Junior Division Virtual Training Program
Saturday In-Studio Procedures
For Faculty and Musicians

IF YOU ARE TRAVELLING OUTSIDE OF NY STATE FOR THE HOLIDAYS, please refer to and follow state travel advisory guidelines available on NY Forward website.

Then, follow the Ailey School testing protocol for building re-entry:

**BEFORE ARRIVAL**

<table>
<thead>
<tr>
<th>WHEN:</th>
<th>WHAT TO DO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 18(^{th}) – 5 days prior to first day of in-person class</td>
<td>Take COVID-19 nasal swab PCR test.</td>
</tr>
<tr>
<td>Jan. 22(^{nd}) – before 5pm</td>
<td>Submit test results to <a href="mailto:Levans@alvinailey.org">Levans@alvinailey.org</a>.</td>
</tr>
<tr>
<td></td>
<td>Download HealthCheck app to smartphone.</td>
</tr>
<tr>
<td>Jan. 23(^{rd}) – Before leaving your home on first day of in-person classes</td>
<td>Answer questions in HealthCheck app before leaving home. Proceed to building if you receive a <strong>GREEN</strong>.</td>
</tr>
</tbody>
</table>

**Day of Class**

Locate studio assignment on ‘Faculty & Musician Bulletin Board’ *(studio assignment listings will NOT be posted in the building)*.

Wear dance clothes underneath street clothes *(dressing rooms are not available)*.
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ARRIVAL & ENTERING BUILDING

<table>
<thead>
<tr>
<th>ARRIVAL:</th>
<th>WHAT TO DO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive</td>
<td>As you approach the building, wear mask, stand in line maintaining and observing social distance markings upon entrance into the building.</td>
</tr>
<tr>
<td>Check In</td>
<td>Have phone ready with QR code screen open.</td>
</tr>
<tr>
<td></td>
<td>Scan QR code from <em>HealthCheck</em> app.</td>
</tr>
<tr>
<td></td>
<td>Get temperature taken by security member.</td>
</tr>
<tr>
<td>Proceed</td>
<td>Proceed directly to assigned studio; keep all belongings with you.</td>
</tr>
<tr>
<td></td>
<td><em>DRESSING ROOMS CLOSED</em></td>
</tr>
</tbody>
</table>

IN-STUDIO

<table>
<thead>
<tr>
<th>WHERE:</th>
<th>WHAT TO DO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned studio</td>
<td>Scan QR code for Faculty to ‘sign-in’ for payroll purposes to be compensated for class.</td>
</tr>
<tr>
<td>Assigned studio</td>
<td>Scan QR code for Faculty, enter name &amp; email address, select class name, take attendance of students.</td>
</tr>
<tr>
<td>Locate social distance</td>
<td>Remain on the periphery on the room while teaching; Students must remain in their boxes while dancing</td>
</tr>
<tr>
<td>markings on floor</td>
<td>and wear their mask.</td>
</tr>
<tr>
<td>Sick Student in class</td>
<td>Notify Hall Monitor.</td>
</tr>
</tbody>
</table>
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**DEPARTURE**

<table>
<thead>
<tr>
<th>WHEN:</th>
<th>WHAT TO DO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the end of your last class</td>
<td>Ensure students over dress into street clothes in studio.</td>
</tr>
<tr>
<td></td>
<td>Dismiss students socially distanced apart (students should not leave the room all at once).</td>
</tr>
<tr>
<td>At the end of your last class</td>
<td>After students have exited studio, proceed to ground floor exit; no lobby waiting areas.</td>
</tr>
<tr>
<td>Before exiting building</td>
<td>Scan <em>HealthCheck</em> QR code upon leaving.</td>
</tr>
</tbody>
</table>