

## **FALL RE-OPENING SAFETY PLAN**

- 1. Registration and Pre-Class Procedures**
- 2. Schedule**
- 3. Safety Adjustments/Additions to Program Design & Execution**

### **REGISTRATION and PRE-CLASS PROCEDURES:**

- All Registration activities and payments will be completed online or over the phone prior to the start of class.
- Students will not be admitted to class without written agreement from their parent to our safety plan. Shakespeare by the Sea staff will individually phone home prior to the start of classes in order to receive verbal confirmation that parents and students understand and agree to adhere to all health and safety rules.
- Student registration will require that families are aware that some individuals are considered at higher risk of severe illness with COVID-19 (including those over 65 and those with compromised immune systems or underlying medical conditions) and that parents, guardians and staff are encouraged to consult their health care provider if they have concerns about their own health, their child's health, or the health of other household contacts. Staff members will be informed verbally and via email before agreeing to work.
- Parents will be informed upon registration and confirmed via email or telephone of the need to monitor their camper daily for symptoms identified on the 811 website. This list of symptoms will be posted at drop off and pick up locations and parents and guardians will be asked daily to confirm that their camper has no symptoms and is not otherwise required to self isolate.
- No visitors will be permitted in the building during class hours. If parents wish to see the classrooms, they will be required to make a private appointment outside of class hours to do so. The Studio Director will follow all screening policies and only give in-person tours to one household at a time while everyone involved wears a mask.

### **SCHEDULE:**

**Mondays:**      4:00-4:45PM - Junior Shakespeare Class  
                      4:45-6:00PM - Senior Shakespeare Class  
                      6:00-9:00PM - Shakespeare Company Rehearsal  
                      Some private music lessons will take place in the Wardrobe Room

**Tuesdays:**    6:30-8:30PM - Speak the Speech for Adults

**Saturdays:**    10:00-10:45AM - Intro to Theatre Class  
                      10:45-11:45AM - Musical Theatre Class  
                      3:00PM-6:00PM - Shakespeare Company Rehearsal  
                      Some private music lessons will take place in the Wardrobe Room

## **SAFETY ADJUSTMENTS/ADDITIONS TO PROGRAM DESIGN AND EXECUTION:**

### **General:**

- Registration and payment will all be handled online in advance of the start of classes.
- At all sites, including pickup & dropoff locations, physical markers, painted floor markers, or chairs will be used to indicate the personal spacing necessary to maintain a safe distance. All parents and students will receive this information both in writing and verbally prior to the start of the session. Students will be reminded every day of the policy. If staff determine that a student is unable to follow the policy, they will be sent home immediately and either continue their experience through online coachings or be given a refund.
- All students will wait outside for check-in.
- The most current list of signs and symptoms will be posted where it can be read from outside the building.
- Staff and students will be monitored for signs and symptoms of COVID-19, using the most up to date list of symptoms can be found on the 811 website, in two ways. Parents and staff will be required to inform Shakespeare by the Sea via email if they develop any symptoms.
- A written self-screening checklist will be sent out in advance of class, and a completed checklist, signed and dated, will be required for admission to class. If a student answers “yes” to any pre-screening questions, they will not be admitted to class.
- Students and Teachers will wear a mask in entranceways and hallways. Masks will only be removed once doors are closed and cohorts are entirely contained.
- Students will be informed of the need to wear a mask to go to the washroom.
- High-touch surfaces will be disinfected by staff at the beginning and end of each night of classes.
- Washrooms will be disinfected before and after each night of classes.
- Handwashing signs will be posted in all washrooms, and students will be verbally reminded to wash the hands when they use the washroom.
- On Mondays and Saturdays, when more than one class comes into the space, classes will enter through the Main Entry, and exit through the North Exit. Parents will be informed of this plan, so they can wait in the appropriate areas. Students taking private music lessons will enter and exit through the South Door. The South Door is accessed via a hallway that doesn’t overlap with any of the other pick-up/dropoff points, only the washrooms. The teachers will always check the hallway before allowing a student to use it, so that there is no overlap between music students and cohorts in classes.
- The Kitchen can be used if any students’ parents are late picking them up, so that they are not exposed to the incoming cohort.
- The Office can be used to isolate a student or staff that becomes symptomatic.

- Staff will be responsible for keeping a binder with necessary information at all times. The most up-to-date list of symptoms will be posted at the building entrance, and included in staff's binder.
- The first two classes after Winter Break and March Break will be conducted from home online via Zoom.
- If anyone is absent from a class because they are experiencing any signs or symptoms, the instructor will log in to Zoom and broadcast the class to the private Zoom meeting. The class will be recorded, so an absent student will be able to log in and participate from home, or watch the video later.
- Students will have the option to make up an in-person class with a Zoom private lesson, and staff will have the ability to cancel an in-person class in favour of a Zoom class if necessary. We will not require any proof (ie doctor's note) if any staff or students requires this adjustment.
- If a student is informed by Public Health that they need to self-isolate, they will be given the option to do a Zoom lesson to make up lost classes in these cases. Attendance will be taken each week, and an incident report will be written if a child has to leave during class due to becoming symptomatic.
- Single-use masks and hand sanitizing stations will be available in each classroom, and in the drop-off area, should any student forget their personal items or find themselves without.
- No visitors will be permitted in the building during class.
- All programming and lesson planning will be centred around the idea that physical distancing will be maintained during lessons and coachings.
- Students on site long enough to require a snack will be asked to bring their own snack and sit in a marked, distanced space in their designated classroom while they consume it.
- We will keep one waste receptacle in each classroom, which will be handled only by staff members. Students will be informed of its location and will be instructed to drop waste in the receptacle without touching it. The bag will be changed every time there will be a new cohort in the space.
- Students will not share any supplies than cannot be sanitized between users. All lessons will only include work which can be done using props that can be thoroughly sanitized between uses, or no props at all.
- No food will be prepared on site during class hours, and students will be frequently reminded that sharing is not allowed.
- Students will be required to bring individual labelled water bottles, hand sanitizer, mask, and yoga mat or towel. If students are asked to sit or lie down, they will do so on their own personal surface.

