

Circus Juventas Employer Preparedness Plan 2020–2021 Academic Year

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. 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

Table of Contents:

Make sure sick workers stay home.....	Page 1
Increase social distancing: Workers should be at least six feet away from each other.....	Page 8
Worker hygiene and source control.....	Page 10
Cleaning and disinfection protocols.....	Page 14
Additional considerations for summer session....	Page 18

Additional reference pages:

Employee Exhibiting Symptoms Survey.....	Page 40
<i>To be administered by supervisor if employee is exhibiting COVID-like symptoms</i>	
Potentially Exposed Survey.....	Page 43
<i>To be administered by supervisor if employee is reporting a potential exposure</i>	
Employee Exhibiting COVID-like Symptoms Instructions.....	Page 45
<i>Steps to follow for an employee who is exhibiting COVID-like symptoms</i>	
Employee Potentially Exposed with No Symptoms Instructions.....	Page 46
<i>Steps to follow for an employee who has been potentially exposed</i>	
Sick Leave Policies and Procedures Self-Survey Instructions.....	Page 48
<i>Informational for employees to assess paid sick leave policies and options</i>	
Student Home Sick/Exhibiting Symptoms Survey.....	Page 50
<i>To be administered by CJ staff if a student stays home sick, or is exhibiting symptoms</i>	
Student Potentially Exposed Survey.....	Page 52
<i>To be administered by CJ staff if a student has been potentially exposed</i>	

Building Signage

Daily Health Screening Survey Door Sign.....	Page 54
<i>To be posted on entrance doors for all staff and visitors to take self-assessment prior to entry</i>	
Cover your Cough Sign.....	Page 55
<i>To be posted throughout the building to encourage proper hygiene and respiratory etiquette</i>	
Important Reminders Sign.....	Page 56
<i>To be posted throughout the building to encourage proper hygiene and respiratory etiquette</i>	
Washing Your Hands The Right Way Sign.....	Page 57
<i>To be posted throughout the building to encourage proper hygiene and respiratory etiquette</i>	

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 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 or student is wearing the high-risk wristband, Circus Juventas asks employees and students working with that individual to take these additional precautions:**
 - i. Strict adherence to 6' social distancing protocols to maintain safe distance
 - ii. 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. Communications sent to this address will be accessible by both Jeannene and Katy 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:** Katy McEwen – Katy@circusjuventas.org
 - ii. **Secondary Supervisor:** Jeannene Clark – Jeannene@circusjuventas.org
 - iii. Staff who should report to this department:
 1. Admin Team: Jeannene, Ariel, Stacey, Libby, Front Desk staff and volunteers
 2. Coaches may report to either the Executive Team or Administrative Team
 - b. **Executive Team:**
 - i. **Primary Reporting Supervisor:** Dan Butler - dan@circusjuventas.org

- ii. Secondary Supervisor: No secondary supervisor - if Dan is unavailable, default to Administrative Team
- iii. Staff who should report to this department:
 - 1. Department Heads: Betty, Donald, Katy, Nicole
 - 2. Executive Team: Shannon, 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
 - ii. Secondary Supervisor: Rachel Butler - 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
 - ii. No secondary supervisor - if Nicole is unavailable, default to Executive Team
 - iii. Staff who should report to this department:
 - 1. Development Team: Shannon

* For reference, the **Administrative Sanitation Committee** will be responsible for ensuring proper steps are taken following a report of illness or potential exposure amongst staff and includes the following members of staff: Katy McEwen, Jeannene Clark, Stacey Boucher, 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: Katy McEwen, Jeannene Clark, Stacey Boucher, 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 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 there is a **confirmed** case of COVID-19 (or a diagnosed “presumed COVID-19” case) amongst staff or coaches, CJ will contact MDH officials (651-201-5414) for further guidance for cleaning/sanitization recommendation and potential site closure timeframe.
 1. 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).
 2. 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.

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. 15 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. 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 therefor 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.

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, production 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 as much as possible.
 - 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 in Executive, Artistic and Administrative offices.
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, and keep outdoor open propped for additional airflow when possible.
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 instead of in the small admin office space.
 - Post 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.
5. Employees need to maintain 6 feet distance during work and on breaks whenever possible. To assist with space availability and traffic control while classes are in session, we have taken several additional measures to ensure a safe space at the Circus Juventas big top.
 - a. We have spread out and reduced the number of tables in the lobby to allow safe distancing. Please be conscious of your spacing when using the tables in the lobby or coaches lounge.
 - b. Staff meetings will be held in the center arena or outside whenever possible.
 - c. We have created X markings on the floor at the front entrance to indicate 6' distancing and provide a visual marker upon entering the building.
 - d. The locker rooms are now closed. Locker room bathrooms will be open for use as an additional hand-washing station, but the area with lockers and lounge space will remain closed.
 - The locker rooms will be used as an isolation area for any sick students at CJ waiting for parent pick-up. Please protect yourself and others by avoiding these areas at all times.

