

HCA Fall 2020 Building Policies and Procedures

Updated September 19, 2020

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 whenever possible, and at all times when 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.

People coming to the HCA should take their temperature prior to arriving. 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 3rd 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 = **12 people** / Rental/Rehearsals/Meetings = **25 people**

Green Room, Art Room, Dance Room & Multi-purpose room: **5 people**

Main gallery: **8 people.**

2nd floor loft: **12 people**

Ceramics Studio: **5 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 green room, 2nd floor loft, multi purpose room 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.