

Hello students, parents, and patrons!

Here at Cape Cod Theatre Company| Harwich Junior Theater, we want you to know that your health and safety is our number one priority!

Over the past months, many new developments have been released regarding COVID-19. We want you to know that we are taking the utmost precautions in regards to your safety as well as the safety of our staff as we continue in person classes and activities.

We've been adding and maintaining rigorous cleaning to ensure a healthy environment in all parts of our buildings, as well as maintaining a constant natural airflow throughout all of our classroom spaces. We are taking guidance from the CDC, which recommends regular cleaning and steady airflow as the most important preventive measures we can take.

For future in person classes, we are taking precautions and doing our best to create and follow the best protocols to maintain a fun, happy, and healthy learning environment.

For in person classes and out of caution, we've temporarily instructed our staff members to welcome our students with a friendly greeting but refrain from handshakes and hugs.

When students arrive for in-person classes, they will be instructed to line up in a socially distant line to check in with one of our staff members. That staff member will be using a touchless thermometer to check a student's temperature and record whether or not they are experiencing any possible symptoms. This is both for our students' safety and the safety of our staff!

There will be designated areas for students to sit and settle in for classes marked within the theater.

In addition, when students are working and learning together, students will be required to wear masks at all times as they may have to interact with others at a distance slightly closer than 6 feet. Students will also be frequently reminded not to touch their face covering and to wash their hands frequently.

In following CDC guidelines, the theater is supporting healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

We are working to post signs in highly visible locations (e.g., building entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

We absolutely miss your presence and laughter and the cacophony of footsteps in the theatre and at the Arts Center. Our staff has been using our time to make sure that as we begin seeing one another in person, that we all can do so in the most safe terms.

If you have any questions, please do not hesitate to email info@capecodtheatrecompany.org. For immediate concerns, please call 508-432-2002 ext.12 for Nina Schuessler, Producing Artistic Director; or ext.17 for Tamara Harper, Director of Education and Outreach.

CCTC|HJT In Person Class Guidelines and Protocol Checklist

1. Clean and Sterilized Lobby, Bathroom, and Onstage Space
 - a. Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, armrests, hand railings, bathroom stalls, tables)
 - b. Develop a schedule for increased, routine cleaning and disinfection once a day
 - c. Ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely
 - d. Encourage students and staff to use disinfectant wipes to wipe down shared tools, equipment, and other shared objects and surfaces before use. Use of shared objects should be limited when possible and always cleaned between use.
 - e. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening doors.

2. In Person Classes
 - a. Prior to students arriving, a designated staff member will monitor and record their own temperature and symptoms using a touchless thermometer.
 - b. When a student arrives, the designated staff member, after greeting the student, will use the touchless thermometer ([Touchless Thermometer](#)) to record the temperature of the student. In addition they will ask and record the student's recollection of any symptom (eg. cough, sneeze, headache, shortness of breath, etc)
 - c. Once a student's check in has been completed and they are not showing any symptoms, they will be sent into the theater to designated seats marked out for the beginning of class
 - d. During class time both on the stage and on the second floor of the building, designated 6ft socially distant areas are thoroughly marked out for students with 6ft aisles in between each area. Those areas will be assigned to students on the day of classes.
 - e. For tech theatre class, each student should have a designated cubby/container that includes a personal bottle of hand sanitizer and sanitary wipes, as well as any student specific tools needed for that particular class. These tool kits are to ensure students can safely learn and actively participate in exercises and projects in class with minimal to no cross contamination.
 - f. Before each class and once students have arrived, the instructor of said class will remind students of specific practices needed to maintain adequate social distancing. In addition, students and parents should know that if a student does not maintain the rules of social distancing and mask wearing laid out by the theater and instructor, then the theater and instructor have the right to remove the student from class.

3. Things we are doing to prepare for in person classes and in between classes!
 - a. Regularly scheduled cleaning and disinfecting of classroom spaces.
 - i. Communal spaces and high contact areas including classroom spaces, seating areas, door handles, handrails, dance bars, arm rests, etc. are being wiped down, sprayed, and properly sanitized after and in between each and every class by our staff.
 - ii. In addition, our professional cleaner is scheduled to clean the theatre and class spaces multiple times a week before classes as well.

- b. Touchless thermometers and symptom check in sheets are in place for contact tracing for checking in students and staff before every class. These new protocols for checking in students before class time are for both the benefit of the students as well as the staff and allows for accurate contact tracing.
- c. Marking of designated socially distant areas of theater for students.
 - i. The stage floor and second floor class areas have been repainted and marked with 6ft socially distant class areas for students to participate in for class.
 - ii. In addition, there are 6ft aisles in between all student class areas providing additional room between students.
- d. Even though masks being worn is required by all students and staff before entering the building, additional masks are available at the check in table of the theater.
- e. Bathrooms as always are made to be stocked on a regular basis with hand soap, bath tissue, and paper towels.
 - i. Additionally, hand sanitizing wipes are available as well outside the bathrooms for students and staff to wipe down door handles, stall handles and locks, etc when entering into the bathroom.
- f. Hand sanitizer is provided in all communal areas of the class areas.
- g. Proper signage is marked around the building for social distancing, proper hand washing protocols, bathroom protocols, socially aware traffic patterns when entering and exiting the building, and socially distant gathering.