

# Company Policies

## Company Policies During Covid-19:

**The following applies to the Winter Dance Program being conducted during the months of January, February and March 2022.**

The minimum class size will be 3 couples.

The maximum class size, is determined by NS Health Gathering Limits (for Performing Arts & Sports, and Fitness & Recreation), dated 22 December 2021.

Maximum class size will be at 50% capacity at all locations:

- Trena's Studio (1119 Bedford Highway) - 16 persons & 2 Instructors
- Edgett Dance & Wellness (59 McQuade Lake Crescent) - 24 persons & 2 Instructors
- Dancespace (1531 Grafton Street) - 24 persons & 2 instructors

Each class is one hour in duration.

### Covid-19 Requirements

All participants are required to forward proof of double vaccination against Covid-19, in pdf or jpeg formats, as part of the registration process.

Each participant will provide a signed copy of a Covid-19 Liability Waiver at the start of the Dance Term.

Covid-19 waivers are to be filled out and dated on the day of your first class.

You may request a copy of a waiver via email.

You may print the waiver, fill in required information, and bring it to your first class.

You may also scan the waiver after filling it out, and forward it, to us, in jpeg or pdf format on the day of your first class.

We will have blank copies which may be filled out when you arrive for your first class.

Each class will be a "Consistent Social Group" or "Bubble Group", and is the same for the duration of the Dance Term.

If the class size is less than 10 persons, we will be following requirements for "Performing Arts & Sports".

If the class size is more than 10 persons, we will be following requirements for "Fitness & Recreation".

A Dance Partner or Dance Volunteer is to be the same person for the duration of the Dance Term.

In order to adhere to the "Consistent Social Group" concept, **we cannot allow "Drop Ins"** during this Dance Term, and **we cannot allow persons to do "make-up" classes** in another scheduled class.

### Wearing of face masks

We are following the NS Health Gathering Limits issued 22 December 2021.

- a) If the class size is less than 10 persons, the wearing of face masks will be optional.
- b) If the class size is more than 10 persons, the wearing of face masks is required if the maintenance of a 2 Metre physical distance cannot be maintained. The exception to this is dances that make it difficult to wear a mask; i.e. Salsa, Jive, Cha Cha Cha, Samba.

## **Physical distancing is required during the exiting and entry period between each class**

Masks are required when physical distancing cannot be maintained between one "Social Group" and another "Social Group". This will occur off of the dance floor when one group encounters another group during exiting and entry to the building. Generally, this will occur in reception areas off of, or separate from, the dance floors.

### **At Trena's Studio (1119 Bedford Highway)**

Wear a mask to enter the building and keep the mask on while in the reception area. After changing to dance shoes, leave your street shoes in the reception area, and bring your jackets & purses into the dance floor area. Masks may be removed while on the dance floor. When your class is over, don your mask, enter the reception area, change quickly into street shoes & outer wear, and exit the building without delay. The next class may wait in the reception area, and proceed to the dance floor only after all of the previous class has exited the dance floor. There will be mingling between groups in the reception area, and mask wearing is required in that area. Avoid touching surfaces.

### **At Edgett Dance & Wellness (59 McQuade Lake Crescent):**

Wear a mask to enter the building, and keep the mask on while in transit from the front door to the dance floor. During inclement weather (winter), change into dance shoes on the ground floor reception area. Leave soiled outer footwear on the ground floor. Bring your jackets & purses to the dance floor. Masks may be removed while on the dance floor. When your class is over, don your mask, to transit from the dance floor to the reception area, and subsequently to the assigned exit door. The next class may wait in the reception area, and proceed to the dance floor only after all of the previous class has exited the dance floor. There will be mingling between groups in the reception and circulation areas, and mask wearing is required in those areas. Avoid touching surfaces.

### **At 1531 Grafton Street (3rd Floor):**

Wear a mask to enter the building and keep the mask on while in the lobby, elevator, the 3<sup>rd</sup> floor reception area, and the tiered seating area. Minimize the number of persons on the elevator. Enter the large dance floor space, proceed to the tiered seating area with all of your belongings, change to dance shoes, and leave your items in the tiered seating area. Keep masks on while in the tiered seating area. Masks may be removed once you've proceeded to the dance floor. When your class is over, don your mask, proceed to the tiered seating area, change quickly into street shoes, and exit the building via the exit stair at the north end of the building. The next class may enter the building via the lobby & elevator, and wait in the 3<sup>rd</sup> floor reception, or the tiered seating area, until all of the previous class has exited the dance floor before proceeding to the dance floor. There will be mingling between groups in the reception and circulation areas, and mask wearing is required in those areas. Avoid touching surfaces.

