

GRCT EDUCATION DEPARTMENT

COVID POLICIES & PROCEDURES

Under the direction of the Artistic 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 during rehearsals and the in-class performance, if applicable.

Face Coverings - Standard masks are required for all School of Theatre Arts participants, regardless of vaccination status (including students, faculty, staff, volunteers, and audiences).

Approved Masks should:

- *Completely cover your nose and mouth
- *Fit snugly against the side of your face and not leave a gap
- *Have two or more layers of breathable fabric
- *Be washed regularly if they are reusable

Face Coverings Not Allowed:

- *Neck gaiters
- *Bandanas
- *Face shields
- *Masks made of mesh or contain a vent or exhalation valve

**We are not asking for proof of vaccination at this time, however we reserve the right to reconsider this policy in the future.

- 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.

ARRIVAL AND DISMISSAL

Arrival Procedure: Students should be dropped off outside of the Main Lobby doors on Library Street. A teacher or other Education staff member will greet each student at the Main Lobby Doors.

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

Once students have been greeted, 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. Education staff will greet the individual picking up the student at their vehicle, radio to the instructor what student to release, and release students directly to their vehicles on the theatre side of Library Street. Education staff 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 the individual picking up the student 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 the student's designated adult or their vehicle has arrived.

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

Each student will be allowed to have TWO (2) designated audience members for their class Informance. Lobby doors will open 15 minutes prior to the class Informance. In an effort to reduce indoor congregating, the lobby will NOT be open prior to that 15 minute window for gathering or restroom use. Once it is time for the Informance to begin, Education staff will escort the TWO (2) designated audience members to the classroom.

**Please note, not all classes will have an Informance. If your class will have an Informance, this information will be included in your welcome email.

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.