- e. We ask that coaches and staff avoid using the admin offices as a pass through to the arena- instead, use the main arena entrance. Students are not allowed in the administrative offices.
 - We have moved the coach mailboxes to the wall outside of the admin office instead of in the small admin office space to avoid the need to cross through the office. Please, only one coach at the mailboxes at a time.
 - f. Vending Machines will be off and not available for purchase.
 - g. The kitchen will be off-limits to students. This includes use of the microwaves and refrigerators.
 - h. The fountain feature of the drinking fountain has been turned off.
 - The water bottle refill option on the drinking fountain WILL be available.
 - i. The parent viewing area will be closed to parents as only students, coaches and staff are permitted in the building at this time. (Toddlers are allowed one parent per student.)
 - j. Shared rosin socks and chalk socks will no longer available, and students will be instructed to bring their own. Spray-on rosin will be available for student use as needed. Please let your students know that spray rosin is available at the beginning of class. Small baggies of chalk are available for one-time use.
 - k. 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.
6. No parents in building (only exception is for one adult is allowed to accompany toddlers)
- 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. Gloves are available for staff if handling costumes/student belongings.
 - c. A sanitation station with easy access to hand sanitizer will be placed at the entrance table.
-

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)
 - 15 minutes or more of continued interaction within 6ft distancing, regardless if either or both parties were wearing masks.
 - b. This will help mitigate having anyone defined as “**potentially exposed**” if someone gets Covid-19
3. **Employees** will be provided with cloth masks and with rubber gloves 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, coaches are required to wear a cloth face covering at all times when in the CJ building.** (In accordance with the executive order from Governor Walz - Executive Order 20-81 which went into effect on 7/25/2020.)
 - Students may remove their face covering **temporarily** under specialized exception guidance as described under the “Masking options” section below.
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 in addition to a mask but cannot wear it as an alternative to masks per updated CDC guidelines.
 - 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.
 - 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](#))

- f. **All students are required to wear a cloth face covering at all times when in the CJ building.** (In accordance with the executive order from Governor Walz - Executive Order 20-81 which went into effect on 7/25/2020.)
- **Update 12/30/20** - Under Gov order 20-103, **students are NOT permitted to remove their face covering during activities that involve a high level of exertion.**
 1. Masks may only be removed **temporarily** if there is a risk of the mask getting caught on an apparatus and become a choking hazard or could impair vision. The student must resume wearing their face covering as soon as possible after temporarily removing it for the activity. As described in the youth sports guidance, examples of this type of exception are:
 - a. High-Contact sports/activities – such as wrestling or CJ Stay Safe category 4 classes.
 - b. Advanced tumbling, partner acrobatics or flying tricks – such as is seen in competitive cheerleading and high-level circus acts.
 - c. Training on an apparatus where the mask may get caught and possibly impair vision or become a choking hazard – such as some aerial fabric acts and similar apparatuses.
 2. If a student feels they need to remove their mask for any reason, please always check with your coach to receive permission and ensure you are as socially distant as possible while the mask is temporarily removed. Excepting for these special circumstances, students must wear face coverings at all times and especially during any physical activity.
 3. Please note, students are not permitted to consume food or beverages (other than water) at the big top. Students should keep water breaks brief to ensure the smallest amount of time where students are unmasked, and ensure they are properly socially distanced before removing their mask to drink.
- g. For classes being conducted outdoors:
- Students must wear a face covering if 6 ft social distance cannot be maintained.
- h. Considerations for students returning after a long break from physical activity
- 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](#)
-
5. 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 employee's 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
-

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
 - Front entrance / check-in table
 - Front Desk counter
 - Concession counter
 - Coaches Lounge
 - Coaches Mailboxes
 - Kitchen
 - Each office
 - At each Zoom class station
 - 4 locations 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 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 initial back-to-work schedule date and plan: **Monday, May 18 2020**
 - **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.
-

Instructions for Students and Parents 2020-2021

CJ plan:

Circus Juventas has developed the following plan using state and federal guidelines, particularly the MDH [Industry Guidance for Safely Reopening: Gyms and Fitness Centers](#) and [COVID-19 Sports Guidance for Youth and Adults](#). In case of illness or student absences, we utilize the [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#) to ensure to the best of our ability the health and safety of our students and staff. A version of our full Circus Juventas Employer Preparedness Plan and Checklist is available at this online on our [COVID-19 Response and Updates page](#).

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 Appropriate social distancing
 - o Entering and exiting the building
 - o Traffic control and space/service adjustments
 - o Masks and face coverings
 - o Important reminders and best hygienic practices

The New Daily Routine

Welcome back to the big top! Please read this document thoroughly so you fully understand what will be required of our students and parents to maintain a safe and healthy community at as we return to in-person circus training this year! If you have any questions, please feel free to email us at adminstaff@circusjuventas.org.

Daily health survey

- Prior to arriving at Circus Juventas each day, all families must first administer the following [Daily Health Survey](#) to your student(s) to ensure they are ready to participate. This should be done as a verbal check with an adult at home prior to leaving for class. In order to attend classes at the big top, all students must be healthy, fever-free, and have truthfully answered “no” to all health survey questions:

1) Do you feel sick or do you have any of the following symptoms of COVID-19?

- Fever of 99.5 degrees Fahrenheit or higher, or feeling feverish
- New cough
- Shortness of breath
- Chills
- Headache
- Muscle pain
- Sore throat

- Fatigue
- Congestion
- Loss of taste or smell

2) Have you cared for or have you had close contact within the last 14 days with someone who has COVID-19 or who has symptoms of COVID-19?

- If the answer to any of these questions is “yes,” please do not bring your student to circus. Call us at 651-699-8229 to notify our administrative team, or email absences@circusjuventas.org. Our administration team will then follow up with a survey to determine the student’s ability to return to CJ.
- Even if the symptoms above do not apply, if your student is not feeling well, please do not bring them to circus.
 - o If a student misses class for any reason, even if it is unrelated to any illness, please be sure to call or email 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 or in the parking lot until their student has been admitted into the building. If a student has a temperature, appears unwell, or cannot answer “no” to the Daily Health Survey questions, 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

- Once at CJ, either escort your student to the front entrance or remain in your vehicle until your student has been admitted to class.
 - o Please dress students appropriately for the weather. There may be a slight wait outdoors as students are checked in. Barring severe weather, students must wait outside until they are checked-in.
 - o Please always bring your students to the front door to enter the building. Students cannot enter through any other doors.
- CJ staff will administer a no-touch temperature check, Daily Health Survey, and ensure proper mask wearing.
 - o The student or parent/guardian on behalf of the student must be able to truthfully answer “no” to all questions on the Daily Health Survey.
 - o If a student has a fever of over 100.4 degrees F, they will be sent home.
 - o If student appears ill, they will be sent home even if the temperature check does not show a fever and they have answered “no” to all questions in the health survey.
- All students must wear a cloth face covering at all times at CJ. If a student does not have a mask with them, CJ will provide a disposable mask for use while in class.

