

ARTs PROGRAMMING COVID-RESPONSE PLAN

STRAWBERRY HILL CENTER Art Room

Phase 1 (Prior to re-opening)

Manager recruits and facilitates successful online instruction program.

Manager(s) prepares the building for eventual public use:

- Post room arrangement supporting maximum participant distancing.
- Posting appropriate signage and reminders clearly.
- Preparing the kitchen area to serve as a handwashing station while maximizing physical distance between program participants.

Manager communicates with instructional staff regarding updates and impacts on BIMPRD decisions.

Manager prepares and distributes Contractor Instructor Agreements.

Manager completes Cost Analysis on all proposed summer activities.

Phase 2 (Pre-opening)

Manager continues to update original program offerings, suspending some, and recruiting new. Update catalog, RecTrac and Webtrac to reflect current status of all programs.

Work interdepartmentally to assure the SHC Art Room is scheduled to ensure participants can enter and leave the facility without overlap.

Manager prepares facility and instructional staff for upcoming programming:

- Instructors are trained in the impact of Covid-19 on BIMPRD's upcoming provision of recreational programming:
 - Facilitate the successful completion of SafePersonnel Training by Employee Instructors.
 - Share governing documents that have informed BIMPRD procedures when requested.
 - Require an online staff meeting of all Summer 2020 Instructors (employed and contracted):
 - Share the BIMPRD Employee Training PowerPoint slideshow.
 - Discuss all paperwork, checklists, and program materials for use this summer
 - Introduce PPE kits that will be issued to each instructor
 - Demonstrate correct procedures when helpful.

Manager sets maximum number of class participants to 10 in order to reflect attention to the minimum 6-foot distancing as well as the 1/3 facility capacity recommendations.

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 provides the instructor their own Covid-19 PPE kit – review equipment and proper use:
 - 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 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:

- 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.

ARTs PROGRAMMING COVID-RESPONSE PLAN

AQUATIC CENTER NAKATA A CLASSROOM:

Phase 1 (Prior to re-opening)

Manager recruits and facilitates successful online instruction program.

Manager(s) prepares the building for eventual public use:

- Post room arrangement supporting maximum participant distancing.
- Posting appropriate signage and reminders clearly.
- Keep the handwashing station clear and post directions that only one participant may be at the counter at any one time.

Manager communicates with instructional staff regarding updates and impacts on BIMPRD decisions.

Manager prepares and distributes Contractor Instructor Agreements.

Manager completes Cost Analysis on all proposed summer activities.

Phase 2 (Pre-opening)

Manager continues to update original program offerings, suspending some, and recruiting new. Update catalog, RecTrac and Webtrac to reflect current status of all programs.

Work interdepartmentally to assure the Nakata A Classroom is scheduled to ensure participants can enter and leave the facility without overlap.

Manager prepares facility and instructional staff for upcoming programming:

- Instructors are trained in the impact of Covid-19 on BIMPRD's upcoming provision of recreational programming:
 - Facilitate the successful completion of SafePersonnel Training by Employee Instructors.
 - Share governing documents that have informed BIMPRD procedures when requested.
 - Require an online staff meeting of all Summer 2020 Instructors (employed and contracted):
 - Share the BIMPRD Employee Training PowerPoint slideshow.
 - Discuss all paperwork, checklists, and program materials for use this summer
 - Introduce PPE kits that will be issued to each instructor
 - Demonstrate correct procedures when helpful.

Manager sets maximum number of class participants to 8 in order to reflect attention to the minimum 6-foot distancing as well as the 1/3 facility capacity recommendations.

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 provides the instructor their own Covid-19 PPE kit – review equipment and proper use:
 - 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 minigym.

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:
 - Upon first class meeting, entrance protocol will be explained to the participants, including how to enter, wash their hands, claim a spot, and gather class supplies.
 - 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.

Sue Barrington 9/18/2020