



Fall 2021 COVID-19 Guidelines Handbook

We are eager to welcome our students and families to a new year at 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 Fall 2021:

- **Students, families and friends are required to wear masks while in the building;** masks are still required 100% of the time students are inside MoCo Arts' building, with the exception of children age two years and younger.
- **We are no longer streaming classes as of now.** We will stay up to date on this situation and will add it back in the future if need be.
- **All students should bring their own bags,** as MoCo is no longer providing bags. Students should bring water bottles as the water fountains are turned off, aside from the water filler.
- **Lobby is open for to the public,** we will limit the number of people able to gather.

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. *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 while students/public are inside MoCo Arts building**, with the exception of children age two years and younger. MoCo staff will wear masks 100% of the time while working with students.
- Students/public are encouraged not to congregate before or after classes, inside or outside of the building.

At no point should you make a determination about the health risk or health status of another student or any MoCo Arts employee.

3. **Students/Families arriving for classes should arrive no sooner than 15 minutes and no later than 5 minutes before their scheduled class start time.** 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. **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. Students should remove their shoes outside of the studios and place them in their own bags.

5. 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.
6. 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. After exiting the studio/dressing room, students should leave the building if they are finished with classes. To help alleviate congestion in the building, **classes will be released 5 early minutes. Students will be exiting the building from different points. We ask that you always pull around to the pickup/drop off lane when arriving, as this will help to eliminate the parking lot getting backed up. To help with the traffic congestion in the parking lot we ask that you do not arrive any sooner than 5 minutes prior to the scheduled class end time when picking up your student.**
7. Young Arts students 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.
8. **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.
9. 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.

10. 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.
11. 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.
12. While MoCo Arts lobby is open to the public, we will limit the number of people able to gather.

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): _____

If you have any questions give us a call at (603) 357-2100 or send us an email at info@moco.org. We can't wait to see you!