- If a student refuses or is unable to wear a mask while in class, they will not be allowed to attend class.
- Once the student has passed the on-site health assessment, the student will proceed with CJ staff to the building to wash their hands prior to joining their class.

Student Pick-up

- Student pick-ups will occur outside. Please arrange to have your student meet you outside of the building after classes.

Update 01/08/21 – In accordance with Governor order 21-01, the maximum building capacity has been increased from 100 to 150. We have assessed our enrollment numbers and verified that students may again wait in the lobby between classes when needed.

While Under the Big Top

Hand washing and sanitization

- Students are required to wash their hands or sanitize immediately upon entering the building and between classes.
- We will provide sanitation stations throughout the building and encourage students to use hand sanitizer as needed.
 - We also recommend students sanitize cell phones upon arrival at CJ. **Absolutely NO cell phones are allowed in class.**

Appropriate Social distancing

- **The best way to protect yourself and others is to ensure your student is maintaining a minimum of 6-foot distancing as much as possible.**
- **Update 01/08/21 – Additionally, 9' distancing is required between any student training on an apparatus/engaged in an exertive physical activity and other students.**
 - Students will maintain 6' distancing when waiting to train on an apparatus or when not actively engaged in an activity. Non-exertive stretches and warm-ups may be done at 6' distancing, but if it is a more active warm-up 9' distancing should be applied.
 - Coaches will maintain 9' distancing from students where possible but will continue to prioritize the physical safety of the student over social distancing when needed. In some cases, coaches may need to maintain only 6' distance or less in order to spot or assist a student – particularly when working on an apparatus. Coaches will do their best to minimize close contact and maintain full social distance as much as possible.
 - Staff, students and coaches must maintain 6' distancing outside of classes. Students who are members of the same household must still adhere to social distance guidelines while at Circus Juventas.
 - Group class capacity will be set to ensure proper distancing within class, and no class is to exceed 25 students.
- Please ensure your student is aware that maintaining proper distancing is incredibly important for the health and safety of our entire CJ community. It is 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 important safety measure.

Entering and exiting the building

- All students must enter through the front doors after receiving their temperature check.
- Students enrolled in 400, 500, or 1000-level classes:
 - o Before Class
 - Proceed behind the bleachers on the south side of the building (by the German Wheels) to the cubbies located outside the women's dressing room and/or on the back wall of the arena by the rigging station. Place all belongings in the cubbies.
 - Immediately sanitize or wash hands in the restrooms at the back of the building. PLEASE NOTE- THE LOCKER ROOMS ARE CLOSED FOR USE – only the restrooms side is open.
 - Wait for your coach to call you to class either by the women's locker room or in the area directly in front of the trampoline.
 - o After Class
 - When you are leaving the building, collect your items and exit through the doors by the men's locker room.
 - If you have another class immediately, sanitize or wash your hands and wait in front of the trampolines for your coach to call you to class.
 - **Update 01/08/21** - All students are only allowed in the building if they are enrolled in class or participating in the work-study program that day. **Students may not arrive prior to their first class, or stay past their last class, but may wait between classes in the lobby as needed.**
- All students in 0000, 100, 200, or 300 level classes
 - o Before class
 - Place your belongings in a front lobby cubby
 - Immediately wash hands in the appropriate lobby bathroom.
 - Wait in the lobby tunnel for your coach to come get you for class. DO NOT ENTER THE ARENA UNTIL A COACH HAS CALLED YOU TO CLASS.
 - o After class
 - 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 use hand sanitizer when exiting after class.
 - o If a student leaves the building 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' and 9' 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:
 - o All locker rooms are closed and not available for student use.
 - Cubbies will be available in the lobby and/or arena 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.
 - o Vending machines will be off and not available for purchase
 - o 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 but it is encouraged to get your own!
- 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.
- **Update 01/08/20** - All best efforts will be made to maintain 9’ distance between classes in the arena. A minimum of 9’ distancing will be maintained between equipment in use.
 - To assist with this CJ will use additional visual barriers such as cones and tape-lines on the mats to indicate 9’ distancing barriers.

Masks and face coverings

- **All students, coaches and staff are required to wear a cloth face covering at all times when in the CJ building.**
- **Update 12/30/20** - Under the new order, **students are NOT permitted to remove their face covering during activities that involve a high level of exertion.**
 - Masks may only be removed **temporarily** if there is a risk of the mask getting caught on an apparatus and become a choking hazard or could impair vision. The student must resume wearing their face covering as soon as possible after temporarily removing it for the activity. As described in the youth sports guidance, examples of this type of exception are:
 - High-Contact sports/activities – such as wrestling or CJ Stay Safe category 4 classes.
 - Advanced tumbling, partner acrobatics or flying tricks – such as is seen in competitive cheerleading and high-level circus acts.
 - Training on an apparatus where the mask may get caught and possibly impair vision or become a choking hazard – such as some aerial fabric acts and similar apparatuses.
 - If a student feels they need to remove their mask for any reason, please always check with your coach to receive permission and ensure you are as socially distant as possible while the mask is temporarily removed. Excepting for these special circumstances, students must wear face coverings at all times and especially during any physical activity.
 - Please note, students are not permitted to consume food or beverages (other than water) at the big top. Students should keep water breaks brief to ensure the smallest

amount of time where students are unmasked, and ensure they are properly socially distanced before removing their mask to drink.

