

## CCTC|HJT In Person Class Protocol

### 1. STUDENT DROP OFF

- a. Parent/Guardians will arrive with their child at the theater and park in the parking lot. Students should always have and be wearing a face mask when heading to the theater.
- b. Student will head onto the deck and wait at the designated waiting areas before heading into the building. Please note, if there is inclement weather, students will have their temperatures/symptom check-in just inside the lobby doors.
- c. When a student arrives a designated staff member, after greeting the student, will use a touchless thermometer to record the temperature of the student.
  - i. In addition to the student's temperature, the staff member will record a student's symptoms including any coughing, sneezing, headaches, or shortness of breath.
- d. Once a student has gone through their check in with the staff member and has shown no signs of symptoms or high temperature, a staff member will notify the student's parent/guardian that their child can stay for class and they (the parent/guardian) can leave. If the student cannot stay, their parent will be notified by text/call.
- e. After dropping their student off, Parents/Guardians SHOULD NOT leave the parking lot until their child has been checked in.
  - i. This is to protect both the children and the staff members.
  - ii. If the student were to be showing any possible symptoms, the student would not be able to participate in class that day and therefore have to head back to their parent's vehicle to leave the theater.
- f. Once a student's check in has been completed and they are not showing any symptoms, they will be sent into the theater or upstairs to the second floor to designated seats marked out for the beginning of class.

### 2. IN CLASS PROTOCOL (All Classes)

- a. Before each class and once students have arrived, the instructor of said class will remind students of the specific practices needed to maintain adequate social distancing
  - i. 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.
- b. Along with the regular safety protocols taught and administered during class time, students will be taught and reminded regularly of the new safety protocols when working alongside one another during this time.
- c. On both the floor of the stage and the second floor, 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.

### 3. IN CLASS PROTOCOL (Technical Theatre Class Specific)

- a. In addition to the specific protocols listed above, each student in technical theatre class will be taught and administered proper safety protocols for all tools and equipment they will be in operation of.

- b. When using possibly shared tools or equipment, students will be encouraged to wear work gloves and the specific item will be wiped down with a sanitized disinfection wipe in between each use.
- c. Each student will have a designated cubby/container/tool kit provided for them
  - i. Each kit will include:
    - 1. A personal bottle of hand sanitizer
    - 2. A package of sanitary wipes
    - 3. A pair of work gloves
    - 4. A tape measure
    - 5. A pair of safety glasses
    - 6. A paint brush
    - 7. 3 sharpened pencils
    - 8. A black permanent marker
  - ii. This kit is to ensure that each student has their own personal materials for class that they will not have to share with others.
  - iii. Each student will be responsible for the care and maintenance of their tool kit and they will get to take the tool kit home with them at the end of the class session

#### 4. END OF CLASS PROTOCOL AND STUDENT PICKUP

- a. At the end of each class, students will be asked to properly put away their tool kits, materials, etc
- b. Students from the theater will be sent out the side door of the building out onto the deck and to socially distant waiting spots marked out on the deck. Students from the second floor will be sent back down the front stairs and out the front door to socially distant areas out on the deck.
- c. When a student's parent/guardian has arrived and parked in the parking lot, the student can head out to the car.
- d. Once the student has been picked up by the parent/guardian, we ask that they then send a text message to the staff member on duty on the deck.
  - i. For safety and social distance awareness, a confirmation from a parent/guardian to the staff member/instructor of the class is necessary for the picking up of the students.

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Cell Phone: \_\_\_\_\_