

## HCA Fall 2020 Building Policies and Procedures

Updated April 28, 2021

Subject to change based on Massachusetts/Hopkinton Board of Health Covid-19 guidelines

### General guidelines for all visitors, staff and students to any HCA building:

#### **Visitors/Staff to the HCA:**

The HCA will provide signage of health requirements that are in compliance with recommended health agency protocols for visitors to our space attending public performances, art gallery exhibits, classes, rehearsals and rental events.

Until further notice, Teachers, students, staff and visitors **must cover their nose and mouth with a face covering whenever six feet of social distancing is not possible.** A limited supply of masks may be available at the HCA if a visitor does not have one.

Teachers, students, staff and visitors **should make a point to periodically wash their hands and/or utilize hand sanitizer** during their time at the HCA.

Anyone that is feeling unwell should not enter the building. **Upon arriving at the HCA, individuals must sign-in at the front desk and certify that they are symptom-free:**

#### Health Screen Certification

***In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?\*\****

**Today or in the past 24 hours, have you or any household members had any of the following symptoms?**

- Fever (temperature of 100.0°F or above), felt feverish, or had chills?
- Cough?
- Sore throat?
- Difficulty breathing?
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
- Abdominal pain?
- Unexplained Rash?
- Fatigue?
- Headache?
- New loss of smell/taste?
- New muscle aches?
- Any other signs of illness?

**\*\* Please note that if the schools in your town temporarily close due to contact tracing for positive cases of Covid, and you (or your child) have a direct link to someone who attends the school where the cases occurred, you must notify the HCA. Arrangements to attend an HCA class via Zoom will be made if it's available.**

#### **Cleaning/Disinfecting**

The HCA utilizes a 3<sup>rd</sup> party vendor to do twice a week building cleaning, as well as ultra-violet disinfection one time a week.

All teachers and staff are expected to clean surfaces and commonly used areas before and after their classes. Common areas include tables, chairs, instruments, door handles, sinks, art materials, dance barres, etc. The HCA will make cleaning supplies available for all instructors/staff.

### **Room Capacity limits allowing for social distancing**

Weather-permitting, classes are welcome to utilize the outdoor amphitheater for classes. For our indoor spaces, the numbers per room are noted below. For classes, the numbers shown below include the instructor.

**Delbridge performance space:** Classes = **25 people** / Rental/Rehearsals/Meetings = **75 people**

**Green Room, Art Room, Dance Room & Multi-purpose room:** **12 people**

**2<sup>nd</sup> floor loft:** Classes = **20 people** / Rental/Rehearsals/Meetings = **25 people**

**Ceramics Studio:** **10 people**

**Private lesson music rooms (for all lessons except brass/wind/voice\*):** **1 student / 1 instructor**

*\*Please note that brass, wind and voice lessons are only possible in the 2<sup>nd</sup> floor loft and the Delbridge performance space to allow for greater social distancing.*

### **Process for Handling sick, symptomatic and exposed children and staff:**

All staff/teachers **are encouraged to take their own temperature at home each day prior to coming to the HCA**. It's important for people to not come to the HCA if they have a frequent cough, sneezing, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.

#### **Positive COVID-19 Response:**

In the event that the HCA learns that a student, staff member, instructor or other persons visiting the HCA test positive for COVID-19, we will take all recommended steps provided by the CDC and local health department including, but not limited to:

- Notify the students/guardians of all in-house programs of the potential exposure within that student's assigned group.
- Conduct an overnight deep cleaning of our building.
- Restrict those students who have potentially been exposed from entering our building for the recommended period of time per the local Board of Health

### **Food & Beverage Guidelines**

Water fountains will be taped off and not available for use. Individuals should arrange to provide their own water bottle which may be refilled from the available sinks in the HCA. Please label the water bottles.

At no time will nut/peanut products be allowed at the HCA.

### **Non-Contact Delivery Protocols**

The area outside the main entrance underneath the bulletin board will be the designated area for vendor deliveries. Signage will be placed to direct vendors where to drop off packages.

## **Additional Processes for Summer HCA programming:**

### **On-Site Summer Programs**

The graph below outlines the group sizes and locations for summer programs between 8 am - 6 pm.