#### **Musical Theatre Programs:**

- Class size will be limited to 14 students with 2 teachers.
- Masks will only be removed once students have moved to distanced positions.

- We will mark with physical markers where students can stand 10 feet from one another for singing portions of class. They will also wear a mask if they're singing.
- Should health and safety limitations continue to prohibit singing outside these barriers, we will place recording devices inside these booths to capture the students' vocal performances, and lip-sync to them to continue musical theatre training. If singing in groups of the cohort's size becomes permitted, we will follow the most current set of guidelines.
- When weather permits (October-November, and April-May), we can take portions of class outside, or leave windows to the theatre open.
- While rehearsing scenes, basic blocking will be established first, with masks on, using taped floor markers which will be colour-coded to create blocking that is physically distanced. Once that pattern is established, students will be allowed to work with masks off.

#### **Programs for students under age 8:**

- Class size will be limited to 8 students with 2 teachers. The intention will be always to keep distancing, but classes will remain below the recommended "bubble" size, since students are young and may struggle with distancing requirements.
- Circle games, warm-ups, and exercises will be conducted at a distance of at least 2m. This will be indicated by taped floor markers which will be colour-coded.
- Presentations will be staged using color-coded floor markers to help students maintain 2m distance.
- When weather permits (October-November, and April-May), we can take portions of class outside, or leave windows to the theatre open.

#### **Shakespeare Company program:**

- Class size will be limited to 14 students with 2 teachers.
- In the theatre, while rehearsing scenes, basic blocking will be established first, with masks on, using taped floor markers which will be colour-coded to create blocking that is physically distanced. Once that pattern is established, students will be allowed to work with masks off.
- Students participating in text-coaching breakout groups in the kitchen workspace will wear masks since distancing will be difficult in the smaller space.

#### **Adult Programs:**

- Class Size will be limited to 14 students with two teachers.
- Circle games, warm-ups, and exercises will be conducted at a distance of at least 2m. This will be indicated by taped floor markers which will be colour-coded.
- Presentations will be staged using color-coded floor markers to help students maintain 2m distance.

#### **Private Music Lessons**

- Teacher will wear a mask at all times.

- Students will be 10 feet or more from the teacher if their mask is off.
- Students will not share any materials, and any surfaces touched will be sanitized by the teacher.
- Teacher will sit behind a vinyl curtain or other physical barrier.

**Public Presentations:**

- All programs are designed to culminate in a public performance at the conclusion of the program. Any public performances will be conducted diligently following the most current set of guidelines put forth by public health for public performance activities.

**Parents will be sent an online form to agree to each of these conditions prior to the start of class:**

- I and my child agree to wear a non-medical mask during pickup and dropoff.
- I and my child agree to bring a personal bottle of hand sanitizer to each class.
- I and my child agree that my child will follow all staff instructions in order to maintain physical distancing at all times.
- I understand that if my child is not able to maintain physical distancing, they will be removed and not allowed to attend any further in-person activities.
- I will inform staff and keep my child home if they develop any COVID-19 symptoms. I know that the most up-to-date list can be found on the 811 website.
- I will give staff accurate and adequate contact information so that I can pick my child up from class on short notice if necessary.
- I will not send my child to class if they are sick or symptomatic.
- I will not send my child to class if they have travelled as per current Nova Scotia Public Health guidelines in the previous 14 days.
- I will not send my child to class if they are a close contact of a confirmed case of COVID-19.
- I will not send my child to class if they are awaiting a COVID-19 test result.
- I will not send my child to class if they have been told by Public Health that they may have been exposed and need to self isolate.
- I agree that If my child develops symptoms during class, they will be able to put on their own mask, and be isolated from their group. I will come pick them up as quickly as possible.

**Posted at drop-off site and class site:**

- Most up-to-date list of symptoms and signs from 811
- Instructions to go home if students has any of the symptoms
- A hand sanitizer station
- Any additional warnings set forth by Public Health

**ADDITIONAL NOTES:**

Should Theatre Nova Scotia, Communities, Culture and Heritage, or Nova Scotia Public Health determine that our performing arts programs fall under the category of activity that is allowed to gather without masks or social distancing under 50 participants, the only change we will make to this plan is the distancing requirement within the cohort. We will allow students to be within 2m of each other during classes and rehearsals, while still encouraging them not to have actual physical contact, and following ALL other hygiene procedures of course.