- 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](#).
 - o 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:
 - o Continuing to wash your hands and sanitize often, especially before and after each class, and after touching your face or mask, blowing your nose, coughing, or sneezing.
 - o Avoid touching your eyes, nose, and mouth
 - o Always be sure to [Cover Your Cough](#) and sneezes!
 - o Wear your mask as consistently as possible throughout the day.
- 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

- **Update 01/08/21 - Building occupancy will not exceed 150 persons at any time. This includes students, coaches, staff and student coaches.**
- 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 use hand sanitizer prior to exiting.
 - o Arriving students will be admitted into the building 10 minutes prior to class, directed to sanitize/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 sanitized before 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.

- Category 4: High Student to Student contact/cannot maintain social distancing during training on shared equipment
- For the fall session, we will only be offering category 1,2, and 3.
- **Update 01/08/21** – For the first two weeks of winter session, all CJ Stay Safe Category 4 classes and a few Category 3 classes will be placed on hiatus. The classes that will not be meeting the week of January 4 or January 10 are:
 - Russian Cradle
 - Hanging Perch
 - Triangle Trapeze
 - Duo Trapeze
 - Russian Swing (*returns from Hiatus for classes week Jan 10*)
 - Russian Bar (*returns from Hiatus for classes week Jan 10*)
- Class times have been adjusted as follows to allow time to clean and disinfect the arena between classes:
 - 55 minute classes are now 45 minutes
 - 40 minute classes are now 35 minutes
 - 30 minute classes are now 25 minutes
- Training/activity areas will be fully sanitized before and after each class. Cleaning will include:
 - Full sanitization of mats/flooring where able
 - 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

- **General cleaning and disinfection protocols**
- **COVID-19 preparedness and the “What If” scenarios**
 - What if a student recently traveled?
 - What if a student arrives at CJ ill or becomes ill while at circus?
 - What if a coach or staff member arrives ill or becomes ill while at circus?
 - What if another household member is exhibiting symptoms or if a student is exhibiting symptoms or has been potentially exposed to a diagnosed case of COVID-19?
 - 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 sanitize 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.
 - If using more than one station per class, coaches will 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, and 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
 - Front entrance / check-in table
 - Front Desk counter
 - Concession counter
 - Coach Lounge
 - Coach Mailboxes
 - Kitchen
 - Each office
 - At each Zoom class station
 - 4 locations 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 appropriate social 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. Fans have been installed throughout the building to increase air movement. 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.

COVID-19 preparedness and “What If” scenarios

Updated 12/30/20 - What if a student recently traveled?

- Circus Juventas asks families to consider MDH and CDC guidelines regarding quarantine after travel – particularly when travel is across state lines. Please refer to the updated quarantining guidance released by MDH on December 7, 2020 [HERE](#). You may also refer to the current CDC travel recommendations [HERE](#) and we appreciate any steps taken by families to ensure the safety and wellbeing of our circus community.

What if a student arrives ill or becomes ill while at circus?

- If your student is not feeling well, do not bring them to Circus Juventas.
 - If you keep your student home for any reason, please be sure to call (651-699-8229) or email absences@circusjuventas.org to inform our staff of your student’s absence!
 - CJ administrative staff will send a [CJ Student Absence Survey](#) to assess next steps regarding the student’s ability to return to class.
 - Surveys are based on MDH and CDC guidelines. The Stay Safe MN decision tree regarding sick students can be found at <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>.
 - If a student appears ill or exhibits a fever over 100.4 degrees F during the temperature check, they will not be allowed admittance to classes for that day and will be asked to submit a CJ Student Absence Survey to properly determine next steps regarding the student’s ability to return to class.
- If a student appears ill or becomes feverish while at CJ, the following steps will be taken:
 - The coach will notify the front desk staff, the student will be placed in a comfortable, isolated location to await pickup from a parent or guardian.
 - CJ will contact the parent/guardian of the sick student and ask that the student be picked up as soon as possible.
 - We ask that parents be available via phone any time their student is in class to ensure timely pickup of sick students.
 - CJ administration will make a follow-up phone call to any students denied entry and will administer a survey to determine next steps regarding the student’s ability to return to class.

What if a coach or staff member becomes ill while at CJ?

- Coaches and staff are instructed to take the daily health survey prior to entering the building and are not allowed to come to work if feeling ill. CJ will have back-up staffing options available to cover for an ill staff member if needed.

- If a coach or staff member becomes ill during the day, they will take these following steps:
 - Sanitize their immediate area then exit the building and isolate in their car to call and inform their supervisor.
 - Supervisor will administer a follow up survey to determine when the employee can return to work.
 - These surveys are in following with all MDH and CDC recommendations for home isolation and quarantine.

What if another household member is not feeling well? Or if a student has been potentially exposed in some other way to someone who has COVID-like symptoms?

- If someone in your household is not feeling well, or if your student has been exposed to a symptomatic or confirmed case of COVID-19, do not bring them to Circus Juventas. Instead either call 651-699-8229 or email absences@circusjuventas.org to inform our staff.
 - If a student is potentially exposed, CJ staff will administer [Student Potentially Exposed Survey](#) to assess next steps and the student's ability to return to circus. We will follow the MDH and CDC guidelines in response to sick students and potential exposures (referred to as "household members" in this PDF) 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>

What if a student, 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 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 identified as potentially exposed affected will be notified as directed by the MDH.

