

# SAFETY PROTOCOLS

The safety and health of our students and staff is our top priority. The Travis Academy of Fine Arts In-Person Plan was developed to coordinate with the CDC guidelines, current federal, state, and local government agency mandates and TABC safety protocols. It is designed to protect all students and staff from potential exposure to COVID-19, while limiting our impact of potential spread at TABC.

## COVID-19 HEALTH & SAFETY PROTOCOLS

This document is a summary of the TAFE In-Person Plan as of October 1, 2020. The plan is a living document that will be adjusted as needed based on the implementation of new protocols from TABC, guidance from the CDC or mandates from federal, state, and local government agencies.

## GENERAL PROTOCOLS



---

### REQUIRE STUDENTS TO FOLLOW OUR HEALTH POLICY

Prior to attending TAFE, all students will be asked to carefully review our health policy, which requires all attendees to have been healthy for at least 14 days prior to their attendance.

---

### LIMIT BUILDING ACCESS TO CONTROLLED AREAS

We will limit our entry points to one primary entrance located on Lipscomb St. in the west building and the ballet studio entrance for students who are only attending dance classes and will not require entrance into the main building.

---

### POSTED SAFETY PROTOCOLS AT EACH ENTRANCE

Entrances will be monitored by TAFE staff or parent volunteers to ensure that all people entering have a TAFE badge and are screened for overall wellbeing.

Health and Safety protocols will be posted at both entrances to ensure participants are aware and agree to all protocols upon entry.

---

## EXPOSURE PROTOCOL

If you or someone you know has been exposed to COVID or you suspect that you have been exposed to COVID please notify us immediately.

If we have a confirmed exposure case we will notify all students/parents/staff who may have been exposed and request that they either quarantine for 14 days following exposure, returning only after 14 days, symptom free or get tested using the rapid results test and provide written documentation of a negative test result to TAFE prior to returning.



---

## STUDENT/PARENT INFORMATION/COMMUNICATION PROGRAM

Post signage throughout TAFE on how to prevent the spread of COVID.

Parents/Students will receive information prior to their attendance explaining how they can stay safe and have a great day at TAFE by following our basic safety protocols. We will continue to keep them informed and up to date by communicating via newsletters, emails, text reminds and social media posts which will regularly feature up to date information on preventing the spread of COVID, hygiene guidelines, screening procedures, social distancing recommendations, disinfectant procedures, mask protocols, and more.



---

## ENCOURAGE PROPER MASK USE

We will post STOP do not forget your mask and proper mask wearing signs at both entrances.

Entrances will be monitored by TAFE staff or parent volunteers to ensure that all people entering have a TAFE badge and are wearing a mask.

Teachers and room parents (where applicable) will always encourage all students to wear masks properly while in class and when walking between classes.

---

## REQUIRE ALL STUDENTS AND STAFFS TO WEAR MASKS

All students above preschool age and all staff will be required to wear face masks covering the nose and mouth throughout their time on the property. There are three exceptions to this requirement.

- 1) Classes where it is necessary to see the student's mouth, in which case they will be allowed to wear a face shield during class and social distancing will be strictly enforced. All students will wear their masks until class begins. Classes including but not limited to drama/acting, musical theater, and choral classes.
- 2) Classes where the student is engaged in aerobic activity, such as TAFAs dance classes. All students will wear their masks until class begins. Social distancing will be strictly enforced.
- 3) Classes where the student is required to bring their personal instrument to their mouth. All students will wear their masks until class begins. Social distancing will be strictly enforced.

\*The CDC states that masks may be removed if social distancing is enforced.

\*\*The CDC states that it is not safe to wear a mask during aerobic activities as the increased need for oxygen and the opportunity for moisture to build in the mask during such activities may make it difficult to breathe causing complication. In these cases, people should maintain a strict 6' distance and remove their masks.

---

## SCREENING PROTOCOLS



---

### CONDUCT TOUCH FREE TEMPERATURE CHECKS ON STUDENTS/PARENTS

We will be using touch free infrared thermometers to check all students/parents upon entry. Anyone with a reading of 100.4 or higher, will not be allowed to enter the building.



---

### CHECK THE TEMPERATURE OF EMPLOYEES

We will be using touch free infrared thermometers to check all staff upon entry. Anyone with a reading of 100.4 or higher, will not be allowed to enter the building.

## SOCIAL DISTANCING PROTOCOLS



---

### DISPLAY SOCIAL DISTANCING SIGNAGE

Signage reminding students to practice social distancing will be displayed at entrances and throughout TAFE. Teachers and room parents will encourage social distancing both in the classrooms and when traveling to and from class by reminding students not to high five, hug or shake hands.



