

# COVID-RESPONSE PLAN

## ARTs PROGRAMMING

### STRAWBERRY HILL CENTER Art Room

#### Phase 3 (Opening)

Manager will post a weekly facility-use calendar by the door of the SHC Art Room each Monday morning.

#### **Manager meets with instructors 30 minutes prior to their first scheduled class:**

- Manager reviews with the instructor the supplies and use of the Covid-19 PPE kit:
  - Bottled disinfectant (DC-Plus 240)
  - Hand sanitizer
  - Paper towel roll
  - 100-glove box
  - 25-mask box
  - Gown
  - Eye protection
  - Contact list
  - Thermometer
- Manager checks out facility key to the instructor with reminder to keep facility locked.
- Manager issues each instructor a personalized packets of instructor materials, to include:
  - Roster
  - Daily checklist of duties now required of instructors during Covid-response phases.
  - Emergency directions including how to communicate any/all issues correctly (be sure all instructors are encouraged to connect with manager often for any/all issues as they arise via cellphone as manager may not be on-island).
  - Novatime directions (invoice directions for contractor instructors)
  - Student evaluation forms for final class meeting.
  - Instructor evaluation form due when returning key before final payment.

#### **Manager accompanies instructor for first class meeting:**

- Introduce self and role – available as a resource
- Welcome and thank participants.
- Explain all new Covid-related protocols and answer questions
- Encourage participants to check website for all updates.

#### **Activity Program Protocols:**

- Participant Arrival Protocols:
  - Participants should remain in/at their cars until called to the screening shelter.
  - Participants will be motioned from their car one at a time.
  - The instructor will screen each participant for symptoms of COVID-19 using the outdoor entrance shelter.
  - Staff will use the questionnaire and take the temperature of each participant prior to entering the SHC Art Room.

**Any YES answer to the questionnaire OR a temperature in excess of 100 degrees will result in the participant being sent home. The participant may NOT enter the SHC Art Room.**

- Participant Protocols:

- Prior to first class meeting, participants will be sent this document and be informed of all Covid-response protocols.
- Upon first class meeting, entrance protocol will be explained to the participants, including how to enter, wash their hands, and be seated at a work table.
- Thereafter participants will enter individually after passing the entrance screening and wash hands, take their place and remain at least 6 feet apart from all other participants and all times.
- Properly spaced class-end procedures, including putting away chairs and equipment will be practiced.
- Participants are encouraged to wear gloves and masks, but do so at their discretion.
- Participants will leave the SHC Art Room at a distance from one another and not congregate in the parking area. Socializing, even at a distance, before or after class is not appropriate.
- Whenever possible, participants are issued (or bring) their own personal kit of supplies and do not use shared materials or equipment.

- Instructor Work Habits:

- Staff should thoroughly wash their hands before and after class.
- Masks AND gloves are **required**:
  - for all cleaning procedures.
  - when cleaning all high-touch areas both before and at the end of the class activity.
  - when staff prepares and distributes class materials
- All high-touch areas are to be thoroughly cleaned/disinfected before leaving the SHC Art Room to staff the entrance screening area.
- Masks and gloves are **recommended** during class instruction.
- Instructor actively monitors that all recommended procedures regarding movement throughout the classroom at a distance are observed by all participants.
- Instructor actively monitors that all recommended procedures regarding the cleaning and packing of supplies at the end of the class.
- Instructor will clean each piece of equipment thoroughly after the class has been dismissed.
- The instructor thoroughly cleans/disinfects all high touch-areas before leaving the facility.
- The use of fans and open doors will be employed as often as possible when class is held inside.
- ***Holding class outdoors is advisable when the weather permits and when the instructor deems that the conditions are safe for all participants.***

- Equipment Standards:

- Equipment is expected to have been left by the last instructor in sanitized condition.
- Cleaning supplies should be available when students do use common equipment (paper cutter, pencil sharpener, sink).
- Equipment will be thoroughly cleaned and disinfected by the instructor at the end of each activity.