Instructions for Coaches, Staff and Front Desk 2020-2021

The New Work-Day Routine:

1) Take the [Daily Health Screening Survey](#) before entering the building

- Every day, before entering the building, all staff will be *required* to take the Daily Health Screening Survey. This survey has been provided by the state and will be posted to all building entrances for staff to self-assess prior to entry. The survey questions include a temperature check – we ask that you take your temperature before leaving home to ensure you are able to truthfully answer all survey questions.

1) Do you feel sick or do you have any of the following symptoms of COVID-19?

- Fever of 99.5 degrees Fahrenheit or higher, or feeling feverish
- New cough
- Shortness of breath
- Chills
- Headache
- Muscle pain
- Sore throat
- Fatigue
- Congestion
- Loss of taste or smell

2) Have you cared for or have you had close contact within the last 14 days with someone who has COVID-19 or who has symptoms of COVID-19?

- If you answer “Yes” to any of the questions above, please do not enter the building. Instead, isolate in your car to call and inform your supervisor. Your supervisor will provide you with your next instructions.
- Only if you are able to answer “No” to all the questions above, you may enter the building.

2) Wash your hands immediately after entering

- After entering the building, the first thing you need to do is sanitize or wash your hands at your nearest restroom.
 - o Please use proper handwashing etiquette by following the “[Washing your hands the right way](#)” signage which will be posted in each bathroom.

3) Set up your workstation

- Now that you have taken your daily health survey and washed your hands, you are ready to begin the workday.
- 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.
 - o Focusing on all high-touch areas, such as keyboards, desk, chairs, etc.
- Coach Workstation cleaning: Coaches will clean their own workstation with the provided sanitizer solution before and after each use.
 - o Coaches will sanitize the entire Zoom station if that is what is being used
 - o Lead coaches on adapted summer session classes will sanitize each class space after class. The space should be already be cleaned from the prior use, but if it seems messy or you would like to sanitize before as well please feel free to do so.
 - Full descriptions of act cleaning protocols are included in the Summer Class Procedures document and will be stapled to your attendance sheets.

- Any equipment used throughout the shift.
- In addition, all coaches and staff should sanitize 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.

4) End of day

- Before leaving the building for the day, take a moment to sanitize your personal workspace.
- Please also protect yourself and your loved ones from any possible contamination that may have happened at circus during the day by washing your hands and sanitizing any personal high-touch items one more time before heading home.

Throughout the day:

1) Six-foot distancing and controlling high-traffic areas

- The best way to protect yourself and others is to ensure you are maintaining 6-foot distancing, while working, coaching and also during breaks. Please ensure you are adhering to all appropriate social distancing for yourself and assisting with having students maintain proper distance as much as possible throughout the day.
- To assist with space availability and traffic control while classes are in session, we have taken several additional measures to ensure a safe space at the Circus Juventas big top.
 - We have spread out and reduced the number of tables in the lobby to allow safe distancing. Please be conscious of your spacing when using the tables in the lobby or coaches lounge.
 - Staff meetings will be held in the center arena or outside whenever possible.
 - We have created X markings on the floor at the front entrance to indicate 6' distancing and provide a visual marker upon entering the building.
 - The locker rooms are now closed. Locker room bathrooms will be open for use as an additional hand-washing station, but the area with lockers and lounge space will remain closed.
 - The locker rooms will be used as an isolation area for any sick students at CJ waiting for parent pick-up. Please protect yourself and others by avoiding these areas at all times.
 - We ask that coaches and staff avoid using the admin offices as a pass through to the arena- instead, use the main arena entrance. Students are not allowed in the administrative offices.
 - We have moved the coach mailboxes to the wall outside of the admin office instead of in the small admin office space to avoid the need to cross through the office. Please, only one coach at the mailboxes at a time.
 - Vending Machines will be off and not available for purchase.
 - The kitchen will be off-limits to students. This includes use of the microwaves and refrigerators.
 - The fountain feature of the drinking fountain has been turned off.
 - The water bottle refill option on the drinking fountain WILL be available.
 - The parent viewing area will be closed to parents as only students, coaches and staff are permitted in the building at this time. (Toddlers are allowed one parent per student.)

- Shared rosin socks and chalk socks will no longer be available, and students will be instructed to bring their own. Spray-on rosin will be available for student use as needed. Please let your students know that spray rosin is available at the beginning of class. Small baggies of chalk are available for one-time use.
- 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.

2) Masks and personal protective equipment

- **Employees** will be provided with rubber gloves and cloth masks by request. Spare masks and gloves are available at the front desk for any employee who would like to get one.
 - **All staff, coaches, and students are required to wear a cloth face covering at all times when in the CJ building.** (In accordance with the executive order from Governor Walz - Executive Order 20-81 which went into effect on 7/25/2020.)
 - Students may remove their face covering **temporarily** under the following conditions, per the executive order: When participating in indoor physical exercise where the level of exertion makes wearing a face covering difficult, as long as social distancing can be maintained at all times. - This means that a student may temporarily remove their face covering when actively training to a level that makes breathing difficult. However:
 - Social distance of 6 ft. **MUST** be maintained any time a student has temporarily removed their face covering.
 - The student must resume wearing their face covering as soon as they return to lower-intensity activity.
- For classes being conducted outdoors:
 - Students must wear a face covering if 6 ft social distance cannot be 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.
- Masking options:
 - 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.
 - [A Cleaning Expert Explains the Best Way to Clean Cloth Face Masks After You Wear Them](#)
 - 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](#)
 - Employees may choose to use a face shield in addition to a mask but cannot wear it as an alternative to masks per updated CDC guidelines.
 - 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.
 - 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
 - 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 hand sewn 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](#))
 - **All students are required to wear a cloth face covering at all times when in the CJ building.** (In accordance with the executive order from Governor Walz - Executive Order 20-81 which went into effect on 7/25/2020.)
 - Students may remove their face covering **temporarily** under the following conditions, per the executive order:
 - When participating in indoor physical exercise where the level of exertion makes wearing a face covering difficult, as long as social distancing can be maintained at all times. - This means that a student may temporarily remove their face covering when actively training to a level that makes breathing difficult. However:
 - Social distance of 6 ft. **MUST** be maintained any time a student has temporarily removed their face covering.
 - The student must resume wearing their face covering as soon as they return to lower-intensity activity.
 - For classes being conducted outdoors:
 - Students must wear a face covering if 6 ft social distance cannot be maintained.
 - It is important that we also closely monitor the students' breathing and exertion level carefully and encourage students to self-monitor and communicate openly during class.
- 3) Continue washing your hands frequently, cover your cough, and use the Circus Juventas sanitation stations located throughout the building**
- Throughout the day, follow these [Important Reminders](#) by:
 - Continuing to wash your hands often, especially after you have been in a public place, or after 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 any common spaces.
 - It is important to avoid touching your nose, mouth, face, or mask throughout the day and to wash or sanitize your hands as soon as possible afterward if you 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.
 - 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
 - Front entrance / check-in table
 - Front Desk counter
 - Concession counter
 - Coaches Lounge
 - Coaches Mailboxes
 - Kitchen
 - Each office
 - At each Zoom class station
 - 4 locations 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