---

### CONTROL DAILY TAFE CAPACITY

We will be controlling the maximum daily attendance in each of our classes to maximize the space available to each student.



---

### IMPLEMENT A RESERVATION SYSTEM

To control attendance numbers and plan for social distancing, we have prepared a survey, requiring families to confirm which students plan to attend in-person classes vs. those that plan to continue virtually.



---

#### PROMOTE 6 FT SEPARATION IN ALL NECESSARY CLASSES

We will have clear markers in all classes that require social distancing to help students keep a safe distance from one another. We will use tape to mark the floor in classes where students primarily stand and chairs to mark spots where students are required to sit. Teachers and room parents (where applicable) will monitor to ensure that the social distancing is maintained at all time for these classes.

\*The CDC states that social distancing may not be necessary when wearing a mask.



---

#### PROMOTE STUDENT SEPARATION IN SEATED AREAS

Our classes and student study hall/holding area will be configured to encourage plenty of distance between students who are seated. In areas where strangers are seated together, seats will be removed to promote a clear 6-foot gap between students. However, in a circumstance where there are members of the same group/family they will be allowed to sit together without the 6-foot gap.

\*Masks must remain on in the study hall area and can only be removed while eating.



---

#### REDUCED CAPACITY IN RESTROOMS

TAFAs will provide a monitor outside each restroom within the allotted student areas to ensure that no more than 2 people are in the restroom at a time.

\*Families will be allowed to enter the restroom together at numbers greater than 2, but no additional people will be allowed to enter until they come out.

\*\* We ask that all people using the restroom follow proper social distancing by leaving gaps between you and others in common areas without dividers such as sinks and urinals.



---

#### REDUCE FACILITY CAPACITY

We will not be providing a location for parents to stay on site and have asked all parents to leave after dropping their students and return only when students are ready to be picked up.

We are requiring all students to be picked up/leave immediately following their last class or if they have large gaps between classes of 2 hours or more. We will provide a study hall (students only) at a max capacity that allows us to maintain proper social distancing.

\*We are allowing parents to enter the building to walk their younger students to class and to retrieve their younger students from class for their safety.



---

#### VIRTUAL CLASSES

Every class will be offered virtually reducing the in-person capacity by providing families an alternative option.

#### SANITIZATION AND DISINFECTION PROTOCOLS



---

#### DISINFECT COMMON AREAS

TABC housekeeping staff will disinfect all rooms used by TAFE as scheduled.



---

#### ENCOURAGE HAND SANITIZATION WHEN ENTERING THE BUILDING

To maximize the sanitization of our classrooms we will have a touch free hand sanitizer at each entrance and will encourage the use of hand sanitizer upon entry.

---

#### PROVIDE HAND SANITIZER STATIONS THROUGHOUT

We will have a touch free/free standing hand sanitizer station in each hallway and study hall.



---

#### POST PROPER HANDWASHING SIGNS IN ALL STUDENT RESTROOMS

Students will have several restrooms in the west building and lower sanctuary to wash their hands. We will ask teachers and room parents (where applicable) to encourage students to wash their hands before and after class. We will post proper handwashing technique posters in each of these areas as a reminder to students to wash their hands to prevent the potential spread of viruses.



---

#### SANITIZE RESTROOM AREAS

TABC housekeeping staff will disinfect all restrooms as scheduled.



---

#### FREQUENTLY SANITIZE

We are significantly increasing our efforts to sanitize and disinfect all high touch points, such as chairs, barres, tables, and re-usable classroom supplies before, after and in between classes.





---

#### ELIMINATE LUNCH SERVICE

We will not be providing lunch service to our students so there will be no common areas for lunch or food service, reducing the potential risk of food contamination and the spread of the virus.

---

#### ELIMINATE COMMUNITY WATER FOUNTAINS

All community water fountains will be covered and are not available for use at this time.

\*Students are encouraged to bring their own water with a lid to stay hydrated while on campus but to limit the potential spread of the virus through open containers.



---

#### INDIVIDUALIZED STUDENT LUNCHES

Students who stay during the lunch hour will be allowed to eat in the study hall/holding area only. They will provide their own lunch ensuring that they only come into contact with their food and supplies from their own personal home environment. We will ask families to provide an individual lunch box/bag for each student and avoid family style food options among siblings. We will also encourage families to pack lunch items that are individually wrapped and disposable.

\*Masks must remain on in the study hall area and can only be removed while eating.