



Summer 2021 COVID-19 Guidelines Handbook

We are eager to welcome our summer students and families to MoCo Arts! This handbook will serve as a comprehensive guide for participating in programs 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 all our students to enjoy. *Thank you!*

Important changes to note for summer 2021:

- **Students will not be required to wear masks for classes/camps held outside;** masks are still required 100% of the time students are inside MoCo Arts' building, with the exception of children age two years and younger (see section 8 for details).
- **All students should bring their own bags,** as MoCo is no longer providing bags (see section 9 for details).
- **Lobby is open for class registration** (see section 17 for details).

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 State of New Hampshire. However, MoCo cannot guarantee that you, your child(ren) and/or anyone in your household will not be exposed to COVID-19 and 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 at MoCo Arts.

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, MoCo may have to close completely until we can be sure no one else contracted it as well and deep cleaning and disinfecting has taken place.

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

Health & Safety Protocols

1. **If student or household member are sick or not feeling well, the student must stay home and should notify MoCo Arts by phone at 603-357-2100 or by email at 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 as a local health department or Convenient MD.

2. **Students/Families arriving for 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.

See CAMP Guidelines for pick-up/drop off times and procedures.

3. The number of students in each class will be limited but we do welcome drop-ins. Please call the front-desk to be sure there is space available in the class you wish to attend as a drop-in. **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.
4. A screening area will be set up at the front door of the building. Screeners will wear masks and will take the temperature of each student with a touch-free thermometer.
5. 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. Parent/guardian, and students age 3 and above must wear a mask.
 - b. If the student is in middle school or high school, their parent/guardian is not required 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/guardians 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/guardians of students age 6 or younger will be able to enter the building with their children and will have to go through the screening process. Only one parent/guardian will be allowed to enter the building with their child. They must wear a mask entering the building and the entire time they are in building, and they will wait in the Green Room while class is in session.
6. 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 internationally (outside of the U.S., except for essential travel to/from Canada) or by cruise ship in the prior 10 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)
7. If you answer "yes" to 6 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 6f, you do NOT need to quarantine for 10 days or get tested for COVID-19 if the following applies: 14 or more days have passed since you received the second dose of your COVID-19 vaccine. **At no point should you make a determination about the health risk or health status of another student or any MoCo Arts employee.**
8. We strongly request that you follow these protocols if attending classes in person:
 - If you, a family member, or someone you have had contact with **test positive for COVID-19**: a) If you are fully vaccinated and showing no symptoms, you may enter MoCo Arts. b) If you are not vaccinated, you should not enter MoCo Arts for 10 days OR get tested after 5 days and return with a negative test, as long as there are no symptoms. c) Regardless of vaccination status, if there are symptoms, you should not enter MoCo Arts for 10 additional days after you last have symptoms OR get tested after 5 days and return with a negative test as long as there are no symptoms present.
 - If you, a family member, or someone you have had contact with **have a possible exposure to COVID-19**: a) If you are fully vaccinated and showing no symptoms, you may enter MoCo Arts. b) If you are not vaccinated, you should not enter MoCo Arts for 10 days OR get tested after 5 days and return with a negative test, as long as there are no symptoms. c) Regardless of vaccination status, if there are symptoms, you should not enter MoCo Arts for 10 additional days after you last have symptoms OR get tested after 5 days and return with a negative test as long as there are no symptoms present.

- If you, a family member, or anyone you have contact with **have any symptoms of COVID-19**, such as, fever, cough, chills, fatigue, headache, body aches and pains, loss of taste or smell, stuffy or runny nose, or other symptoms of the virus, if unvaccinated, we ask you to not enter MoCo Arts until a negative test result is produced.
- **Mask wearing is required 100% of the time students are inside MoCo Arts building**, with the exception of children age two years and younger. Students do not need to wear masks for classes held outside. MoCo staff will wear masks 100% of the time while working with students, whether indoors or outdoors.
- Students are not to congregate before or after classes, inside or outside of the building.
- Taking classes remotely is always an option for MoCo students, and when in doubt, we encourage taking classes from home to ensure the safety of our community.

9. **Upon entering the building, students will stop at the hand sanitizer stand and sanitize their hands.** Dressing rooms are open for changing only and students may not congregate in the dressing rooms. Students must bring their own bags to store their personal belongings and shoes as MoCo is no longer providing bags. MoCo students should bring all of their personal belongings with them to the studio and/or designated camp area. Student bags should be placed with adequate distance between them and along the walls if class is indoors. Students should remove their shoes outside of the studios and place them in their own bags.
10. 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 reentry.
11. Students will be dismissed by their teachers and given instructions about how they should exit the building to ensure adequate social distancing. If students need to change in the dressing room they may do so but may not congregate in the building. After exiting the studio/dressing room, 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.**
12. Young Arts students age 6 years or younger who have a parent/guardian waiting in the Green Room will be escorted to the Green Room when class is over. Students and parents/guardians will then exit through the back doors of the building.
13. **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 is negative and they have been fever-free for a minimum of 24 hours off fever-reducing medication with other symptoms improving. 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 24

hours. If a student tests positive but shows no symptoms, the student can return to classes or camps 10 days after they are tested.

14. Communication protocol for students showing symptoms or testing positive for COVID-19:
 - a. If a student is sent home at screening, we will not send out notification. We will notify the camp group or class they had direct contact with if applicable.
 - 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 in contact with any positive COVID-19 test.
 - d. All communication to employees and families will come from either the Executive Director or the Marketing and Communications Manager after collaboration with the Program Director.
15. If a student shows symptoms in any of the studios or the green room, we will relocate or send the class home as space permits. The room will then be restricted until after deep cleaning has been done.
16. MoCo Arts has implemented enhanced cleaning procedures to ensure that the building is thoroughly disinfected each day. This includes spraying throughout the building and wiping down all high-touch surfaces with disinfectant 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.
17. MoCo Arts lobby will be open for registration and MoCo business but will not be available as a waiting or gathering area. Anyone entering the lobby will be screened (see section 5). Parents/guardians may register children for classes/camp at the front desk. Parents/guardians must remain masked at all times when inside the building. Once registration is complete, parents/guardians will be asked to leave the building unless they have a child in class at that time age 6 or under and want to wait for their child in the Green Room.

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

LIABILITY WAIVER

I acknowledge that I read the social distancing and other guidelines 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(S): _____