## **Dance Volunteers & Single Participants**

We work hard to achieve a gender balance for all of our classes. For those participants who do not have a partner, we arrange to have dance partners for them: i.e. other single participants, "Dance Volunteers", or the Instructors. The male or female "Dance Volunteers" do this on their own time (for free), and use their own gas money getting to and from the Studio. They often commute in from the outskirts of HRM, and a one hour class can eat up a total of 2 hours of their time. We don't want to have them waste their time getting to the Studio, only to find out that the single participant they're going to partner, did not show. It is imperative therefore, that we get at least 24 hours notice if the single participant cannot make it to a particular class.

## Payment and Refund Policy

**For those registering as a couple**, payment in advance of the Dance Term is requested in order to "hold your spot" in a particular class. Payment is by etransfer, cash, cheque or credit card. Send etransfer to [dwmd@eastlink.ca](mailto:dwmd@eastlink.ca). An etransfer will be deposited automatically without the requirement of a "Security Question". Cheques are payable to "Michel Dubé". If payment is preferred by Visa or MasterCard, it is by phone only (we have no mobile card reading device). Credit card payments are processed at our home office, and credit card receipts will be provided on or before the 1st day of a dance term via email. Class size is limited, and registration is on a first pay, first served basis. Your spots are only secure after payment for the entire term is received. Registration and early payment is highly recommended.

**For those registering as a single**, payment is requested in advance of the Dance Term in order to "hold your spot" in a particular class. There are limited spots for singles in each class, and it's on a first pay, first served basis. Payment methods are as discussed above. Your spot is only secure after payment for the entire term is received. Registration and early payment is highly recommended.

As a single participant, you will be dancing with one of the following:

- A single male or female participant
- A male or female "Dance Volunteer"
- One of the Instructors

Should one of the Dance Partners or Dance Volunteers miss a class, one of the Instructors will fill in with partnering.

**If a refund is requested**, the following shall apply:

1. If the request is made between the 1st and 2nd class of a scheduled dance term (4, 6, or 9 week classes), a refund will be granted minus a \$20. /person drop in fee.
2. If the request is made between the 2nd and 3rd class of a scheduled dance term (4, 6, or 9 week classes), a refund will be granted minus a \$40. /person drop in fee (covering both of the first 2 classes).
3. If the request is made after the 3rd class of a scheduled dance term (4, 6, or 9 week classes), the refund will consist of a credit note only, and to the value of the remainder of the dance term. A credit note is transferable to any party.

## Gift Certificates

- Gift certificates purchased for a 4, 6, or 9 week group classes will be honoured to a value of service at the time of purchase.
- A gift certificate does not have an expiration date for the service it offers.
- A gift certificate is refundable minus a 5% processing fee for up to one year after the date of issue.
- A gift certificate is non-refundable beyond one year past the date of issue.
- Once it is used to do dance classes, the refund policy above applies.
- If the Gift Certificate was purchased at a fund raising event, it is not refundable for cash.
- A gift certificate is transferable to any party.

## **Dress Code & Shoes**

1. Classes are a scent free environment (no perfumes please).
2. There is no dress code (casual clothing is recommended).
3. Students are expected to carry their footwear to the classes.
4. No street footwear on the dance floor (especially in winter).
5. Shoes should have a smooth bottom.
6. Dance shoes are recommended (refer to our [Links page](#) for dance shoe suppliers).
7. Sneakers are not recommended.
8. If footwear is an issue, woolly socks may be worn. (Socks are sometimes safer, especially for Level 1 classes).

## **Cancellations Due to a Weather Event**

We live in Canada, and as such, students are expected to have winter tires installed on their vehicles (with studs if necessary). Every effort will be made to avoid a cancellation. A cancellation will reschedule the class to the following week, thereby prolonging the term one extra week. If a cancellation is called, it will be called not sooner than 4:00 PM on the day of the event. Notification of the cancellation will be indicated on our "no answer" telephone message. Additionally, we will notify students via phone and/or email. Cancellation will be called only if the following conditions apply:

1. Loss of electrical power at the venue hosting the classes.
2. Snow has fallen to a depth of four inches (10cm) or more by 4:00 PM on the day of the event, or there is a reasonable expectation that that amount will be exceeded by 8:00 PM on the day of the event.
3. The venue hosting the classes has shut down for the evening because of the weather event (out of our control at 1531 Grafton Street and other locations).