

Theatre Horizon COVID-19 Procedures

This policy is for programs that are running in the “Green Phase.” If a location is in the “Yellow Phase” when a program is scheduled to take place, policies may be adapted and/or programs may be canceled.

In order to give staff and students proper notice regarding whether a program will run, we will require that a location is in the “Green Phase” at least 5 days prior to the program beginning.

If the county changes to the “Yellow Phase” partway through a camp week, we will continue to have camp for the remainder of the week, assuming all students and staff remain healthy.

Programs will be scheduled to be led by two teaching artists and contain no more than 14 students. Program minimums are 7-9 students, depending on the location. This is not a flexible minimum. Two teachers are required in case one teacher becomes sick during the camp day, and due to the increased responsibility of cleaning and monitoring for health concerns.

General COVID-19 Policies

- There is inherent risk in attending any in-person activities. While we will do our best to maintain a healthy environment, neither Theatre Horizon nor the partner organization is liable for any COVID-19 infections or symptoms that may arise as a result of participating in this program.
- If, while this program is in session, a student enrolled in this program or another member of their household tests positive for COVID-19, is suspected of having COVID-19, or is in close contact with someone who tests positive or is suspected to have COVID-19, they must inform Dawn at dawn@theatrehorizon.org immediately.
- If someone in a camp group tests positive for COVID-19 or is suspected of having COVID-19, all campers and staff in the group will be informed. As per the Americans with Disabilities Act, the name of the individual that has or is suspected to have COVID-19 will remain anonymous. We will let families know then about plans for the rest of the camp week.
- As per CDC guidelines, staff or students may return to being around others if 10 days have passed since the onset of symptoms or since testing positive, whichever is later. Also required is that the individual has been without a fever for three consecutive days and has no lingering respiratory symptoms.
- If a child is sent home due to individual COVID-19 concerns at any point, is asked not to return due to individual COVID-19 concerns, or develops COVID-19 or likely symptoms during the week of this program, unfortunately we cannot offer a refund.

Parent Drop Off / Check In / Dismissal

- Staff meet students outside for drop-off in a location that is away from other groups that may be in the space. As we operate in different spaces, the drop-off location will be specific to each location.
 - If it is raining, staff will meet children just inside the door from the outside as close to the door as possible, in as well-ventilated space as possible. If some sort of overhang or outdoor covering is available, that area will be utilized.
- Families must remain 6 feet apart from each other during drop-off and pick-up.
- Ideally a child will be dropped off by just one individual and no extra family members, but we understand that this will not always be possible. Families should do their best to minimize the extra family members present during drop-off and pick-up.
- Parents and family members will ideally wear masks during drop-off and pick-up. However, if they do not, we will not refuse to accept the enrolled student, as long as the student passes the check-in inspection. Anyone not wearing a mask must ensure they stay at least 6 feet away from staff members and other family members.
- Parents must confirm daily with staff at drop-off that students do not have a fever, shortness of breath, or a cough. They also must confirm daily that they are not aware that anyone in their household has been in close contact with anyone testing positive for COVID-19 in the last 14 days or anyone who is suspected to have COVID-19 in the last 14 days. If the parent cannot confirm this, the child will be sent home.
- Staff will do a non-contact temperature check upon arrival. If a child has a temperature over 100.4, they will be sent home.
- Staff will do a visual inspection of children to ensure that they do not appear symptomatic. If they appear symptomatic, they will be sent home at the teaching artists' discretion.
- Students will wash or sanitize hands upon completion of inspection and check-in.
- When children are entering the building, staff will wear gloves to open and close the door if applicable.
- For dismissal, parents and accompanying family members must wait outside, at least 6 feet away from other families. Staff will walk students to the door and dismiss them to their families one at a time.
- Students may be sent home or asked not to return at the teaching artists' discretion due to COVID-19 concerns. Teaching artists may send students home if families will not appropriately adhere to check-in or pick-up guidelines.

Staff Guidelines and Procedures

- Staff will wear masks at all times.
- Theatre Horizon will provide staff with their own sanitation supplies (gloves, disinfectant, hand sanitizer)
- If a staff member is not feeling well, they should call the Director of Education Outreach's cell phone with as much notice as possible. Staff should absolutely not go to

work with a temperature of 100.4 or greater, or any cough or shortness of breath. Staff also should not go to work if they were exposed to anyone who tested positive for COVID-19 or if they were exposed to anyone suspected of having COVID-19 for 14 days prior to working. If you are unsure whether you should go to work, stay home.