# COVID-RESPONSE PLAN

## ARTs PROGRAMMING

### AQUATIC CENTER NAKATA A CLASSROOM

#### **Phase 3 (Opening)**

Manager will post a weekly facility-use calendar by the door of the Nakata A Classroom each Monday morning.

#### **Manager meets with instructors 30 minutes prior to their first scheduled class:**

- Manager reviews with the instructor the supplies and use of the Covid-19 PPE kit:
  - Bottled disinfectant (DC-Plus 240)
  - Hand sanitizer
  - Paper towel roll
  - 100-glove box
  - 25-mask box
  - Gown
  - Eye protection
  - Contact list
  - Thermometer
- Manager issues each instructor a personalized packets of instructor materials, to include:
  - Roster
  - Daily checklist of duties now required of instructors during Covid-response phases.
  - Emergency directions including how to communicate any/all issues correctly (be sure all instructors are encouraged to connect with manager often for any/all issues as they arise via cellphone as manager may not be on-island).
  - Novatime directions (invoice directions for contractor instructors)
  - Student evaluation forms for final class meeting.
  - Instructor evaluation form due before final payment.

#### **Manager accompanies instructor for first class meeting:**

- Introduce self and role – available as a resource
- Welcome and thank participants.
- Explain all new Covid-related protocols and answer questions
- Encourage participants to check website for all updates.

#### **Activity Program Protocols:**

- Participant Arrival Protocols:
  - Participants will adhere to social distancing until called to the screening shelter.
  - The instructor will screen each participant for symptoms of COVID-19 using the outdoor entrance shelter.
  - Staff will use the questionnaire and take the temperature of each participant prior to entering the classroom.

**Any YES answer to the questionnaire OR a temperature in excess of 100 degrees will result in the participant being sent home. The participant may NOT enter the Nakata A Classroom .**

- Participant Protocols:
  - Prior to first class meeting, participants will be sent this document and be informed of all Covid-response protocols.
  - Properly spaced class-end procedures, including cleaning and putting away chairs and tables will be practiced.
  - Participants are encouraged to wear gloves and masks, but do so at their discretion.
  - Participants will leave the Nakata A Classroom at a distance from one another and not congregate in the lobby or the parking area. Socializing, even at a distance, before or after class is not appropriate.
  - Whenever possible, participants are issued (or bring) their own personal kit of supplies and do not use shared materials or equipment.
  
- Instructor Work Habits:
  - Instructor should thoroughly wash his/her hands before and after class.
  - Masks AND gloves are **required**:
    - for all cleaning procedures.
    - when cleaning all high-touch areas both before and at the end of the class activity.
    - when staff prepares and distributes class materials
  - All high-touch areas are to be thoroughly cleaned/disinfected before leaving the Nakata A Classroom to staff the entrance screening area.
  - Masks AND gloves are **recommended** during class instruction.
  - Instructor actively monitors that all recommended procedures regarding Covid-19 response are observed by all participants.
  - Instructor actively monitors that all recommended procedures regarding the replacement of chairs and tables at the end of the class.
  - Instructor will clean (or supervise the cleaning of) each table and chair and put in final storage at the end of the class period.
  - The instructor thoroughly cleans/disinfects all high touch-areas before leaving the facility.
  
- Facility Standards:
  - Facility is thoroughly cleaned and disinfected every evening.
  - Facility is expected to have been left by the last instructor in sanitized condition.
  - Students should move throughout the facility with an awareness of keeping all surfaces as free-from-touch as possible.
  - Equipment will be thoroughly cleaned and disinfected by the instructor at the end of each activity.

Manager conducts weekly site visit to assure that new facility-use calendar is posted, facility signage is still in position, supplies are well-stocked and the facility is clean and orderly, especially with concern to Covid-19 protocols and procedures.