4) Lunches and food prep

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

5) Protect yourself and others from becoming "Potentially Exposed"

- 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."
- For interactions within CJ, we have defined "Close Contact" as the following. Please refrain from any interactions at work that could put you or your co-worker into this category:

- 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
- 15 minutes or more of continued interaction within 6ft distancing, regardless if either or both parties were wearing masks.
- Living in same household.

6) Training on these procedures

- Training on these procedures is mandatory prior to any employee being able to return to work at the big top.
 - Additional training on updates and changes to procedures will be offered as needed and communicated by email.

7) Enforcing and reporting these procedures

- These policies are put in place to ensure the safety of all our staff, students and coaches throughout the coronavirus pandemic. Failure to adhere to these policies could endanger all employees, students, staff, and the Circus Juventas community at large. 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. (ie: If you have a health condition that prohibits you from wearing a mask)
 - If staff members observe that these policies are not being executed by other employees, they can utilize either of the two options below for reporting these issues.
 - Email Dan or adminstaff@circusjuventas.org to let us know your concerns.
 1. You can submit an anonymous complaint via the [Safety Policies Misconduct Report](#) Google form linked here.

Front desk and administrative staff instructions for classes

Daily set-up and temperature check procedures

- At the start of each day, the staff opening the building will set up the tables at the entryway as described below. If, for some reason, the tables are not set up when you arrive, set up tables first thing.
 - Keep central doors closed, but prop open far right and far left entryways
 - Set up temp-check table just inside front entrance. This is where temp checker will sit and set up the laptop computer and temp check attendance clipboard.
- 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 mask and ideally also wear a face shield or sit behind a protective plastic shield. Gloves are available if desired.
 - 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 classes or camp at Circus Juventas, all students must be healthy, fever-free and have answered “no” truthfully to the [Daily Health Survey](#).
 - 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 – 37.7 Celsius), 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 student’s 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 required to wear a cloth face covering at all times when in the CJ building.** If the student is not wearing a mask remind them that it is mandatory and that if they do not have one, they must get one from the front desk to be able to join their class.
- 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:
 - Quickly go through front bathrooms and sanitize all faucets.
 - 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 email. This email will dictate that the student cannot return to circus until we have more information regarding their absence and the parent must fill out the [CJ Student Absence Survey](#).
 - 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.

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 or call. If you receive notification that a student will be absent, please see instructions below:
 - 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”
 - 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.
 - 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 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.
- 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 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](#)” 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 the women’s locker room to wait and isolate.
 - 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](#)” 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 by Ariel's desk.

What if another household member is not feeling well? Or if a student has been potentially exposed in some other way to someone who has COVID-like symptoms or has been diagnosed with COVID-19?

- If someone in a student's household is not feeling well, or if a student has been exposed to a symptomatic or confirmed case of COVID-19, families are instructed to not bring them to Circus Juventas. Instead either call (651-699-8229) or email absences@circusjuventas.org to inform our staff.
 - If a student is potentially exposed, CJ staff will administer [Student Potentially Exposed Survey](#) to assess next steps and the student's ability to return to circus. We will follow the MDH and CDC guidelines in response to sick students and potential exposures (referred to as "household members" in this PDF) 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. Or notify the front desk staff via the @office email.
 - Scan a copy of the survey and send it to Dan and Katy
 - File the student's survey response in the locked filing cabinet by Ariel's desk.
 - If a Doctors note is needed for the student to return to class attach it to the original survey.

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 or calling 651-699-8229.**
 - If a coach or staff member (or staff's household member) is diagnosed with COVID-19, they are under instructions to also immediately inform their supervisor at Circus Juventas.
- In either instance, if the student or staff is exposed to a confirmed case, they must quarantine for 14 days since last exposure. If the student or staff member themselves is diagnosed with COVID-19, 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-specific instructions

