



## 2020 Programs Family Handbook

*Welcome back!* We are so excited to welcome our students and families back to MoCo Arts. It's been very quiet here without you! This handbook was developed to be a comprehensive guide for participating in summer programs this year at MoCo Arts. It outlines the many safety protocols we've put in place to ensure we are in compliance with all applicable guidelines from the CDC and the state of New Hampshire with regards to COVID-19. **The health and well-being of our students, families, volunteers, and staff is always our highest priority.** By following the guidelines set forth in this handbook, you will help us create a safe environment for our students to enjoy. *Thank you!*

**All parents and/or legal guardians of our students are required to read this document prior to returning to campus. In addition, each member of the MoCo community must sign a Waiver before their student can return to campus.** MoCo has the right to refuse a student entry to campus if the parent and/or legal guardian and student are unwilling to sign the Waiver and comply with any of MoCo's procedures or requirements related to the COVID-19 pandemic.

Please understand that MoCo is doing its best to follow the recommendations issued by the CDC and the Governor. However, MoCo cannot guarantee that you, your child(ren) and/or anyone in your household won't be exposed to COVID-19 and that you assume all risk of allowing your child(ren) to participate in MoCo related events, classes and the like. By choosing to come to MoCo Arts, you are giving your consent to allow MoCo employees to be within 6 feet of you and/or your child(ren), which may increase the risk of transferring COVID-19 or any other illness.

***You are agreeing to these terms and services at your own risk. You will hold harmless MoCo Arts and all its employees in the event you, your child(ren) or any member of your household contract COVID-19 or any other illness. You also warrant that, to the best of your knowledge, you have no symptoms that could possibly be related to COVID-19 and have had no such symptoms within 14 days of coming to classes or camps.***

Please take not only your health but the health of MoCo's employees seriously, as we are taking yours seriously. If any of MoCo's employees contract COVID-19, we may have to close MoCo completely until we can be sure no one else contracted it as well.

**Pease read this document carefully as it contains important information that you will need to know to attend classes and camps at MoCo Arts this summer.** If you have any questions, please contact us at (603) 357-2100, or email [info@moco.org](mailto:info@moco.org). Thank you! We look forward to seeing you soon.

*"Transforming lives through movement and creative expression."*

## Health & Safety Protocols

1. The 2020 summer programs at MoCo Arts are available to New Hampshire residents or to out of state students who have met a 14-day quarantine, as per CDC recommendations for social distancing.
2. **Students who are sick or not feeling well must stay home and should notify MoCo Arts by phone at 603-357-2100 or by email at [info@moco.org](mailto:info@moco.org) as soon as possible.** Possible symptoms of COVID-19 include:
  - a. Fever
  - b. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
  - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
  - d. Changes in your sense of taste or smell

**Students who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing**, or seek testing through one of the public testing options such a State-run testing center, local health department or Convenient MD.

3. **Student/Families arriving for camp will be assigned a specific time to arrive. Students/Families arriving for summer dance classes should arrive no sooner than 15 minutes and no later than 5 minutes before their scheduled class start time.** We will have staggered drop-off times to eliminate any lengthy lines and students/families congregating. Upon arrival, all students will be directed to line up with appropriate social distancing to be screened before entering the building. Only students will be allowed to enter the building unless permission has been given.
4. To maintain adequate social distancing, the number of students in each summer dance class will be limited. Therefore, we may be unable to accommodate drop-ins. **If you will not be attending your scheduled class, please let us know at least 24 hours prior to the scheduled class start time** so we know whether or not there is space in the class for additional students. If class enrollment exceeds established class size limits, MoCo Arts reserves the right to implement a class rotation, with students alternating between in-person and live-streamed classes.
5. Summer dance class students should bring a yoga mat or full-sized towel that they can use to sit on should they need to sit on the floor in the studio.
6. A screening tent will be set up outside the building by the front door. Screeners will wear masks and gloves and will take the temperature of each student with a touch-free thermometer. Screeners will document the temperatures of students daily. Camp students will have their temperatures retaken and recorded again after lunch.
7. Screening process:

- a. If the student is in elementary school or lower, their parent/guardian is required to remain with them through the screening process for classes or camps. Parent/guardian, and students age 8 and above must wear a mask.
  - b. If the student is in middle school or high school, their parent/guardian does not have to accompany them through the screening process, but must remain in MoCo's parking lot/drop off lane until their child has been screened and allowed to enter the building.
  - c. If a student drives to MoCo for class, their parent/guardian is not required to be at MoCo for the screening.
  - d. Parents/guardians are to wear a mask during the screening process or if they have been given permission to enter the facility.
  - e. Parents in the Creative Dance for Toddlers and Adults classes will be screened and must have a mask on when entering the building and during class.
  - f. Parents of Creative Dance students and younger campers will be able to enter the building with their children and will have to go through the screening process. They must wear a mask entering the building and the entire time they are in building.
8. The screeners will ask the following questions after taking your/your child's temperature:
- a. Have you been in close contact with a suspected or confirmed case of COVID-19?
  - b. Have you felt feverish in the last 72 hours?
  - c. Are you experiencing any respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath?
  - d. Are you experiencing any new muscle aches or chills?
  - e. Have you experienced any new changes in your sense of taste or smell?
  - f. Have you traveled out of the state in the last 14 days? (If yes)
    - i. Have you traveled internationally? (If yes, will not be allowed in the building)
    - ii. Have you traveled by cruise ship? (If yes, will not be allowed in the building)
    - iii. Have you traveled domestically (within the U.S.) outside of NH, VT, or ME on public transportation? (e.g., bus, train, plane, etc.) (If yes, will determine where and how you traveled to establish your risk.)
9. If you answer "yes" to 8 a-e of the screening questions or are found to have a fever (normal temperature should not exceed 100.4 degrees Fahrenheit), you/your child will be sent home with their parent/guardian immediately and advised to seek medical advice. If you answered yes to 8 f, we will determine where and how you traveled to establish your risk. If it is determined you/your child can enter the building, we will re-screen them every 3 hours. **At no point should you make a determination about the health risk or health status of another student or any MoCo Arts employee.**

10. The NH Department of Health and Human Services does **not** recommend young children routinely wear face masks or face coverings for the reasons outlined below:
  - a. CDC guidance states, "cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
  - b. There are safety issues with young children having cloth, ties, elastic etc. around their mouths and necks which can pose choking or strangulation hazards.
  - c. The effectiveness of masks and other face coverings is impacted by proper handling and use, and children are more likely to play with their masks, adjust or remove them without washing their hands before or after touching the masks, touch their face, touch their face and then touch other objects, etc.
  - d. Staff would need to increasingly be in close contact with children to provide assistance with face coverings, which can be counter-productive to maintaining distance as much as possible.
  - e. Students age 8 and above who are able to comply with proper use of cloth face coverings will be required to wear them over their nose and mouth when entering the building, and during class. If a student has a medical condition that prevents them from wearing a mask please notify MoCo Arts as soon as possible so we can discuss your options.
11. **Entering the building, class and camp students will stop at the hand sanitizer stand and sanitize their hands.** A staff member will check in campers and lead them to their designated studio. Campers will be separated into groups by studio for the week. Each camp group will be in the same studio, outdoor space and bathrooms all week. Studios will have grids marked on the floor to help with social distancing. Each group will have their own designated space to avoid groups crossing paths and/or exceeding limitations on gathering sizes. Summer dance class students will go straight to their studio and will be given direction on which bathroom to use if needed. Students should remove their shoes outside of the studio door. Once inside the studio, students should remove any clothing they are wearing over their dance clothes. All students will be given clear plastic bags to store their bags, shoes and personal items. The bags will be taken into the studios and spread apart along the walls.
12. **Camp students will use hand sanitizer after class is over, after projects and before moving onto the next project. They should wash their hands with soap and water for 20 seconds after bathroom use and before eating.**
13. Students who have multiple classes in one day will be permitted to remain in the building. These students will be sent to the Green Room to wait and will be expected to maintain social distancing. Students are also welcome to spend time between classes in the courtyard or outside on the lawn. If a student leaves the building

between classes, they will be required to go through screening again prior to re-entry.

