



March 12, 2020

Hello, THT Dance Family:

As you know, the Coronavirus has become a large concern as it's been making its way around the world and through the US. Top Hat Talent takes the safety and wellbeing of our students, parents, and employees very seriously. The situation is changing daily, and we are watching it closely so that we are prepared to take all proper precautions needed to make everyone safe. While the CDC and related government agencies have said that we can continue with our daily routines at this time, it is important to stay vigilant and do what we can to provide the best environment in our studio. We want you to have peace of mind while your child continues their dance education at Top Hat Talent.

We understand this is a global virus and there are confirmed cases within the United States and within Oklahoma. Per the Centers for Disease Control and Prevention (CDC), "COVID-19 is a new disease and **we are still learning how it spreads**, the severity of illness it causes, and to what extent it may be spread in the United States."

What we have been advised by the CDC is that if an individual who is exposed to the virus then contracts it, symptoms show within 2-14 days. The symptoms include-fever of 100.0 degrees or higher, shortness of breath, and cough. For more information, please access the CDC website which is updated daily: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

**We ask for any students to stay home for 14 days AFTER they return over Spring Break if they plan to travel (destinations update daily so please stay advised):**

- To China, Iran, Italy, South Korea of Japan (all are currently on CDC level two or three)
- To any additional countries added to the CDC level two and three list
- Via cruise line

As always, we encourage children our families to keep children at home when they are sick or experiencing fever. As a reminder, your child must be fever free for 24 hours without Tylenol or Advil, and not experiencing vomiting and/or diarrhea for 24 hours prior to returning to the studio.

The safety of our students and staff continues to be our top priority. Top Hat Talent will undergo a deep cleaning process as well as strict adherence to daily cleaning techniques. As a staff we have implemented daily cleaning protocols to keep ballet barres, doorknobs, surfaces, etc. to work on eliminating possible transmission. We will continually monitor updates from the CDC and the Oklahoma department for public health for additional information and guidance.

Our day to day cleaning procedures are already very comprehensive, but given the current situation, we are increasing our sanitation procedures to keep our facilities a safe and welcoming environment for all students and staff. Along those lines, we have increased our professional cleaning schedules and in-house cleaning to daily clean and sterilize frequently touched surfaces. We ask that you please:

- 1) Wash your hands at the studio before classes, use the hand sanitizer that is available in every classroom, the lobby, the front desk, and in the office.
- 2) We encourage dancers to bring hand sanitizer and use it between hand washings and specifically: prior and after eating, when going in and out of the dance rooms, after any interaction with dancers/parents.
- 3) As parents, please review/teach and/or encourage your dancer and those around you to practice bathroom safety. Don't touch the handle with your hands to flush, use tissue to open the stall door, use paper towels to open the bathroom door when leaving the bathroom.
- 4) Keep whatever bit of distance you can from other dancers when possible, at least 6 feet.
- 5) Please wipe down the screens on your cell phones and avoid sharing phones and air buds with fellow dancers.
- 6) If you have symptoms of an illness, from the common cold to the flu, please refrain from coming into the studio and stay home to rest.

Our vigilance on keeping the studio clean is so important and we look forward to working together for our students to maintain the highest standards of cleanliness and safety.

We will continue to follow these procedures and stay cautious as this situation continues to develop. PLEASE CHECK SOCIAL MEDIA (FACEBOOK & INSTAGRAM) or [www.TOPHATTALENT.com](http://www.TOPHATTALENT.com) homepage for the most up-to-date information. Social Media is the fastest way to update our studio family, so after this email we will not be sending email updates regarding this issue. The health and safety of our families is our main concern. Please let us know if you have any further questions or concerns. We will provide additional information as it is available. The Coronavirus Disease 2019 (COVID-19) is a community concern, and we must err on the side of caution to safeguard our students and staff

Sincerely,  
Nikki Braun  
Top Hat Talent