



Safety Procedures

Children and Youth Arts Programs

These procedures, and any further rehearsal or performance plans, will be guided by the CDC guidelines and government recommendations and will take into consideration the best practices of other arts organizations and venues, especially those that work with children. The health and safety of our members and our patrons is of the utmost importance. Our guiding principles as a community performing arts ensemble through this time are to embrace **FLEXIBILITY, CREATIVITY, and INCLUSIVITY** in all of our planning. For these reasons, we will have both in-person and virtual ways for members to engage with us, assuring everyone who wants to participate can feel a part of our community. We will maintain the flexibility to adjust as the situation develops while still delivering a quality experience for our members.

Safety and General Precautions

Based on what we have learned from the feedback from our members and patrons, the scientific recommendations of the CDC and other reputable health organizations, and the best practices of other performing arts groups around the globe, these are the general precautions that we will adopt as a part of our return to rehearsal plan.

- Rehearsal rooms will be set up to accommodate social distancing guidelines - minimum of 3 feet between performers.
 - Performance material (plays, musical pieces, etc.) will be selected that allows for 3 or more feet of distance between performers and does not require any physical closeness/contact or sharing of touched materials.
 - When needed, chairs, set pieces/props, and/or floor markings will be set up a minimum of 3 feet apart and will be used whenever necessary.
 - Only a small group of people (staff and students together) will be permitted in the rehearsal room at a time. As usual, no one other than approved staff and students will be permitted in the rehearsal room.
- All members will be required to wear masks on program campuses.
 - Masks will be required for students and staff when arriving/checking in, departing/checking out, in the rehearsal room, and when using the restroom.
 - Masks will be required for parents when checking in and out their students, and if they decide to wait at the rehearsal facility during their student's program.

- Masks must cover the nose and mouth. They may be any variety of face covering, as long as the nose and mouth are fully covered, and the covering is secure to the face. Face shields are permitted but must be worn in combination with a mask.
- If a student feels the need or desire to remove their mask, they will need to be accompanied to an outdoor area by a staff member standing 6 feet away. Outdoor covered areas will be accessible in the event of inclement weather.
- No one will share any materials touched with the hands, such as scripts, music, props, or costume pieces. As usual, students will be provided with any printed materials (such as scripts and/or music) and will be responsible for bringing their own printed materials to each rehearsal. As usual, other materials will be provided as necessary.
- Entrances and exits will be marked with signage to indicate the necessity of social distancing and mask-wearing while arriving/checking in and departing/checking out.
- Check-in and check-out locations will be marked with social distancing indicators on the floor to assist families with the 6-foot guidelines. Check-in will likely be a singular location such as a lobby area, whereas check-out will take place at the individual classroom doors as usual for safety purposes.
- Staff members will be the only people responsible for setting up the room each week - limiting the amount of contact that students have with chairs and tables.
- Hand sanitizer will be available in each rehearsal room and at the check-in location, and members will be encouraged to use it whenever necessary.
- Sanitizing wipes will be provided to staff to assist with cleaning of rehearsal items.
- Students will be discouraged from using communal water fountains and will be encouraged to bring their own personal water bottles (not to be shared.)
- Restrooms will be limited to no more than two people in the communal restrooms at any time, when possible. We recognize that due to emergencies and the presence of other groups on campuses, this may not always be possible.
- Additional items may be added to this list as more information is available from the CDC and other organizations.

Member Communication and Agreements

The most important consideration in all of our planning is the health and safety of our members. This process is a collaboration, an agreement, between CFCArts and its members and performers. We will all need to agree to a basic set of guidelines.

- All families agree to keep their students home from rehearsals and gatherings if they are exhibiting any symptoms or if they have been exposed to someone who has exhibited symptoms of or tested positive for Covid-19.
- We will be checking temperatures of students and staff at check-in/arrival. We agree with the CDC's recommendation that any temperature of 100.4 degrees or higher is a fever.
 - We ask all families to check their students' temperatures at home prior to attending a rehearsal and to stay home if they have a fever.