14. Student pick-up after classes and camps:

- a. **Camp families will have a designated time for pick up.** They will be directed on how to line up in the parking lot and will remain in their vehicles. Staff will walk campers out to their vehicles and check them out. Families may leave once they have their child and have been given the okay to leave by staff. **Camps will have two pick up times so please be sure to arrive at your designated pick-up time so the process can run smoothly.**
- b. Creative Dance A/B will take place in the Black Box Theatre. One parent/guardian will be allowed to join their child in class if needed (social distancing on the risers) and they will leave with their child through the exit at the back of the building when class is over.
- c. Creative Dance C/D and Creative Dance for Toddlers & Adults will exit through the courtyard out of Wildwood studio. The parents will line up at designated spaces (6 feet apart) and we will release one child at a time to maintain social distancing during pickup.
- d. Summer dance class students will be dismissed by their teachers and given instructions about how they should exit the building to ensure adequate social distancing. Students will have the chance to put clothing over their dance wear before leaving the studio. After exiting the studio, students will put their street shoes on in the hall before leaving the building. When exiting the building, students should not congregate outside. To help alleviate any congestion, **please do not arrive any sooner than 5 minutes prior to the scheduled class end time when picking up your student.**

15. **If a student is showing symptoms of COVID-19 they should seek medical advice.** The student can return to classes or camps only when a COVID-19 test (nasal swab) is negative and they have been fever-free for a minimum of 72 hours. If a student has symptoms and tests positive for COVID-19, they can return to classes or camps after a minimum of 10 days from the onset of symptoms, are showing no signs of symptoms, and are fever-free for a minimum of 72 hours. If a student tests positive but shows no symptoms, the student can return to classes or camps 10 days after they are tested.

16. Communication protocol for students showing symptoms or testing positive for COVID-19:

- a. If a student is sent home at morning screening, we will not send out notification. If it is a camp student, we will notify the group they had direct contact with the day before.
- b. If a student develops symptoms during the day, we will notify all employees and families of students. We will send follow up notification to those who have had direct contact with the student showing symptoms.

- c. We will notify all employees and families of students of any positive COVID-19 test.
  - d. All communication to employees and families will come from either the Executive Director or the Communications and Marketing Manager after collaboration with the Program Director.
  - e. The Executive Director will notify the NH Bureau of Infectious Disease Control of any positive tests.
17. If a student shows symptoms in any of the studios or the green room, we will move the class in that space into the Black Box Theatre. The room will then be restricted until the next day after deep cleaning has been done.
18. MoCo Arts has implemented enhanced cleaning procedures to ensure that the building is thoroughly disinfected each day. This includes wiping down all high-touch surfaces with disinfectant wipes at regular intervals, and deep cleaning every evening. If you would like more information about MoCo's cleaning procedures, please contact us at (603) 357-2100 or email [info@moco.org](mailto:info@moco.org).

**These guidelines are subject to change as the State of New Hampshire updates their guidelines and restrictions.**

## LIABILITY WAIVER

I acknowledge that I read about the social distancing and other measures taken by MoCo Arts in response to COVID-19 in a document given to me by a MoCo Arts employee.

I acknowledge that while social distancing and other measures can reduce the risk of COVID-19 transmission, no measure can completely eliminate the risk of disease transmission.

I affirm that, to the best of my knowledge, I have not and my child(ren) have not exhibited symptoms of COVID-19 in the past 14 days. I further affirm that in the past 14 days, I have not and my child(ren) have not been advised by a health practitioner and/or government official that I and/or my child(ren) should self-quarantine.

**Acceptance of Risk; Release; Indemnification:** I am fully aware that there are a number of risks associated with my children returning to MoCo's campus during the COVID-19 pandemic, including, without limitation, that I and/or my family could contract COVID-19 and or other diseases such as the flu which could result in hospitalization or even death.

On behalf of myself and my children, heirs, successors and assigns, I knowingly and freely assume all such risks, both known and unknown, relating to my child(ren) returning to MoCo's campus during the COVID-19 pandemic, and I hereby forever release and discharge MoCo Arts, its employees, members, agents, successors, and assigns from any and all claims, demands, liabilities, rights, damages, expenses and causes of actions of any kind or nature, known or unknown, foreseen or unforeseen, as a result of my child(ren) returning to MoCo's campus.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHILD(REN)'S NAME:** \_\_\_\_\_

