

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 as much as possible during class time, and will only have students within 6 feet of each other for brief moments when onstage.
- **Face Coverings (Early Explorers, Creative Quest, Dramatic Discovery):** Per CDC guidelines for youth summer camps, students, TAs and Faculty involved in Early Explorers, Creative Quest, and Dramatic Discovery camps will be required to wear masks while in the building. Masks must cover nose and mouth at all times. If a student arrives without proper face coverings, one will be provided for them. The exception to this rule will be lunch/snack time (when we will be strictly maintaining the 6 foot distance rule), and when students are ONSTAGE for final dress rehearsal and their final performance. Onstage time without masks will not exceed 15 minutes.
- **Face Coverings (One Act Musical, One Act Play):** Students, Faculty, and Staff involved in the One Act Musical or One Act Play camps MAY go without face coverings/masks IF they are fully vaccinated**. We are asking those who are NOT vaccinated to please continue wearing masks while in the building. Unvaccinated students may have their masks off during lunch break (when we will be strictly maintaining the 6 foot distance rule), and when they are ONSTAGE for final dress rehearsal and their final performance. Onstage time without masks will not exceed 15 minutes.

**We are not asking for proof of vaccination at this time, however we reserve the right to reconsider this policy in the future. Anyone who would like to wear a mask at any time for any reason is also welcome to do so.

- 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 contact the office to discuss next steps in the event that you or your child is experiencing these symptoms.

- 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.

SCREENING POLICIES

- Students and/or parents will receive the MiSymptom link via email, at least 24 hours before class. The form will include basic questions about the students' health each 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.

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 ensure that the MiSymptom Screening Form has been completed.

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.

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, please feel free to do so. Teachers will keep students in the Lobby until a parent/guardian or their vehicle is in view.

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 sticks, 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.

FINAL PERFORMANCE PROTOCOL

Each student will be allowed to have FIVE (5) designated audience members for their final performance. Lobby doors will open 20 minutes prior to the summer camp performance. In an effort to reduce indoor congregating, the lobby will NOT be open prior to that 20 minute window for gathering or restroom use. Once the Lobby and auditorium are open, we will ask audience members to sit WITH THEIR PARTY OF FIVE in the designated seating areas in the auditorium.

TRANSFER TO ONLINE CLASS & REFUND POLICY

Should it be deemed necessary, Grand Rapids Civic Theatre reserves the right to convert to virtual classes and camps, 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. In the unlikely event that a class or camp 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.