

# RISING STARZ EMPLOYEES GUIDE TO RETURN TO WORK



As Rising Starz begins taking important steps toward a return to programming, we need your help. In order to provide a safe and healthy environment for you, our students, athletes, and anyone who visits our facilities, we are asking you to become partners in our safety. We have implemented new procedures specific to the safe resumption of programming. These are in conjunction with both State and CDC guidelines. Prior to returning to Rising Starz, please review the procedures below with the reminder that these steps are necessary in allowing us to keep our doors open.

## PRIOR TO ARRIVING

### COVID-19 PREVENTION; CDC RECOMMENDATIONS

- Wash hands often with soap and water for at least 20 seconds or sanitize if washing isn't available.
- Avoid touching face with unwashed hands; cover sneeze/cough with elbow.
- Avoid close contact with people who are sick.
- Bring your facial covering to work.
- Make sure you are comfortable with all procedures. Make sure to reach out to a director if you have questions or need clarity.

## WELLNESS CHECKS

### OUR ILLNESS POLICY WILL BE STRICTLY ENFORCED

- Perform wellness assessment (I'm healthy checklist) before coming to work and upon arrival you will need to have your temperature taken and sign in.
- Any person exhibiting flu-like symptoms (fever of 100° or higher, cough, shortness of breath) will be sent home; must be fever free (without medication) for 72 hours prior to return.
- If any RS staff member or student/visitor has a positive Covid-19 result, RS will follow all Health Dept. Guidelines for cleaning and notifications.

## SICK PROTOCOL

### SICK EMPLOYEES (COVID OR NON-COVID RELATED)

- Sick employees must stay home until they are fever free (without the use of medication) for at least 72 hours AND symptoms have improved for at least 72 hours.

### SYMPTOMATIC EMPLOYEES

- Individuals who develop symptoms will be isolated and sent home from work. They will be asked to seek medical care if:
  - Fever (100° or higher)
  - Cough
  - Shortness of Breath

## SUSPECTED COVID EXPOSURE

### SUSPECTED/CONFIRMED EXPOSURE; CLOSE CONTACT

- Individual who develops symptoms will be isolated, sent home from work and asked to seek medical care.
- Following any suspected exposure, Rising Starz will deep clean any area the individual had contact.

### CONFIRMED COVID CASE:

- Rising Starz will contact the Kent County Health Dept. and will follow all guidelines for cleaning and notifications.
- Employees who have had direct contact with someone who tests positive for COVID-19 will be notified and will self-isolate for 14 days after their last contact.
- Any COVID positive employees will be required to provide a negative test result.

## DURING YOUR SHIFT

### MAINTAIN 6' DISTANCING WITH CO-WORKERS; EVEN DURING DOWNTIME

- Wear facial coverings in common areas and when you have close contact with parents or employees (unless not medically tolerable).
- Maintain 6' distancing from co-workers at all times.
- Hands washed/sanitized prior to/at conclusion of each class
- Reach out to your directors if you have questions or concerns
- No High Fives, Hugs or Handshakes (temporarily)

## PROGRAM MODIFICATIONS

### LESSON PLANS, TRAFFIC FLOW & SCHEDULES

- Lesson Plans should be adjusted to omit partner activities & limit close contact stations as much as possible.
- Instructors and students will maintain 6' distancing as much as possible and limit spotting based on necessity and safety.
- Students will be put into the gym on specifically marked spaces that are distanced to wait for their class to begin.
- Schedules have been modified to allow more time for students to exit prior to the next class.

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