



SINCE 1918

EDUCATION PROGRAM COVID POLICIES AND PROCEDURES PHASE 3

Tacoma Little Theatre (TLT) has based our Policies and Procedures on Washington State Health Department guidelines for in-school Performing Arts Guidelines and those for Community Performing Arts venues. We will keep these Policies and Procedures up-to-date as guidance changes and updated information comes out, and email the updates and new document to families and our website.

We want all students and their adults to go over these Guidelines together so everyone understands what is being asked of them. Each school and facility will have their own unique guidelines so please be sure to read through ours carefully with your students. We want everyone to be on the same page, and know what to expect.

I. General Guidance's

- Keeping ill students at home and notify TLT immediately that they are staying home and what their symptoms are.
- No more than 15 students per camp. One instructor and one intern. Additional staff will be on site but distanced from the camp. Substitute instructors are on call if needed.
- Physical distancing. Maintaining 6 feet between all students and staff at all times.
- Hand hygiene. Frequently handwashing with soap and water or use alcohol-based hand gel.
- Protective equipment. Use of a 3-layer surgical grade mask and a mask that has a metal clip to fit mask tightly over nose. If you're student does not have a mask TLT will provide one.
- Environmental cleaning and disinfection. Prioritizing the cleaning of high-touch surfaces.

II. Screening Policies

TLT will ask families every day prior to student entering the building the following screening questions:

- **Does your student have any of these COVID-19 symptoms that you cannot attribute to another condition?** (Fever of 100.4 or greater, cough, shortness of breath or difficulty breathing, sore throat, new loss of taste or smell, chills, head or muscle aches, nausea, diarrhea, or vomiting.)
- **Within the past 14 days, has a public health or medical professional told your student to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?**
- **Has your student been in close contact during the past two weeks (14 days) with anyone diagnosed with COVID-19 or has COVID-like symptoms?**
- **Is your student or anyone at home currently under isolation for having tested positive for COVID-19?**

- **Has your student been out of the state in the past 10 days?** If yes, have they had a negative test result since returning to WA, what date?

All students will have their temperature taken at the door. If temperature is 100.4 or higher, staff will have student stand to one side and wait 5 minutes before testing again. If still at 100.4 or higher, you will be called back to pick up student and take them home.

III. Arrival and dismissal

This year TLT will be utilizing the alley way and back parking lot to provide better safety practices and sanitary procedures. The alley can be entered between “I” and “J” streets. Please enter alley from N. 3rd street, you will exit onto N. 2nd street (one way) and then Division Ave by Tacoma Java Coffee shop.

Staff will begin to check students in at 8:45am every morning, please do not knock on the doors, wait until the staff come to you. Drop off ends at 9:05am, if you are going to be later than 9:05am please call TLT to inform staff at 253-272-2281. Students will be dismissed at 4:00pm, if you are running late, please call TLT to inform staff at 253-272-2281 and give an estimated time for your arrival.

A. **Arrival:** Please note staff will not begin checking students in till 8:45am

1. Walking/biking: if you and your student (or students with permission) walk/bike to TLT, you must wait masked and 6 feet apart from any other families in TLT’s back parking lot, at least 10 feet away from the back side door.
2. Driving: please enter alley from N 3rd street, DO NOT park in the TLT parking lot. Due to limited parking staff use this parking lot and we need to have space for students and families to wait if walking. If you arrive after 9:05am you will need to call TLT to be checked in.
3. Families will answer the screening questions.
4. Students’ temperatures will be taken, please do not wait in alley if your student’s temperature must be retaken, we need to keep the alley clear for other families. You may park on N. 2nd, in the 7-11 lot ONLY if you do not leave your car, or you can circle back.
5. Students will head into the building and leave their belongings in their designated bin.

B. **Dismissal:** Please note staff will not begin to dismiss students till 4:00pm

1. Walking/biking: Please wait 6 feet apart from other families and 10 feet away from the back side door.
2. Driving: Please do not pull into the alley way until 4:00pm, others use this alley and we need to keep it as clear as possible. At 4:00pm you may begin to pull into the alley, students will verify with staff that they see your vehicle and will walk to you. Please be aware of the students and families walking/biking in and out of the alley. If you arrive prior to 4:00pm and need to wait there is street parking available, parking on N. 2nd street and the 7-11 Parking lot ONLY if you do not leave your car.

C. Absences:

1. If your student is going to miss a class, please inform staff prior to the start of class either via email education@tacomalittletheatre.com or phone 253-272-2281. If your student is missing due to COVID related symptoms please notify staff immediately at the onset of symptoms if you suspect your student has contracted COVID. If your student is missing due to a fever notify TLT immediately.

IV. Rehearsals and classroom expectations

Students will be expected to follow these guidelines in addition to the ones in the *Camp Handbook* (Page 3). Please be sure to read through these with your students.

