

HLOC Reopening Plan Protocols

Approved by Humboldt County Health Department 8/24/2020

Education and Training

HLOC staff is expected to understand the HLOC COVID-19 Protection Plan and their responsibilities with providing a safe environment. Staff is to know how to follow the guidelines and how to teach the students and families to follow the guidelines.

Before each class, students will be reminded of the safety guidelines. Teachers will remind the students how to wear the facial covering, when to wash and sanitize their hands, and how to navigate the space around them. Visuals will be posted around The SPACE with instructions on how to properly wear a facial covering and reminders on how to stay safe.

Resources and Contact Information

For further information and guidelines, you may visit the Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. You may also contact the local Department of Health and Human Services at (707) 445-6200.

Screening - Teachers and Staff Members

Those representing HLOC (teachers, Board Members, volunteers, etc.) are responsible for conducting their own self-screening before entering The SPACE. Symptoms to watch for include coughing, shortness of breath, fever, chills, muscle aches, sore throat, or loss of smell and taste. You may use the CDC Self-Checker online at

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. If you experience any of these symptoms, you are to inform Carol Ryder immediately so other staff or class arrangements can be made. If you should start to develop any of these symptoms while at The SPACE, you must contact Carol Ryder immediately and vacate the building. Anyone experiencing symptoms must stay home for at least 14 days.

We ask all HLOC staff who have recently traveled outside of Humboldt County to stay home and monitor their health for at least 14 days before entering The SPACE. If you have been in contact with an individual who has tested positive for COVID-19, you are expected to inform Carol Ryder and self-quarantine for at least 14 days. You will not be allowed to work at The SPACE during that time. If you have been diagnosed with COVID-19, you are to inform Carol Ryder as soon as possible.

Screening - Students and Families

We ask families and students to self-screen for symptoms before entering The SPACE. Symptoms to watch for include coughing, shortness of breath, fever, chills, muscle aches, sore throat, or loss of smell and taste. You may use the CDC Self-Checker online at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

If you experience any of these symptoms, you are to stay home. If you should start to develop any of these symptoms while at The SPACE, you must inform the music teacher immediately and vacate the building.

Before entering The SPACE, an HLOC representative will take your temperature and ask you the following questions. If you answer yes to any of these questions, you will not be allowed to enter The SPACE.

1. Have you been in contact with an individual who has tested positive for COVID-19?
2. Have you traveled outside of the area within the last two weeks?
3. Have you lost your sense of taste or smell?
4. Have you experienced any shortness of breath or trouble breathing?

Hand washing

According to the Centers for Disease Control, hand washing is one of the best ways to protect yourself and your family from getting sick. If soap and water is not readily available, hand sanitizer can be used (at least 60% alcohol). Upon entering The SPACE, all HLOC representatives must wash their hands with soap and water for at least 20 seconds. All students entering The SPACE, must use hand sanitizer. An HLOC representative will assist students with the use of hand sanitizer.

Key Times to Wash Hands (or use hand sanitizer with at least 60% alcohol):

- Upon entering The SPACE.
- Before and after touching your eyes, nose, or mouth.
- Before and after handling your facial covering.
- After using the toilet.
- After blowing your nose, coughing, or sneezing.
- After touching garbage.
- Before and after treating a cut or wound.

Proper

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 4. Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

Facial Coverings

Anyone entering The SPACE is required to wear a facial covering. Those who do not have a facial covering with them, will be given one or will not be allowed to enter The SPACE. Additional facial coverings will be available for a small fee. Facial coverings must be worn properly at all times.

- Wash your hands (or sanitize) before and after putting on your face covering.
- Put it over your nose and mouth and secure it over your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- If using a one-time use mask, dispose of it at the end of the day.

Way to Wear Facial Covering:

If using a cloth covering, wash daily or as recommended by the maker.

The proper use of face coverings help to protect the people near the wearer, but they do not replace the need for physical distancing and frequent hand washing. Employees must wash or sanitize hands before and after adjusting face coverings

Teachers and accompanists are encouraged to wear a face shield. Face shields are not a replacement for facial coverings. They are designed as eye protection and are meant to be used in conjunction with a covering fitted over your nose and mouth, such as a mask. However, face shields may be a less restrictive alternative for individuals who cannot tolerate a mask-style facial covering for medical reasons.

Adequate Supplies

HLOC will provide the following supplies:

- Soap
- hand sanitizer (60%+ alcohol)
- disinfecting product and wipes for cleaning
- paper towels and tissues
- disposable gloves for cleaning
- extra facial coverings

If you notice any of these supplies getting low, inform Carol Ryder within 24 hours.

Sanitizing The SPACE

The current cleaning routine for The SPACE is to remain in place with the addition of the following COVID-19 guidelines.

At the start of each day, a designated individual is responsible for sanitizing high-touch surfaces in common areas throughout the SPACE using sanitation wipes. High-touch surfaces include, but are not limited to, benches, student cones, door handles, sink handles, light switches, piano keys, office equipment, and counter tops.