- If a student presents with a fever, they may be rechecked ten minutes later. They may either return to their vehicle or wait in a shaded area on campus before returning for a recheck. If the recheck is still over 100.4 degrees, they will need to leave the rehearsal.
- We ask families to commit to telling us (via direct phone or email communication with Leah Porrata or Seth Niquette) if students test positive for Covid-19 at any point during the season.
 - We will protect their privacy, but need to be able to notify others.
 - We will ask any students who test positive to not attend rehearsals for at least 14 days and will offer virtual rehearsals for their continued engagement
 - They should also wait at least 5 days after their last symptoms and test negative for Covid-19 before returning to rehearsals in person.
 - Due to various health and privacy regulations, we will not ask for documentation or proof of this, but will lean on each family for individual accountability and integrity.
- We commit to notifying families in a timely fashion if someone they were potentially exposed to at a rehearsal has tested positive for Covid-19.
 - We will ask anyone exposed to not attend in-person rehearsals for at least 14 days and will offer virtual rehearsals for their continued engagement.
- All legal guardians of students attending any in-person rehearsals, performances, or gatherings will sign a form stating that they are aware of the protocols we have put in place, that they agree to follow them, and that they accept that by attending in-person activities there is a degree of assumption of risk that they agree to.
- All staff, families, and students agree to wearing masks when required and the CFCArts Board supports our ability to turn anyone away who refuses.
- CFCArts agrees to provide weekly communication and updates on the status and location of any rehearsals or gatherings and all families agree to reading this weekly communication so that they are aware of any changes to policies or procedures.
 - In addition, families agree to timely and frequent communication with CFCArts regarding any changes to their participation status.
- Any absences from rehearsal related to CFCArts' Covid-19 policies will be counted as excused as long as they are communicated via direct phone or email communication with Leah Porrata or Seth Niquette in a timely manner. This includes students who need to abstain from attending rehearsal due to possible or confirmed exposure to an individual with Covid-19, students who are exhibiting possible symptoms of Covid-19 such as fever or cough (including students who are turned away at rehearsal due to a fever of over 100.4 degrees Fahrenheit), and students with a positive or inconclusive Covid-19 test within the past two weeks. However, please note that students may be asked to attend rehearsal virtually via Zoom, and may need additional rehearsal time to catch up on material missed. Please also note that, depending on the time frame, length of absence, and ability to participate virtually while absent from live rehearsals, students' roles, lines, solos, etc. may need to be reassigned.

Live Programs and Plans

- All live programs will take place with the following plans:
 - Maintaining sanitizing stations around any part of the venues we use.
 - Sanitizing rooms, tables, chairs, and any other touched surfaces daily and/or between different programs or groups.
 - No shared materials unless thoroughly sanitized between users.
- Programs will take great precautions to avoid groups of people coming into close contact.
 - Programs will be scheduled to ensure that there are not large groups of people entering or exiting the building at the same entrance at the same time.
 - If programs are scheduled for overlapping times, families will be issued clearly marked venue maps with detailed instructions on varied entrances and exits to avoid crowds in any given area. In this instance, clear signage, and if possible, staff members will direct families towards the appropriate entrances and exits.
 - When possible, program rehearsals will be moved to outdoor space.
 - Family members will not be permitted to wait inside the building after checking in their students or before checking their students out. Once check-in is complete, and up to 5 minutes prior to the end of their student's rehearsal, family members are encouraged to either depart the campus, wait in their own vehicles, or wait outside of the building.

Safety Violations

Participants in any Central Florida Community Arts program will be held to a standard of appropriate behavior and responsibility. This includes following these Safety Procedures. Consequences for violations of this standard of behavior and responsibility are as follows, and will be documented:

- First violation: The participant will receive a private verbal warning.
- Second violation: A parent/guardian of the participant will be notified.
- Third violation: CFCArts will contact a parent/guardian to set up a meeting between CFCArts staff, the participant, and a parent/guardian to discuss further steps. This may result in the student's removal from the program, required transition to a virtual program, or other modification to the student's participation in the program that allows for the safety procedures to be upheld.

Please note that if a participant commits an extreme violation, one or more disciplinary steps may be skipped in order to ensure the safety and wellbeing of all participants.

These procedures are outlined in the Participant Agreement signed by all families. Please see the Participant Agreement for further information about behavior and responsibility violations.