HCA Program	Times	Max #	CITs / Instructors	Indoor location	Outdoor location
<b>Fine Arts Group 1</b>	8:30-11:00 (AM) 11:00-12 (lunch) 12-2:30 (PM)	15	3	Loft or perf space	Garden tents
<b>Fine Arts Group 2</b>	8:30-11:00 (AM) 11:00-12 (lunch) 12-2:30 (PM)	10	2	Loft or perf space	Garden tents
<b>Ceramics (Youth)</b>	12:30-3:30 pm	6	2	Ceramics Studio	N/A
<b>Ceramics (Adult)</b>	Times vary	6	1	Ceramics Studio	N/A
<b>Movie Making</b>	9:00-11:30 (AM) 11:30-12:30 (lunch) 12:30-3:00 (PM)	15	3	Loft or perf space	Adjacent to the Green Room
<b>Show in a Week</b>	9:00-11:30 (AM) 11:30-12:30 (lunch) 12:30-3:00 (PM)	15	4	Perf Space or Hop High School	Adjacent to the Green Room
<b>Complete Artist (Visual Arts)</b>	9:00-11:30 (AM) 11:30-12:30 (lunch) 12:30-3:00 (PM)	6	2	Green Room	Grassy area by loading dock.
<b>Dance Programs</b>	Times vary	11	1	Price Chopper Plaza studio location	
<b>After Arts</b>	2:30 - 5:30 pm	10	2	Perf Space	Amphitheater

All indoor classrooms and outdoor areas will be set up to allow for 3 ft of distance between students.

The outdoor locations will be utilized when possible. A limited supply of tents will be available to provide cover. In the event of rain or extreme temperatures, the students will work and eat their lunches in their assigned room within the HCA buildings within their assigned group.

During the lunch hour where there is a 30-minute overlap, the respective groups must eat their lunch and play the CIT-led activities and games in their assigned outdoor area (or their room in the event of extreme weather).

### **Activity Guidelines for HCA Summer Programs:**

- Teachers, students, CITs and other staff members **must follow state-mandated guidelines for face coverings whenever 6 ft of distancing is not feasible.** CITs must remain with their assigned group and not mingle or swap with other CITs.
- All game activities led by CITs during lunch/breaks will be contactless and encourage social distancing (such as freeze dance, charades, etc.) Students must NOT bring items designed for sharing/touching such as kick balls, hula hoops, etc. Books and individual electronic devices are allowed provided they are not passed around.
- Water fountains will be taped off and not available for use. Parents/Staff should arrange to provide their own water bottle which may be refilled from the available sinks in the HCA. Please label the water bottles.

- Activities will take place outside to the extent possible (except for Ceramics Wheel throwing and certain dance programs) except in the case of extreme weather. All indoor spaces will open the windows/exterior doors to allow for maximum airflow during use.
- Students, CITs, teachers and staff should utilize hand sanitizer in between hand washing.

**Food & Beverage Guidelines**

HCA Plan: All staff/students must provide for their own meals/snacks/beverages. Staff/Teachers who utilize the HCA refrigerator must label all their food and beverage items to avoid inadvertent sharing of food.

At no time will peanut products be allowed at the HCA. The HCA will alert instructors and CITs of other potential food allergies communicated by parents.

**HCA 2021 Summer Programs Guidelines for parents:**

**PRIOR TO ARRIVING AT THE HCA**

Parents are **strongly urged to take their child’s temperature prior to coming to the HCA**. If they have a temperature of greater than 99 degrees, or exhibit any signs of illness, please keep them at home.

**For full day programs, parent should send with their child the following:**

**Lunch/Snacks, sunglasses, sunscreen, bug spray, refillable water bottle, hand sanitizer and face covering** (please label your child’s belongings). The HCA will not be selling snacks this year. We will be providing an ice cream/popsicle treat on Friday afternoons.

**A word about face coverings:** Students should arrive with a mask on until they reach their designated group location, at which time they can lower them when they are appropriately distanced. While we will make every attempt to ensure a distance of 6 ft at all times, there will be occasions when such distancing is not possible (i.e. walking between activities, trips to the bathroom, when an instructor is assisting them with a project, etc.) and they will need to pop their mask on. We recommend adding a fastener of some kind to the face coverings so that kids can just wear them around their neck. Coverings may be neck scarves, masks, bandanas, etc.

**DO NOT BRING:** Please do not pack toys/balls or anything that could be shared with other students. Also, no food that contains nut products (in case of allergies).

