program, you have two options for paid time off:
    - a. You may use your accrued ESST (Earned Sick and Safe Time). ESST is paid at full salary/hourly income rate.
      - i. Every member of CJ payroll staff (does not include contract coaches) accrues 1 hour of ESST (Earned Sick and Safe Time) for every 30 hours worked, up to 48 hours in a year. It rolls over for an accumulated cap of up to 80 hours total. This time may be used for employee sickness, to care for a direct family member who is sick, for safe time to handle any arrangements needed to escape from a situation of domestic abuse, or to care for a child that does not have care due to school or daycare closing. ESST does not accrue during the time employees are on furlough, but they retain all previously accrued time. Most employees are at their max accrual of 80 hours at this time.
      - ii. Circus Juventas will communicate to all employees their currently available ESST. We encourage use of this sick time as needed to ensure a safe and healthy space at Circus Juventas.
    - b. You may use your personal vacation days.
      - i. Circus Juventas will communicate to all employees their individual Personal Vacation day policy and available time. Please discuss your vacation days allotment with Dan and/or your supervisor if you have any questions.

**Student Home Sick/Exhibiting Symptoms Survey**

We will follow the MDH and CDC guidelines in response to sick students at Circus Juventas. To reference the Stay Safe MN decision tree regarding sick students go here:

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

**Parent Phone Call Survey questions:**

- **Student Name:** \_\_\_\_\_
  - **BB Primary Contact Name and Number:** \_\_\_\_\_
  
- **Q: Do you have any other household members attending circus?**
  - **Who & When:** \_\_\_\_\_
  
- **Q: When did your student begin showing symptoms?**
  - **Date:** \_\_\_\_\_
  
- **Q: What symptoms is your student exhibiting? Do any of the following apply?**
  - Onset of new cough or shortness of breath\*  **Notes:** \_\_\_\_\_
  - Fever (100.4 degrees F or higher)  **Notes:** \_\_\_\_\_
  - Chills  **Notes:** \_\_\_\_\_
  - Muscle Pain  **Notes:** \_\_\_\_\_
  - Sore Throat  **Notes:** \_\_\_\_\_
  - Loss of sense of smell or taste  **Notes:** \_\_\_\_\_
  - Gastrointestinal symptoms (Diarrhea, Vomiting or Nausea)  **Notes:** \_\_\_\_\_

**So - Does this student have COVID-Like Symptoms?**

- If the symptom “Onset of new cough or shortness of breath” applies, the student **has COVID-like symptoms.**
- If the student does not have a new cough or shortness of breath, but is exhibiting 2 or more of the other symptoms, this also means the student **has COVID-like symptoms.**
- If the student does not have a new cough or shortness of breath, and is only exhibiting 1 of the other symptoms, this means the student **does not necessarily have COVID-like symptoms, but should still consider staying home and talking to their healthcare provider about testing for COVID-19.** In this circumstance, the student cannot return to circus until CJ has received a note from their health care provider stating that the symptoms can either be attributed to pre-existing condition or another confirmed diagnosis.
- If the student **does not have any of the symptoms listed above**, then the student may return to classes as soon as they are feeling better, are fever-free without the assistance of any fever-reducing medication and are able to truthfully say “no” to all the [daily health survey](#) questions.

**From the survey responses, it has been determined that this student:**

- Has COVID-like symptoms.** The earliest this student could return is DATE: \_\_\_\_\_
  - If student has siblings/household members, they cannot return until DATE: \_\_\_\_\_
- Does not necessarily have COVID-like symptoms, but must have doctor’s note to return**
- Does not have any COVID-like symptoms**

**Please use space below to record any notes/details from call:**

**Please see instructions below for the various responses and instructions to give to parents following this survey.** In all cases, let them know we hope the student feels better soon, and that we will be emailing them the Stay Safe MN documentation regarding the MDH policies for sick students in youth programs for personal reference moving forward.

- To share in email:

- o The MDH's "Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs":  
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- o The CDC instructions on "What to do if you are sick" <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

**If the student has COVID-19 symptoms,** notify the parent that they will not be able to return to circus classes until they have fulfilled requirements as outlined in the "Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs" pdf shared by email after this survey. Namely, the student will be required to "Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days."

