

## EMBRACE COVID-19 PROTOCOLS AND PROCEDURES

### PROOF OF VACCINATION REQUIREMENT – EFFECTIVE SEPTEMBER 20, 2021

In response to the recent restrictions implemented by the Government of Alberta and the current state of public health emergency, we are implementing proof of vaccination requirements effective September 20, 2021. This allows us to keep our doors open and continue to offer group classes.

Starting September 20, 2021, students will need to provide one of the following items in order to attend a group class or private lesson:

- **Proof of vaccination**
  - At least a single dose is accepted until October 25 if received 2 weeks before your class
  - Double doses are required after October 25
- **Documentation of medical exemption**
  - If there is a medical reason for not receiving the vaccination, documentation can be provided in lieu of proof of vaccination
  - Documentation provided must be from and signed by a medical doctor. Notes from alternative practitioners will not be accepted.
- **Proof of a privately-paid negative PCR or rapid test**
  - The test must have been conducted within 72 hours of your class
  - Tests from AHS or Alberta Precision Laboratories are not allowed

***Students MUST provide one of the three items above to participate in class.*** Proof of vaccination must include your name, date of vaccination, and indicate the dosage (first or second). If the name on your file does not match your legal name, a government issued ID will be required for confirmation. Photographs or electronic copies of proof of vaccination will be accepted.

Please understand that our instructors are obligated to follow these restrictions and no exceptions will be granted.

### **Privacy**

Your privacy is important to us. Your information will not be shared and will only be used to validate your vaccination status. With your permission, once you have presented your proof of vaccination an Embrace team member can make a note on your ScheduleHouse file with your permission so you do not need to show it each time you attend. The note will only include the date it was presented and the dosage (e.g. Double dose confirmed on September 20, 2021). If you prefer not to keep any information on file, you can present the proof at the start of each class.



Proof can also be emailed in advance of your class to [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com). Once recorded on ScheduleHouse, any screenshots, images, or details of your medical information will be deleted.

### **Unvaccinated Students**

Students who have not yet received the vaccination are unable to attend group classes or private lessons. They have the option of booking a private studio rental or virtual private lesson outside of regular class hours. Our regular cancellation policy still applies; all students must remove themselves from the class on ScheduleHouse or email [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com) at least 4 hours prior to their missed class if they are unable to attend for any reason.

Refunds will not be provided at this time if you are unable to attend class due to your vaccination status. Any credits remaining on your account will remain available for use at a future date if your vaccination status changes or if the restrictions are changed.

To inquire about studio rentals, virtual private lessons, or to place your membership on hold, please email [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com).

### **Mask Requirements**

Masks will continue to be required upon entry and when moving around the studio. During class, once you are in your designated space, you have the option of removing your mask. Where physical distancing cannot be maintained, such as during spotting, you will be required to wear a mask. Masks will not be provided by the studio.

### **Questions**

Our goal is to continue to offer quality instruction and classes while maintaining a safe environment for our students and staff. If you have any questions about any of our COVID-19 related protocols, please contact [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com). We appreciate your patience and cooperation as we navigate these changes.



## WHAT WE EXPECT OF YOU

1. **Complete the self-assessment below prior to attending each class.** If you answer “yes” to any of the questions, DO NOT come into the studio and DO NOT attend class. \*\*Individuals with fever, cough, shortness of breath, runny nose, or sore throat are required to isolate OR receive a negative COVID-19 test and feel better before returning to activities.

### Screening Questions

1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:
	<ul style="list-style-type: none"> <li>• <i>Fever*</i></li> <li>• <i>Cough*</i></li> <li>• <i>Shortness of breath / difficulty breathing*</i></li> <li>• <i>Runny nose*</i></li> <li>• <i>Sore throat*</i></li> </ul>
	• Chills
	• Painful swallowing
	• Nasal congestion
	• Feeling unwell / fatigued
	• Nausea / vomiting / diarrhea
	• Unexplained loss of appetite
	• Loss of sense of taste or smell
	• Muscle/ joint aches
	• Headache
	• Conjunctivitis (commonly known as pink eye)
2.	Has the attendee travelled outside Canada in the last 14 days? (Individuals are legally required to quarantine for 14 days when entering or returning to Alberta from outside Canada unless exempted by the Alberta COVID-19 Border Testing Pilot Program.)
3.	Has the attendee had close contact <sup>1</sup> with a case of COVID-19 in the last 14 days?

2. **Arrive on time and ready to pole.** Instructors need to verify your vaccination status at the start of class. To avoid class disruptions, please arrive a few minutes early to your scheduled class time. Please arrive already changed into your pole clothes to limit the number of items you bring to the studio and reduce the use of shared spaces.
3. **Wait your turn.** Please allow the class before you to leave prior to entering the studio.
4. **Leave it at home.** Do your best to limit the number of items you bring to the studio. Bring all belongings with you into the studio and do not use the cubbies in the lobby. We recommend storing belongings in a wipeable, washable, and/or disposable bag.



5. **Wash your hands.** Upon entering or exit the studio, wash your hands using the soap or hand sanitizer provided. Feel free to bring your own hand sanitizer to make this process more efficient and prevent bathroom line-ups.
6. **Maintain your distance.** Please respect others and maintain a minimum physical distance of 6 feet at all times. Proceed directly to your pole at the start of class. Each student will grab a yoga mat (if they did not bring one from home), mat and/or pole cleaner, and a clean cloth to use throughout the class.
7. **Be courteous.** Do your part to keep our pole family safe. Abide by our safety protocols and be kind to our staff who are doing their best to enforce our current restrictions.
8. **Clean your space.** At the end of class, use the cleaning products provided to wipe down your pole, mat, floor surrounding your pole, and any other equipment you may have touched. Used cloths can be disposed in our laundry upon exiting the studio.
9. **Don't linger.** While we hate to see you go, we need time to prepare the space for the next group of students. After your class, once you have finished cleaning your space, please leave the studio so the Embrace staff can finish our cleaning. We welcome you to socialize outside after class while maintaining social distancing.

