



River Tree Arts: COVID-19 Protocols and Guidelines for Safely Reopening

EMPLOYEES

We are committed to maintaining a safe, clean, and productive workplace for our employees

- We will provide our employees with the proper Personal Protective Equipment (PPE) to keep our faculty and students safe. We will ensure that employees have access to hand soap, hand sanitizer, gloves, masks, tissues, and paper towels.
- We will provide workers with up-to-date education and training on COVID-19 risk factors/protective behaviors (e.g., cough etiquette and care of PPE). We will use posters to serve as visual reminders of proper protocol.
- We will educate ourselves and our employees on the common symptoms and signs of COVID19.
- Employees are required to self-screen each day prior to entering the facilities. [See Wellness Checklist here](#)
- We will require that employees who are sick remain home until well.
- Face Coverings: We require employees to wear cloth face coverings when proper social distancing can not be maintained. This includes entering and exiting the building, and while in common areas.
- Face coverings will be worn for the duration of classes where social distancing is not possible.
- Employees will exhibit respiratory etiquette by coughing or sneezing into a tissue or elbow and promptly cleaning their hands.
- Hand Hygiene: Employees will practice good hand hygiene.
 - Frequent hand hygiene prevents the spread of disease. Employees will be reminded to practice good hand hygiene with frequent handwashing and hand sanitizing, especially between contact with customers and customer items.
- Employees will work staggered shifts whenever possible and stagger break times to avoid crowding in common areas.
- We will encourage employees to maintain 6 feet of distance between themselves and others.
- Gatherings or meetings of employees of 20 or more during working hours are prohibited
- Employees will be trained to sanitize workspaces + public spaces at regular intervals throughout the day.
- Employees will be responsible for sanitizing their workspace and equipment after each class/student.
- Proper distancing is to be maintained during person to person conversations.
- Employees will report any student suspected of being sick to the front desk immediately.
- We will ventilate the workspace with open windows and doors to the extent possible.
- We will discourage shared use equipment and materials.
- We will increase electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact and create a forum for employee questions and concerns.
- We will keep clear lines of communication open between faculty and staff with important information and updates as they become available.
- Employees will be asked to inform the Director of Operations, Kym Mabee, as soon as possible, if they are sick and will be unable to teach. This should be done via email and phone call.

TRAINING

- All staff must complete the River Tree Arts Safe at Work virtual training (This document is in progress).
- Employees will be provided training for:
 - Physical distancing guidelines and expectations
 - Monitoring personal health
 - Proper wear, removal and disposal of PPE
 - Looking for symptoms of COVID in students
 - Properly disinfecting their work areas after each class or student
 - What to do in the instance of caregiver or student non-compliance

STUDENTS/FAMILIES

We are committed to maintaining a safe, clean, and creative environment for our students

- Face Coverings: We require students and caregivers to wear cloth face coverings at all times when in the building, except during designated class times, per instructor guidance.
- Hand Hygiene: Students will be encouraged to practice good hand hygiene with frequent handwashing and hand sanitizing, especially when first entering the building.
- Classes will start and end with staggered start and end times to avoid crowding in common areas.
- We will encourage students and families to maintain 6 feet of distance between themselves and others.
- Parents will not be allowed to wait in the common areas of the building during their child's classes. The building is not open to parents. Any business can be conducted at the Reception Desk only. There are no waiting areas inside the building.
- We will use posters to serve as visual reminders of proper protocol on COVID19 risk factors and protective behaviors.
- We will require that students who are sick remain home until well.
- Sick Policy: we will follow the CDC guidelines in regards to procedures for those diagnosed with, or being tested for COVID 19. [See CDC Recommendations here.](#)
 - Caregivers and students are encouraged to perform wellness checks before attending their in-person classes at River Tree Arts. [CDC Wellness Checklist here](#)
 - Students will not be permitted to participate in an in-person class at River Tree Arts if they were home sick from school that day.
- Students will not be permitted to eat snacks in the building. Water breaks will be permitted during dance classes and classes over 2 hours in length.

CLASSES/SCHEDULES

- We will limit class sizes to allow for social distancing.
- Masks will be worn by all students and parents entering and exiting the building.
- Masks will be worn by teachers and students during classes when 6 ft social distancing is not possible.
- We will stagger class start and end times to avoid crowding in common areas.
- We will encourage students and families to maintain 6 feet of distance between themselves and others.
- Caregivers will not be allowed to wait in the common areas of the building during their child's classes.
- Teachers will sanitize materials, areas, and equipment used after each class.
- We will ventilate workspaces with open windows and doors to the extent possible.
- Our goal is to offer both virtual and in-person classes throughout the 2020/2021 school year as long as it is

possible to safely do so.

- ALL CLASSES will switch to a virtual platform (either ZOOM or asynchronous learning) in the event of a shutdown.
- No refunds will be given in the event of a shutdown as classes will continue virtually.

SHARED SPACES

- We will disinfect lobby areas on a routine basis using EPA-approved products.
- Frequent touchpoints will be sanitized several times throughout the day. These will include, but are not limited to:
 - Door handles
 - Light and other power switches
 - Stair railings
 - All hard surfaces, such as tables and countertops
 - Hand sanitizing stations
- Public restrooms will be sanitized several times daily following CDC recommendations on procedures.
- Restrooms are for use by patrons only. Restrooms are not open to the public.
- Caregivers will not be allowed to wait in the common areas of the building during their child's classes.
- Caregivers may conduct business at the reception desk, however, the rest of the building is not open. There are no waiting areas available inside the building.

WELLNESS

- Students and Caregivers are asked to self-screen prior to arrival at RTA for symptoms of COVID19 using the [CDC Wellness Checklist here](#)
- Students or caregivers who do not pass the [CDC Wellness Checklist here](#) will be asked not to enter into the RTA building.
- Students will not be allowed to attend classes at River Tree Arts if they were home sick on that day from school
- Caregivers must be available to pick up their child from RTA promptly when and if contacted if the RTA faculty suspects the child is sick.
- Protocols for the response to COVID-19 confirmed cases are still in process and will be finalized prior to re-opening. This will be based on [the current recommendations from the CDC](#).
- Criteria for returning to classes after symptoms and/or diagnosis will be in line with the most up to date recommendations. This will be based on [the current recommendations from the CDC](#).

The health and safety of our students is our number one priority. We will adjust our plans to meet the most updated guidance provided by Maine DHHS and CDC.