1. Rehearsals are closed, this is for student's protection, and also to give students a chance to explore challenging things without the pressure of the adults in their lives watching them.
2. At this time, we will not be doing our Thursday Showcase, we will instead send out a Wednesday newsletter, updating you on how things are going. Please check emails frequently for updates.
3. Student's will be asked to remain masked at all times, one that is 3-layer and has a fitted nose piece. **If your student has a hard time leaving their mask on, they will be sent home.**
4. Students can remove their mask at snack times, lunch times, and to drink water. Students will be asked to wear their mask when they are done eating and drinking and to wash hands thoroughly after each meal time.
5. We will be eating lunch outside in the back parking lot as much as possible this year to add a layer of safety.
6. Students will have a bin to keep all their personal items in and assigned chairs.
7. Students must maintain a minimum of 6 feet distance at all times between themselves, other students and all TLT staff, on stage. This includes when students are on stage, backstage, using the restroom, and in their chairs.
8. Due to space, students will be allowed to go to the bathroom one at a time, we have a female identifying bathroom, a male identifying bathrooms and three gender-neutral bathrooms. Bathrooms will be closed to anyone other than TLT staff and students. When using the restrooms students are to leave masks on and wash hands with soap and water for at least 20 seconds.
9. Students will have access and be asked to use hand sanitizer provided by the theatre on a regular basis. *If your student has any skin allergies, please inform staff on the medical sheet.*
10. Activities and games will be structured in a non-contact form.
11. Water bottles are not to be shared by any students' including siblings. All water bottles **MUST** be clearly identifiable. Any plastic water bottles must have students name written clearly on it.

12. Snacks and lunches are NOT to be shared. Siblings may pack food together, however, separate packaging would be appreciated.
13. No treats please! We will gladly celebrate students' birthdays with a song, but please do not bring any goodies to hand out.
14. TLT will not be traveling to Wright Park this year to maintain safety.

V. Costumes, Props, and Set pieces

1. All students will be asked to wear a tank top and shorts under their costumes. Please contact education@tacomalittletheatre.com if your student does not have these items.
2. We will let all students and families know when students need to bring or have on underneath their clothes the tank top and shorts.
3. Each student will be provided all the necessary costume pieces for their role as deemed needed by the instructor and costumer. We will have individual places for each students' personal clothing and costume.
4. Props (the items that actors hold, such as cups or books) will be assigned to each student, students will not share props if possible. Any student with props will have their own bin for them to be stored in and returned from use on stage.
5. Set pieces will be kept to a minimum, students may during rehearsals and a show use same set pieces.

VI. Theatre space sanitization

TLT is committed to doing our utmost to make everyone feel safe inside our building. We have in place multiple hand sanitizer stations and dispensers available to students. We will be disinfecting all high contact surfaces that our staff and students will come into on a regular basis. Props and set pieces will be sanitized daily. Costumes will be kept separate from other students, and will be cleaned on a regular basis.

Students MUST bring their own script, pencil, water bottle, snacks, and lunch.

- Hand sanitizer locations: at check in table, with instructors and interns in stage area, by box office, at concessions counter, at entrance to theatre from lobby, inside auditorium, one in each dressing room.
- Instructors and interns will preform the daily sanitization of all high contact surfaces.
- Costumer and staff will sanitize costumes as needed, and sanitize dressing room areas.
- Props and bins will be sanitized daily
- Set pieces will be sanitized daily
- Students will help wipe down their bins and chairs at the end of the day.

VII. Performance

To ensure all family members and friends are able to see students' productions, TLT has decided that we will be recording the students final show on the final day of camp, Friday. Due to phase seating restrictions, we would not be able to accommodate all the important people in your students' life. The production will be released the following Saturday (a week after camp ends) via YouTube. The YouTube link will be emailed out to the registered email address for students.

VIII. COVID or COVID Symptoms

If we receive information from another student's family of a CONFIRMED positive COVID case of the student, camp will move to a virtual format to allow students and staff to quarantine. If a student has a household member with a CONFIRMED positive COVID case, the student must stay home.

If a student has one of the following symptoms: 100.4 fever, chills, cough, loss of sense of taste or smell, or shortness of breath. The student will be sent home, or asked to stay at home until either: 10 days have passed and no fever 24 hours prior with no fever reducing meds; or student receives a negative COVID test result and symptoms have cleared.

If a household member of a student has: 100.4 fever, chills, cough, loss of taste or smell, or shortness of breath; it is recommended that the student stay home until that household member receives a negative COVID test result.

If a student has 2 or more of the following symptoms: fatigue, headache, muscle or body aches, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea; or one of these symptoms for more than 24 hours, student should remain home until 24 hours after and the symptoms have cleared or a negative COVID test result.

If a student has 1 of the following symptoms for less than 24 hours, we encourage you to keep your student home: fatigue, headache, muscle or body aches, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

If a health care provider can diagnose student or household member with something other than COVID, which explains all symptoms, the student may return to camp: 24 hours after fever is gone, or after symptoms improve, or the health care provider deems it safe to return.

IX. Transfer to Online class and refund policy

Should it be deemed necessary, TLT reserves the right to convert to virtual classes (via Zoom), with no price change and no refund, at any point in the program. Reasons for moving to an online format may include but are not limited to: COVID exposure or positive test with a student or staff member in the class; an increase in community COVID spread deemed potentially dangerous to

our students and staff; changes in local, state, or national health department recommendations or orders. If a class moves to an online format, the dates will remain the same.

X. Questions

If you have any questions about this information, concerns about the safety of your student please email education@tacomalittletheatre.com Our Education Director checks this email regularly, and will be the primary contact using this email. Messages for instructors or interns are best sent via this email as well, if you would like to set up a phone conversation, please send an email. If you have questions for other TLT staff members please call 253-272-2281