**DROP-OFF & PICK-UP PROCEDURES AT THE HCA:**

Parents will remain in their cars for drop-off & pick-up. It is recommended that the same parent/guardian be responsible for the drop-off and pick-up each week. Please refer to the map enclosed for the queue area. With the exception of ceramic studio programs, all pick-up/drop-offs will occur from the high school parking lot that is adjacent to the HCA. A staff member will be outside the drop-off area to review the health screening questions.

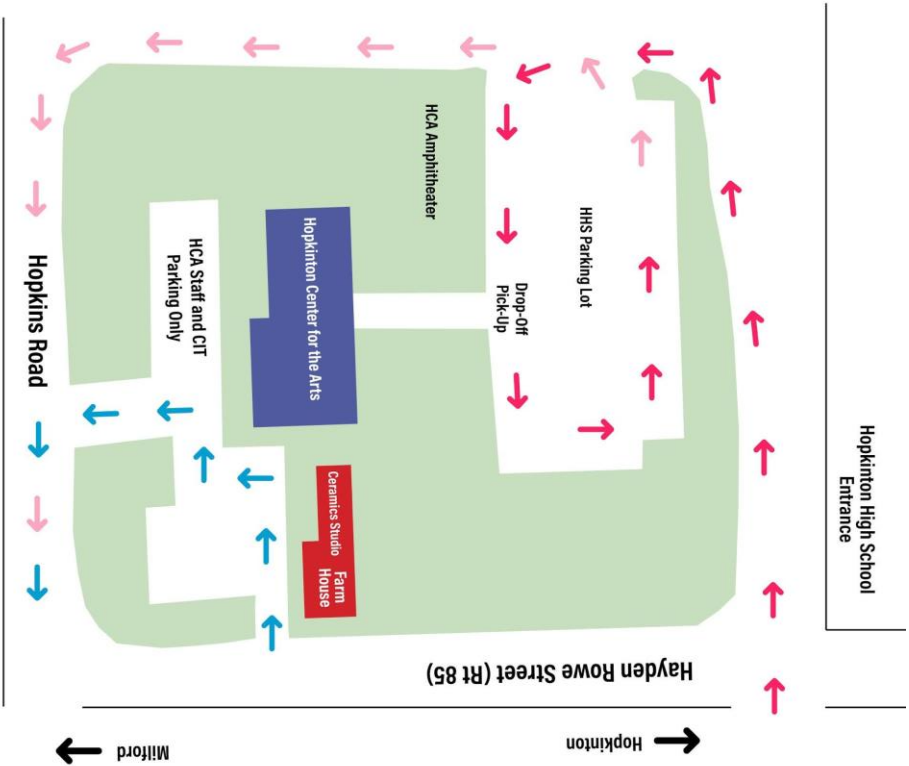
**The drop-off /pick-up windows for each program is as follows:**

a) Fine Arts Academy (8:30 – 2:30)	Drop-off 8:20-8:30	Pick-up: 2:30-2:40 pm
b) Show in a Week: (8:45 – 2:45)	Drop-off 8:35-8:45	Pick-up: 2:45-2:55 pm
c) Complete Artist: (8:45 – 2:45)	Drop-off 8:35-8:45	Pick-up: 2:45-2:55 pm
d) Movie Making: (8:45 – 2:45)	Drop-off 8:35-8:45	Pick-up: 2:45-2:55 pm
e) Art Adventures: (9:00-12:00)	Drop-off 8:50-9:00	Pick-up: 12:00 – 12:10 pm
f) Broadway for Kids (12:30 – 3:00)	Drop-off 12:20-12:30	Pick-up: 3:00 – 3:20 pm
g) Ceramics	Drop-off 12:20-12:30	Pick-up: 3:30-3:40 pm

**Students registered for the “After Arts” extended day program must be picked no later than 5:45 pm. Please call the HCA when you arrive to pick up your child. 508-435-9222.**

**Students registered for both Art Adventures and Broadway for Kids will remain at the HCA for lunch 12-12:30 pm**

# Summer Student Drop-off Procedure



## HCA

### Summer Fun In The Arts Drop-Off and Pick-Up Directional Map

#### HCA Drop Off and Pick-up:

- Enter from the Hopkinton High School entrance on Hayden Rowe.
- Queue up your cars on the amphitheater side facing the HCA.
- Exit out the Hopkins Road side

#### Ceramics Studio Drop-Off and Pick-up

- Enter from the Hayden Rowe Street Farm House driveway
- Exit out the Hopkins Road side

Hopkinton Center for the Arts  
98 Hayden Rowe Street  
Hopkinton, MA 01748

REV 6/10/20