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:
 - o Ask if they have taken the self-health screening and temp check
 - o Ask if they have washed their hands before class
 - o Be mindful of others and keep 6' distance between your peers
 - o If the student is uncomfortable with anything to notify the coach immediately
 - At the end of each class, direct students to gather their belongings from the cubbies and sanitize hands prior to exiting. 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.
 - o 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 to discuss.
 - **All students are required to wear a cloth face covering at all times when in the CJ building.** (In accordance with the executive order from Governor Walz - Executive Order 20-81.)
 - o **Update 12/30/20** - Under the new order, **students are NOT permitted to remove their face covering during activities that involve a high level of exertion.**
 - Masks may only be removed **temporarily** if there is a risk of the mask getting caught on an apparatus and become a choking hazard or could impair vision. The student must resume wearing their face covering as soon as possible after temporarily removing it for the activity. As described in the youth sports guidance, examples of this type of exception are:
 - High-Contact sports/activities – such as wrestling or CJ Stay Safe category 4 classes.
 - Advanced tumbling, partner acrobatics or flying tricks – such as is seen in competitive cheerleading and high-level circus acts.
 - Training on an apparatus where the mask may get caught and possibly impair vision or become a choking hazard – such as some aerial fabric acts and similar apparatuses.
 - If a student feels they need to remove their mask for any reason, please always check with your coach to receive permission and ensure you are as socially distant as possible while the mask is temporarily removed. Excepting for these special circumstances, students must wear face coverings at all times and especially during any physical activity.
 - Please note, students are not permitted to consume food or beverages (other than water) at the big top. Students should keep water breaks brief to ensure the smallest amount of time where students are unmasked, and ensure they are properly socially distanced before removing their mask to drink.
 - o For classes being conducted outdoors:
 - Students must wear a face covering if 6 ft social distance cannot be maintained.
- Considerations for students returning after a long break from physical activity
 - o 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

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 the girls' locker room to wait and isolate.
 - 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 Home Sick/Exhibiting Symptoms Survey

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

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

Phone Call Survey questions:

- **Employee Name:** _____
 - **Primary Contact Number:** _____

- **Q: Do you have any other household members attending circus?**
 - **Who & When:** _____

- **Q: When did you begin showing symptoms?**
 - **Date:** _____

- **Q: 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?**
 - **Did you sanitize these stations before exiting? If no- identify all areas you did not sanitize.**
 - **Any workstations 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.**
 - **Notes:** _____

- **Q: What people/person(s) have you had “close contact” with within 48 hours prior to first symptoms?**
 - **Close contact is defined below. Do any employees fall into this category?**
 - **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)**
 - **Physical touch of 5 minutes or more**
 - **15 minutes or more of continued interaction within 6ft distancing, regardless if either or both parties were wearing masks.**
 - **Notes:** _____

- **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 employee have COVID-Like Symptoms?

- If the symptom “Onset of new cough or shortness of breath” applies, the employee **has COVID-like symptoms**.
- If the employee does not have a new cough or shortness of breath, but is exhibiting 2 or more of the other symptoms, this also means the employee **has COVID-like symptoms**.
- If the employee does not have a new cough or shortness of breath, and is only exhibiting 1 of the other symptoms, this means the employee **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 employee 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 employee **does not have any of the symptoms listed above**, then the employee 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 employee:

- Has COVID-like symptoms**. The earliest this employee could return is DATE: _____
 - If employee has children/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 employees following this survey. In all cases, let them know we hope the employee feels better soon, and that we will be emailing them the Stay Safe MN documentation regarding the MDH policies for sick employee 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 employee has COVID-19 symptoms, notify the employee 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 employee 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. Children and household members also stay home for 14 days.”

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

If the employee 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 employee 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 employee cannot receive this diagnosis, then we must follow protocols as though the employee 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 employee is NOT exhibiting ANY COVID-like symptoms, notify the employee that they should stay home today and continue to monitor their employee’s health. The employee 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).

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 Survey

To reference the Stay Safe MN decision tree regarding sick employees go here:

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

Employee Phone Call Survey questions:

- **Employee Name:** _____
 - **Primary Contact Number:** _____

- **Q: Do you have any other household members attending circus?**
 - Who & When: _____

- **Q: When and under what circumstance did this potential exposure occur?**
 - Date of last possible exposure: _____
 - Description of circumstance: _____

- **Q: Have you been to CJ since the exposure?**

Yes - Notes: _____ -OR- No

- **Q: 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?**
 - Did you sanitize these stations before exiting? If no- identify all areas you did not sanitize.
 - Any workstations 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.
 - Notes: _____

- **Is the potential exposure to a confirmed case of COVID-19, or only someone showing COVID-like symptoms?**
 - Confirmed Case
 - Not a confirmed case, is only showing COVID-like symptoms
 - If unsure if it's COVID-like symptoms, check if they are exhibiting 1 or more of the following symptoms. If so, they would be considered to have COVID-like symptoms: *Onset of new cough or shortness of breath, *Fever (100.4 degrees F or higher), *Chills, *Muscle pain, *Sore throat, *Loss of sense of smell or taste, *Gastrointestinal symptoms (diarrhea, vomiting or nausea)

- **Q: Are you experiencing any symptoms?**

Yes - Notes: _____ -OR- No

 - **IF YES, switch to “Employee experiencing symptoms” survey and proceed with that survey instead.**

- **Q: Let's see if you are considered Potentially Exposed. According to CDC, a "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." Let's see if you had "close contact" and is therefore considered potentially exposed:**
 - Is the symptomatic individual a household member?
 Yes - Notes: _____ -OR- No
 - Did you have any interaction with the symptomatic individual where they could have blatantly spread disease (IE: Coughed directly on, touched other's face, shared food/water containers, etc)?
 Yes - Notes: _____ -OR- No
 - Did you engage in physical touch of 5 minutes or more with the symptomatic individual?
 Yes - Notes: _____ -OR- No
 - Did you engage in 15 minutes or more of continued interaction within 6ft distancing?
(Does not matter if both or either party was wearing masks)
 Yes - Notes: _____ -OR- No

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

Results/Follow-up:

- If any of the red **Yes** boxes have been checked under the final question "Let's see if you had "close contact" and is therefore considered potentially exposed", **this employee is potentially exposed** and must quarantine for 14 days before they are able to attend circus.
- If only the green **No** boxes are selected, **this employee is NOT considered potentially exposed** and may resume classes at their own discretion.