- **If the student receives a positive COVID-19 test, the parent MUST inform CJ of the results of that test as soon as possible.**

**If the student does not necessarily have COVID-like symptoms (only showing 1 of the symptoms above and is NOT exhibiting new cough or shortness of breath),** the parent should continue to monitor symptoms and keep CJ posted on any updates, **particularly if additional symptoms develop.** The student will not be able to return to classes until CJ has received a note from their health care provider stating that the symptoms can either be attributed to pre-existing condition or another confirmed diagnosis.

If the parent cannot receive this diagnosis, then we must follow protocols as though the student has COVID-like symptoms and they will not be able to return to circus until they have fulfilled requirements as outlined in the "Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs" pdf shared by email after this survey.

**If the student is NOT exhibiting ANY COVID-like symptoms,** notify the parent that they should stay home today and continue to monitor their student's health. The student may return to circus once they are able to truthfully say "no" to all the [daily health survey](#) questions (mainly, they are feeling better - they are fever-free without any fever-reducing medication and are no longer exhibiting symptoms of illness).

## Daily Health Screening Survey Door Sign

To be posted on entrance doors for all staff and visitors to take self-assessment prior to entry

### Welcome to Circus Juventas!

Prior to entrance, please take the following health survey.

If you answer "Yes" to any of the questions below,  
please head home and we hope you feel better!

*CJ Staff - please be sure to also call and inform your supervisor!*

By entering the building, you are confirming that you have taken a personal assessment and were able to truthfully answer "No" to all the following questions.



## Visitor and Employee Health Screening Checklist

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Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

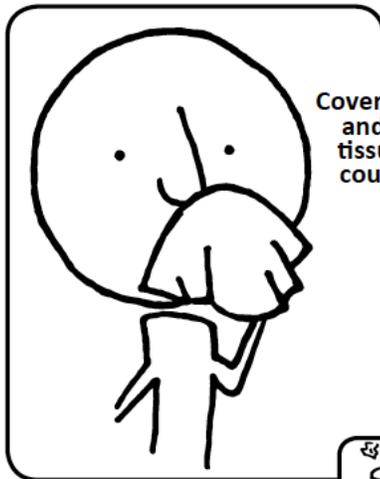
Please answer "Yes" or "No" to each question. Do you have:

- Fever (100.4 F or higher), or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

## Cover your Cough Sign

**Stop the spread of germs that make you and others sick!**

# Cover your Cough

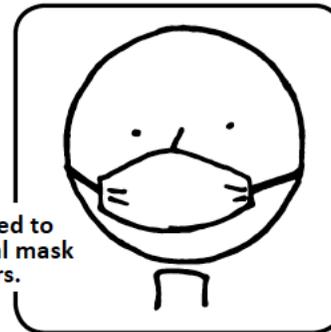


Cover your mouth and nose with a tissue when you cough or sneeze or



cough or sneeze into your upper sleeve, not your hands

Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

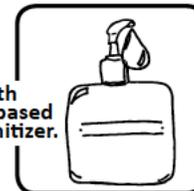
## Clean your Hands

after coughing or sneezing.



Wash with soap and water

or clean with alcohol-based hand sanitizer.



## Important Reminders Sign

# IMPORTANT REMINDERS

Stay safe, stay healthy, and stay CJ Strong!

## COVER COUGHS AND SNEEZES:

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## WASH YOUR HANDS OFTEN:

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## WEAR YOUR MASK:

- The federal government has issued some new guidance on the [use of cloth face coverings to help slow the spread of COVID-19](#). CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies).
- Here are a few important things to keep in mind:
- Masks or cloth face coverings can help with preventing **your** germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Wearing a mask **does not** guarantee protection from others who may spread the virus. So, whether or not you wear a mask, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- People who are sick should still stay home. Wearing a mask does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask to the clinic.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

## Washing Your Hands The Right Way Sign

# WASHING YOUR HANDS THE RIGHT WAY:

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them