When sanitizing The SPACE, disposable gloves are to be worn to protect the skin and doors are to be open for ventilation. The directions for the disinfecting product must always be followed. The disinfecting products are to be stored in areas out of reach of children.

The designated individual is also responsible for refilling hand sanitizer (at least 60% alcohol), soap dispensers, and paper towel dispensers. This must also be done at least once during the day (if The SPACE is open for more than four hours) and at the end of the workday. In addition, floors in both studios will be sanitized in between classes and after the last class of the day. After cleaning, the Cleaning Checklist is to be dated and initialed.

The overhead vents in rooms are to be left open at all times. Air purifiers in both studios are to remain on at all times (24 hours a day). The speed of the air purifier is to be set at maximum in between classes and lowered to level 2 during classes. After the last class, while The SPACE is being cleaned, the air purifiers are to be at maximum speed. When leaving the building, the air purifiers are to be set at highest level and studio doors are to remain open.

Class Environments

Shared class toys, puppets, art supplies are not encouraged. Teachers of young classes may choose a puppet for the season and wash frequently, if they choose. If a teacher chooses to use a toy for the class, it will need to be sanitized immediately after each class session.

When using the stereo for prerecorded music or the computer in the office, staff are to sanitize the devices before and after using.

Hydration during class should be done outside of The SPACE. Water cups are not available for student use. Excessive bathroom breaks are discouraged. If young people need to use the restroom, they are to be accompanied by an adult to assist with proper hand washing.

Students who need to blow their nose and/or sneeze, are to use a tissue. Once done, the tissue is to be placed in the trash receptacle and their hands are to be washed properly.

Class Registration and Staffing Plan

Registration for classes is to be completed online or during phone hours. Pre-registration for classes is essential in order to control class sizes. For the families who miss registration, they can be added to a waiting list. If there is room for their student, an HLOC staff member will contact the family and assist with registration.

Having a backup staffing plan is essential for all classes. Copies of the class music is to be kept in a binder in the KidCo cubby for possible staff backup.

Studios

Studio doors are to remain open when class or rehearsals are not in session. Studios are marked with cones or tape for social distancing. Students are to go directly to a cone. Students are to face one direction in class (not in a circle). Exercises involving partners will be modified for social distancing. Movement will be tailored to social distancing and primarily confined to the students' area or traveling through another area and back maintaining distance from others.

Studio A

Studio A is to hold no more than 8 students at one time. Windows in Studio A are to be kept open at all times. Studio A will have a section of benches with area underneath for belongings. Students will be asked to take off their shoes as soon as they enter Studio A. Students are to keep their notebooks with their bags under their seating area when not in use.

Studio B

Studio B is to hold no more than 4 students at a time. Students are to keep their shoes on in Studio B. If possible, open the window in Studio B during class and close it before leaving The SPACE.

Navigating The SPACE

The SPACE will have designated doorways for entering and exiting the building. Individuals are to enter The SPACE via the front door and exit The SPACE via the back door. Family members, with the exception of Tiny Twinklers, are not to enter The SPACE. Observation of classes is not permitted, and the lobby is not a congregating space. Students are to wait for instructions before entering The SPACE. When an HLOC monitor is in the lobby, the front door is to remain open.

HLOC Office

The HLOC office is for HLOC staff use only. Students and family members are not permitted inside the office. Staff is to have all copying done at least 30 minutes prior to class start time. When using the copier machine, leave the office door open and sanitize after use. If two or more teachers or staff members are in the office at one time, facial coverings must be worn.

Instructions for Students and Families

Students and families are expected to read and understand this COVID-19 Protection Plan. Parents are to sign the acknowledgement form and return it to HLOC with student the first day of class..

If students are feeling unwell, they are to stay home. If a student must miss a class, the family is asked to contact HLOC at info@hloc.org to explain.

Students are to bring everything they need for class (dance shoes, 3 ring binder, water bottle, etc.) in a designated KidCo bag. If the bag is not easily identifiable, the bag must be marked with the student's name.

Students are to arrive 5 minutes before the start of class. Upon arrival, students are to line up on the sidewalk outside of The SPACE six feet apart (on the markers). Students are to maintain distance from other students. An HLOC representative will take the student's temperature using a no-touch thermometer and provide safety instructions to the students. Parents are asked to stay until the student is cleared.

Students who arrive more than 5 minutes late, will not be admitted in.

At the end of class, students must be picked up on time at the back door to the SPACE. Due to limiting the number of people in The SPACE and necessary cleaning needed in between classes, the HLOC staff are not able to watch students after their class has ended. It is the responsibility of the family to ensure the student is picked up at the end of class. If students are not picked up on time, an HLOC representative will contact the parent. If tardiness is a problem, the student may be removed from the class.