- The Director of Education Outreach will arrange for a sub for any staff member who is not well enough to work.
- If a staff member displays symptoms consistent with COVID-19, they should not return to work until they have received a negative COVID-19 test. If they test positive to COVID-19, they should inform Dawn right away so she can alert the township and students the teaching artist has been in contact with.
- If a staff member begins to feel sick while at work, they should separate themselves from the rest of the group immediately and call Dawn to arrange for coverage for the remainder of the day.
- While we expect that the site staff will clean the space before and after each day, staff should also disinfect door knobs, tabletops, and other highly shared surfaces at the start and end of the day.

Students During the Camp Day

- Students will be required to wear masks at all times except during lunch and during breaks where social distancing is enforced.
- Students will be asked to wash or sanitize hands upon arrival, after using the restroom, before and after eating, before and after taking any medication, after blowing their nose or dealing with any bodily fluids, and at a staff member's discretion, especially if the staff member thinks there has been contact with a shared surface that is not considered disinfected, or if there has been contact with other students.
 - If a student refuses to wash or sanitize hands when requested, this can result in separation from the camp group and dismissal from camp.
 - Hand washing should involve soap and water, and 20 seconds of scrubbing.
- Students will be asked to maintain a no-contact policy with others in the group.

Illness During the Day

- Should a student start to feel ill or display any symptoms of illness during the day, they will be asked to immediately sit in a designated corner of the room until they can be picked up.
- Parents and, if needed, emergency contact numbers, will be called immediately.
- Parents should pick up students within the hour of being called.
- If the student is displaying symptoms consistent with COVID-19, we will need to vacate the room for 24 hours then the room will need to be disinfected. Bathrooms used by the students should also be disinfected.
 - If this happens, teaching artists should contact Dawn as soon as possible. Dawn will immediately contact the township to alert them that we will need to be in a

new space for at least the next two days, and that they need to arrange for the space to be disinfected before we can return.

Supply Policies

- Each student will be instructed as to where to leave their personal belongings each day.
- Student personal belongings will be stored in a designated area, and should not be touching other students' belongings while in that location.
- Students should minimize the personal belongings they bring daily: they should only bring what is absolutely necessary.
- Students should not be passing props and supplies among the group.
- Students will be given their own pencils and crayons to use for the week.
- Students may bring their own props and costumes for their final performance. Students should only use props and costumes that they individually brought from home. Props and costumes will not be passed among the group.
 - Props and costumes should be brought on the last day only.
 - When props and costumes are not in use, they will be stored with the students' personal belongings. Props should be put away and only handled during final rehearsals and the final performance.

Activity Policies

- Students will not engage in activities that either require or have a high risk of physical contact. Social distancing of 6 feet is ideal when possible but will not be required. However, we will be enforcing a no-contact policy.
- Students will not engage in activities that require them to share supplies. For example, students should not pass balls or other objects to each other.
- Students will not use playground equipment or shared outdoor equipment.
- If there is a safe option for eating or holding select camp activities outdoors, for at least parts of the day, we will maximize outdoor time.
 - If temperature is uncomfortable or if weather is not conducive to outdoor activities, we will be in a safe, sanitized, indoor space.

Lunch Policies

- Students will have one designated lunch time and up to one designated snack time during the day.
- No student will be permitted to eat outside of the designated snack or lunch time, except if medically necessary.
- Students must wash hands before and after eating anything or taking any medication. This includes before and after lunch, and before and after any snack.
- Students must bring their own lunch in their own containers, either reusable or disposable.

- Staff or students will not be handling any food aside from their own. Staff will not help students open drinks or food storage containers.
- If a student forgets their food or feels they cannot eat their own food for any reason, they may call home for a parent to drop off food, but no teaching artist or other student will be permitted to share food with any other student.
- Lunch will be eaten in a designated area that will be disinfected daily.

Final Presentations

- Final presentations will be done without a live audience present. Students will perform their show and teaching artists will record their performance. We will share this recording with friends and family, so others can enjoy and celebrate their hard work.