## WHAT YOU CAN EXPECT FROM US

1. **Mandatory proof of vaccination.** Instructors will verify that all students have proof of vaccination, documentation of a medical exemption, or proof of a recent negative test at the start of each class.
2. **Enforced physical distancing.** All instructors will enforce the required physical distancing during in class. If a spot is required or physical distance cannot be maintained, both the instructor and student are required to wear a mask.
3. **Enhanced cleaning protocols.** Our studio has always been regularly disinfected to maintain a healthy environment. Since the start of the pandemic we have increased the frequency of our cleaning, disinfecting high touch surfaces between each class, and increasing the alcohol content of all our cleaning products.
4. **Rapid response planning.** Embrace has developed a rapid response plan should an instructor or student develop symptoms of COVID-19 during class.



5. **Mental health support.** We understand pole may be a part of your self care routine, but we are not mental health professionals. While we are open to having conversations with our students and providing as much emotional support as we can, if you need support for your mental health and wellness, please contact us and members of our team can connect you with resources.

## EQUIPMENT ETIQUETTE

- Take extra care to wipe down all equipment used in class. We encourage you to clean your pole prior to use as well as after.
- NO sharing of equipment. If you wish to use a crash mat or other shared equipment, you must wipe it down after use.
- Please feel free to bring your own equipment, including yoga mats, blocks, ankle weights, etc. Ensure your personal equipment is clean prior to bringing it to the studio.
- Your cleaning cloth is for single person use. Please dispose used clothes in the laundry bin at the end of class. Do not share your cloth with others during class.

## CANCELLATION POLICY

We want to stress the importance of staying home if you are sick or showing symptoms. We also want to provide the opportunity for students on waitlists to participate in class. Keeping this in mind, please note our cancellation policy below.

- If students are unable to attend class for any reason, they **must cancel at least 4 hours prior to the start of class**. This can be done by removing themselves from the class roster on the ScheduleHouse app or website, or by emailing [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com).
- If a student cancels their class 4+ hours prior to the start of class, the student will have the pass available for use for future classes.
- Class passes for missed classes must be used by the expiry date on the pass.
- If a class is cancelled less than 4 hours prior to the start of the class, it is considered a late cancellation and the pass used for the class will not be returned.



- Pole Addict members who cancel less than 4 hours prior to the start of their class will be charged a **\$5 late cancellation fee.**
- Pole Basic members who cancel from Fitness Classes less than 4 hours prior to the start of their class will be charged a **\$5 late cancellation fee.**
- ***If you have a sudden onset of symptoms within the 4-hour period prior to the start of your class, DO NOT attend class. Please email [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com) or text/call 780-218-2541 for make-up class options.***

If you have any questions about our cancellation policy or any other policy at Embrace, please contact [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com).

## FREQUENTLY ASKED QUESTIONS

### ***How do I provide proof of vaccination?***

To find out how to access your records visit the [Government of Alberta website](#). A printable COVID-19 immunization card is available starting on Sunday, September 19, 2021. Students can show a paper or digital copy of their vaccine record. We recommend saving a copy to your phone or printing it out.

### ***I haven't received my vaccine yet. Can I still attend class?***

Based on the most recent restrictions, students who have not received their COVID-19 vaccine are unable to attend class. As an alternative, unvaccinated students can book a private studio rental or virtual private lesson.

### ***Do I have to wear a mask when attending class?***

Students are required to mask upon entering and exiting the studio, and outside of class time. Mask are not mandatory for exercising so they are optional to wear during class. Please be aware Embrace will not be supplying masks to students.

### ***I have unused passes from before the most recent temporary closure. How do I use them now?***

All passes on your account prior to the temporary closure remain valid until December 31, 2021. If you require assistance using these passes to register please email [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com).

### ***My passes have expired since the most recent temporary closure. How do I extend them?***

Expired passes may be extended up to December 31, 2021. Please contact [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com) to extend your passes.

### ***I do not have childcare. Can my child wait in the lobby while I take my class?***

No, at this time we are only allowing participating students and instructors in the building.



**I want to continue classes but am unable to attend in person. Can I attend online?**

Yes, select classes will have virtual options for you to participate in or follow along at home. Please email [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com) to explore your options.

***I have unused virtual credits. How can I still use these for in-person classes?***

Please contact [lauren@embracepoleart.com](mailto:lauren@embracepoleart.com) if you wish to transfer the remaining dollar value of your virtual class credits to in-person classes.



## **RAPID RESPONSE PLAN**

### **For Students**

If a student shows signs or symptoms of COVID-19 during a class they must:

1. Thoroughly wash their hands
2. Don a mask
3. Promptly exit the building

If a student is unable to drive themselves home or are waiting for a ride, they must wait in the office with a mask on and the door closed until they are able to leave.

The instructor will ensure all surfaces the student may have touch are cleaned prior to continuing the class. If an instructor must administer first aid and is unable to maintain physical distancing, they will wear gloves and a mask. Instructors will repeat hand hygiene prior to returning to class and ensure all surfaces touched are sanitized.

### **For Instructors**

If an instructor show signs or symptoms of COVID-19 during a class they must:

1. Thoroughly wash their hands
2. Don a mask
3. Promptly exit the building

If no other instructor is on site who can safely take over the class, the class will be deemed cancelled. The instructor will inform students of symptom onset, have students clean their areas, and all students will be required to exit the studio. The studio will be disinfected prior to the next use.

Passes will be reimbursed if an instructor is unable to complete a class due to COVID-19 symptoms.