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:](#)

- Onset Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms (diarrhea, Vomiting or Nausea)

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.

Updated: 1/08/2021

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. 15 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. 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. (Ie: if a week has passed since the exposure, would need to quarantine for the remaining 7 days)

Updated: 1/08/2021

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

- 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

Updated: 1/08/2021

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: In what classes and spaces did you spend time in the 48 hours prior to your first sign of symptoms? Which of those were within the last 24 hours?**

Notes: _____

- **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).

Student Potentially Exposed Survey

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 and under what circumstance did this potential exposure occur?**
 - Date of last possible exposure: _____
 - Description of circumstance: _____

- **Q: In what classes and spaces did you spend time in the 48 hours prior to your potential exposure of symptoms? Which of those were within the last 24 hours?**
 - Notes: _____

- **Is the potential exposure to a confirmed case of COVID-19, or only someone showing COVID-like symptoms?**
 - Confirmed Case
 - Not a confirmed case, is only showing COVID-like symptoms
 - If unsure if it's COVID-like symptoms, check if they are exhibiting 1 or more of the following symptoms. If so, they would be considered to have COVID-like symptoms: *Onset of new cough or shortness of breath, *Fever (100.4 degrees F or higher), *Chills, *Muscle pain, *Sore throat, *Loss of sense of smell or taste, *Gastrointestinal symptoms (diarrhea, vomiting or nausea)

- **Q: Is your student experiencing any symptoms?**
 - Yes - Notes: _____ -OR- No
 - **IF YES, switch to "Student experiencing symptoms" survey and proceed with that survey instead.**

- **Q: Let's see if you/your student is considered Potentially Exposed. According to CDC, a "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." Let's see if your student had "close contact" and is therefore considered potentially exposed:**
 - Is the symptomatic individual a household member?
 - Yes - Notes: _____ -OR- No
 - Did your student have any interaction with the symptomatic individual where they could have blatantly spread disease (IE: Coughed directly on, touched other's face, shared food/water containers, etc)?
 - Yes - Notes: _____ -OR- No
 - Did your student engage in physical touch of 5 minutes or more with the symptomatic individual?

- Yes - Notes: _____ -OR- No
- Did your student engage in 15 minutes or more of continued interaction within 6ft distancing? (*Does not matter if both or either party was wearing masks*)
- Yes - Notes: _____ -OR- No

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

Results/Follow-up:

- If any of the red **Yes** boxes have been checked under the final question “Let’s see if your student had “close contact” and is therefore considered potentially exposed”, **this student is potentially exposed** and must quarantine for 14 days before they are able to attend circus.
 - Send the follow-up email, mark N/A for all days cannot return and indicate first day can come back in the SM20 Temp Check Sheet.
- If only the green **No** boxes are selected, **this student is NOT considered potentially exposed** and may resume classes at their own discretion, under the additional requirement that the student must wear a mask at all times for the 14 days following the date when the potential exposure could have occurred.
 - Send the follow-up email, Mark “M” for all days that masking is required on SM20 Temp Check Sheet.

Daily Health Screening Survey Door Sign

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

MINNESOTA DEPARTMENT OF HEALTH

STAY SAFE MN

VISITOR AND EMPLOYEE HEALTH SCREENING

CHECKLIST FOR NON-HEALTH CARE SETTINGS

12/10/2020

Please answer "yes" or "no" to each question:





1. Do you feel sick or do you have any of the following symptoms of COVID-19?

- Fever of 99.5 degrees Fahrenheit or higher, or feeling feverish
- New cough
- Shortness of breath
- Chills
- Headache
- Muscle pain
- Sore throat
- Fatigue
- Congestion
- Loss of taste or smell

2. Have you cared for or have you had close contact within the last 14 days with someone who has COVID-19 or who has symptoms of COVID-19?

Close contact means spending a total of 15 minutes or more throughout the course of a day within about 6 feet of anyone who has COVID-19.

If you answer yes to either of these questions, do not enter this building.

 Wear a mask.  Wash your hands.  Stay 6 feet from others.  Stay home if you feel sick.

m1 MINNESOTA

Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

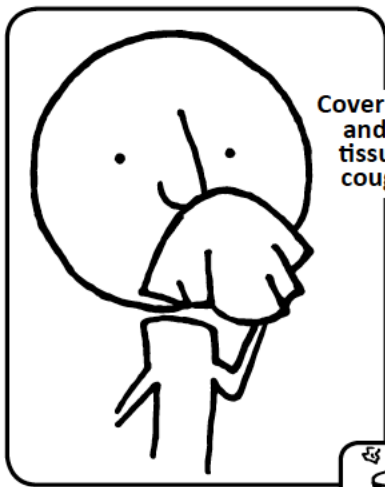
Contact health.communications@state.mn.us to request an alternate format.

Updated: 1/08/2021

Cover your Cough Sign

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

Cover your Cough

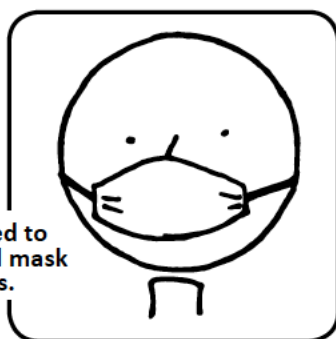


Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands



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.



Infectious Disease Epidemiology, Prevention and Control
PO Box 64975, St. Paul, MN 55164
651-201-5414 or 1-877-676-5414
www.health.state.mn.us



ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY, INC.

3/2020

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 – IT’S MANDATORY:

- 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