

HCA Fall 2020 Building Policies and Procedures

Updated September 4, 2020

Subject to alterations 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 at all times when indoors, and outdoors 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)? Have you travelled within the last 14 days to any state or country on the Massachusetts quarantine list?

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?
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
- Cough? • Sore throat? • Headache? • Difficulty breathing?
- Abdominal pain? • Unexplained Rash? • Fatigue? • New loss of smell/taste?
- New muscle aches? • Any other signs of illness?

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. If necessary, provide instruction via an online platform during the period of inquiry.
- 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 or documentation of a negative test result.

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.

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. 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. The HCA will provide all necessary cleaning supplies.

Classroom supplies - whenever feasible, materials will be assigned to the student and kept in separate storage containers to avoid the sharing of materials. For any materials that are nominally shared, instructors must ensure that the items are cleaned between use.

HVAC: The HCA's vendor has completed it's annual maintenance of HVAC systems to ensure optimal operation. The HCA already enjoys the benefits of having a system in the Delbridge performance space that pulls in air from outdoors rather than recycled air. But the HCA is furthering safety measures by having iWave ionizers installed in key HVAC systems of our main building. Makers of the device say studies conducted in test chambers show that the device can neutralize the virus. (A California bio analysis company studied the effectiveness of the iWave machine and found a 90% reduction of human coronavirus within 60 minutes under test conditions).

Drop off/ Pick-up procedure

For all visitors to the HCA who are being dropped off or picked up by a licensed driver, the driver must remain outdoors during the student's time in class/lesson/rehearsal or may return at the designated time. For pick-up, students will wait outdoors with an instructor or staff member (weather permitting) or in the main gallery until their designated guardian arrives in the parking lot for pick-up.

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. At all times, students should be positioned apart six feet (or more if space permits)

Delbridge performance space (3000 sq/ft): Classes = **12 people** / Rental/Rehearsals/Meetings = **25 people**

Art Room & Dance room (500 sq-ft): **4 people**

Main gallery (750 sq ft) **6 people.**

2nd floor loft (1500 sq): **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 online until further notice.*

Masonic Hall: **10 people**