



GRAND RAPIDS  
**CIVIC THEATRE**  
SCHOOL OF THEATRE ARTS

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**GRCT EDUCATION DEPARTMENT**

**COVID POLICIES & PROCEDURES**

Under the direction of the Associate Director and Executive Director, education staff shall oversee the implementation and adherence to all guidelines to promote a safe classroom environment.

**GENERAL CLASSROOM PRACTICES**

All students will abide by the policies addressed in Section 1: General COVID-19 Policies. Including:

- Hand Washing: students & faculty will wash hands with soap & water for at least 20 seconds after using the restroom, touching their face, blowing their nose, sneezing, drinking or any other time faculty or staff deems it necessary for safety.
- Social Distancing: students & faculty will maintain 6 feet of space between themselves and others AT ALL TIMES.
- Face Coverings: students & faculty will wear physical respiratory protection such as cloth face masks AT ALL TIMES. Masks must cover nose and mouth at all times. If a student arrives without proper face coverings, one will be provided for them.
- Students and/or Faculty members who display any COVID-19 symptoms such as: fever, cough, chills, sudden loss of taste or smell, muscle pain, headache, extreme tiredness or fatigue, congestion or runny nose, nausea, vomiting, diarrhea, sore throat or shortness of breath may NOT come to class. Please see the Family Response Guide for our policies on returning to class after symptoms have subsided.
- If a Student or Faculty member, or any persons living in the home of the Student/Faculty member tests positive or is awaiting results of a COVID-19 test, that Student/Faculty member may NOT come to class. Please see the Family Response Guide for our policies on returning to class in this event.

**SCREENING POLICIES**

- Students and/or parents will receive a screening test by 2pm on the day of their class (or 7am for Saturday classes). The form will include basic questions about the students' health that day. All questions must be answered and submitted by class time so that staff may assess the students' ability to

participate in class that day. Student will not be allowed in the building until the form has been completed.

- Upon arrival at the theatre, students & faculty will be subject to a routine temperature check using a touchless or minimal touch thermometer which will be sanitized between each use. If students or faculty have a temperature of 100.4F or higher, they may request a second screening. If after a second screening has been completed with a temperature of 100.4F or higher, the student or faculty member will be sent home. Please see the Family Response Guide for our policies on returning to class in this event.

## **ARRIVAL AND DISMISSAL**

Arrival Procedure: Parents are asked to drop off and pick up students outside of the Main Lobby doors on Library Street. A teacher or other Education staff member will greet each child at the Main Lobby Doors to conduct the temperature screening and ensure that the Screening Form has been completed. At this time, students will also be required to use hand sanitizer and be wearing a mask before they are permitted to enter the building.

**NO PARENTS, SIBLINGS, OR ANY PERSONS OTHER THAN THE STUDENT WILL BE ALLOWED IN THE BUILDING FOR ANY REASON.**

Once students have been screened, they will proceed to their designated class waiting area in the Lobby, and remain 6 feet apart while waiting for class to begin. Teachers will then escort students to class, with every effort being made to minimize contact/interaction between different classes by utilizing different pathways throughout the building.

Class start times and completion times are staggered to minimize contact/interaction between different classes. Classrooms are only used once per day, to allow for cleaning time and to minimize contact between classes with the exception of Sunday Dance Classes and Thursday Adult Dance Classes in the Dance Studio. We will sanitize the Dance Studio in the 30 minutes between Sunday and Thursday Dance classes by sanitizing high touch areas & surfaces, and the use of an aerosol disinfectant spray. (See below for more detailed explanation of sanitizing procedures.)

Dismissal Procedure: Students will wait in the Main Lobby with their instructor, practicing 6-foot social distancing. Teachers will release students directly to their vehicles on the theatre side of Library Street. Teachers will NOT release students and allow them to cross Library Street to a vehicle parked on the opposite side of the theatre facing Division Avenue. If a parent wants to park and walk to the Lobby doors to pick up their student that is welcomed, but please be sure to wear a mask and maintain a 6 foot distance from all other parents, students, and faculty members. Teachers will keep students in the Lobby until a parent/guardian or their vehicle is in view.

Students must continue to wear their masks until they have left the building.

## **CLASSROOM SANITIZATION**

The classroom space will be frequently sanitized in accordance with CDC guidelines. Sanitization will be completed at the end of each class. These measure will include but are not limited to:

- daily disinfection of all hard surfaces,
- daily washing or sanitization of props, costumes, and other fabric items
- sanitization of high-touch areas.

Any supplies deemed necessary for class (ex: crayons, scissors, glue stickes, etc) will be distributed via an individual supply kit that will remain at Civic Theatre. Students are required to bring their script and a pencil to class with them each day (where applicable) in order to reduce potential contact.

## **INFORMANCE PROTOCOL**

Until further notice, Informances on the last day of class will be filmed and sent to families within a week of their final class.

## **TRANSFER TO ONLINE CLASS & REFUND POLICY**

Should it be deemed necessary, Grand Rapids Civic Theatre reserves the right to convert to virtual classes, with no price change and no refund, at any point in the session. Reasons for moving to an online format may include but are not limited to: COVID exposure or positive test with a student or faculty member in the class; an increase in community COVID spread deemed potentially dangerous to our students or faculty; changes in local, state, or national health department recommendations or orders. If a class moves to an online format, the dates & times will remain the same.

Other instructions and guidelines for classes and students will be communicated directly from Grand Rapids Civic Theatre Education Department prior to each class. Individual class requirements may vary.