

# The Georgetown Palace Theatre Education Dept

## Updated Policy and Procedure Changes

These will continue to be updated as we continue to evaluate the novel COVID-19 crisis.

### **UPDATED MASK POLICY** (replaces all statements about masks that follow):

Due to the most recent orders from the City of Georgetown and from Governor Abbott, we will begin requiring all staff and students/campers to wear masks throughout our classes/camps/programs. While we have been actively encouraging the use of masks prior to this point, they had not been required. And though we are also practicing social distancing as much as possible, we feel that, in order to prioritize the health and safety of all involved, consistent use of face coverings has become imperative (including while singing and/or dancing).

Please be advised that beginning this Friday, July 3, masks will no longer be encouraged, they will be required.

Parents and guardians, please let your children know that they will no longer be able to remove their masks for long periods of time. We will take short breaks for water, snacks, and lunch. Masks will not be worn during those times, and social distancing will be maintained. If, at any time, an individual becomes overheated or out-of-breath due to wearing their mask, they will be allowed to step away from the group for a brief mask break.

Please note that, if any student/camper becomes either argumentative or extremely neglectful about wearing a mask after multiple reminders, they will be asked to discontinue their enrollment in the class/camp/program. In the case of a minor, a parent/guardian will be called to come pick up their student/camper.

For your reference, here is the most recent order requiring mask-wearing in Georgetown:

[https://georgetown.org/files/2020/06/Local\\_Order\\_Face-Masks\\_signed\\_6.29.2020.pdf](https://georgetown.org/files/2020/06/Local_Order_Face-Masks_signed_6.29.2020.pdf)

And the most recent executive order from Governor Abbott:

<https://open.texas.gov/uploads/files/organization/opentexas/EO-GA-29-use-of-face-coverings-du-ring-COVID-19-IMAGE-07-02-2020.pdf>

## Cleaning Upgrades

1. All classes and camps will take place in the brand new Doug Smith Performance Center.
2. The building and all of its rooms and furnishings have been thoroughly cleaned and sanitized.
3. Cleaning services will continue through Express Commercial Cleaning on evenings after camp each day. Express Commercial Cleaning will use disinfectant when mopping floors and wiping down counters, sinks, handles, and toilets.
4. All furnishings will be thoroughly cleaned and sanitized at the end of each day.
5. In the new building, the bathrooms are mostly touchless (toilet flushing, faucet sensors, etc). Bathrooms will be cleaned and sanitized at regular intervals throughout the day and as needed.
6. Hand sanitizing stations are located near the entrance of every room in the building, and there are several in the first floor/lobby area.
7. High touch surfaces will be wiped down with disinfectant at regular intervals throughout the day and as needed.
8. Water fountains will be "out of order" and covered to prevent use.
9. Water bottle refillable stations will be available, and they will be cleaned and sanitized regularly.

## Staff

1. Employees must self-monitor each day for any of the following new or worsening signs or symptoms of possible COVID-19. Staff members who report any of these new or worsening symptoms will be asked to stay home, and we strongly recommend consulting a physician. Staff should be symptom-free for 3 days (without the use of medication) before returning to work.
  - a. Cough
  - b. Shortness of breath or difficulty breathing
  - c. Chills or Repeated shaking with chills
  - d. Muscle pain
  - e. Headache
  - f. Sore throat
  - g. Loss of taste or smell
  - h. Diarrhea
  - i. Feeling feverish
  - j. Known close contact with a person who is lab-confirmed positive for COVID-19
2. No touch thermometers will be used to monitor staff temperatures prior to entering the building. Staff members who have a fever of 100.0 degrees Fahrenheit or above will not be allowed into the building and will be asked to return home. Staff should be fever-free for 3 days (without the use of fever-reducing medication) before returning to work.
3. If a staff member begins to feel unwell during the day, they will be asked to leave immediately, and we highly recommend they consult a doctor. Staff should be symptom-free and fever-free for 3 days (without the use of medication) before returning to work.
4. Staff will wear masks during morning drop-off and afternoon/evening pick-up. Staff will not be required to wear masks in camp during the day.
5. As much as possible, staff will try to maintain social distancing of 6-feet from campers and from other staff.
6. Staff will be required to wash hands at regular intervals throughout the day and as needed. Hand sanitizer will also be available in each room and its use will be encouraged.

## Students/Campers/Parents/Families

1. Campers will be dropped off outside the building every day. Cars will form a line heading north on Rock Street, and a staff member will greet each car at the front of the line (at the corner of Rock Street and 2nd Street). Once screening/check-in is complete, another staff member will bring the camper into the building, have them wash their hands immediately, and then send them to the correct room. All parents or guardians should remain in their vehicle during drop-off. (If you arrive, and there is no staff member outside to check in with, please call 512-869-7469 x. 532. A staff member will be sent out to meet you right away).
2. Each camper's parent/guardian/family member will complete a verbal symptom-checker questionnaire with a staff member at drop-off each day for any of the following new or worsening signs or symptoms of possible COVID-19. Campers who report any of these new or worsening symptoms will not be allowed to attend camp that day and will be asked to return home, and we strongly recommend consulting a physician. Campers should be symptom-free for 3 days (without the use of medication) before returning to camp.
  - a. Cough
  - b. Shortness of breath or difficulty breathing
  - c. Chills or Repeated shaking with chills
  - d. Muscle pain
  - e. Headache
  - f. Sore throat
  - g. Loss of taste or smell
  - h. Diarrhea
  - i. Feeling feverish
  - j. Known close contact with a person who is lab-confirmed positive for COVID-19
3. No touch thermometers will be used to monitor each camper's temperature prior to entering the building. Campers who have a fever of 100.0 degrees Fahrenheit or above will not be allowed to come to camp that day and will be asked to return home. Campers should be fever-free for 3 days (without the use of medication) before returning to camp.
4. Staff will monitor campers throughout the day. If a camper begins to look or feel unwell during the day, they will be isolated immediately. The approved pick-up person will be called, and the camper will remain isolated until they are picked up. We highly recommend they consult a physician. Campers should be symptom-free and fever-free for 3 days (without the use of medication) before returning to camp.
5. In accordance with Governor Abbott's guidelines for Open Texas, we need to remind you of the enhanced risks of campers being in direct contact with *anyone age 65 or older* throughout the duration of the camp session and for 14 days after the end of the camp session.
6. Doors will be locked while camp is in session, and no visitors will be allowed in the building. Staff and currently enrolled campers ONLY.
7. In the event you need to pick up your child for an appointment during the day, please notify the staff member at drop off in the morning. When you arrive to pick up your child for their appointment, please call 512-869-7469 x. 532, and wait in your vehicle. A staff member will walk your child out to you for the check-out process.
8. Campers will not be required to wear masks in camp during the day, but they are certainly welcomed and encouraged.

9. Campers will be required to wash hands at regular intervals throughout the day and as needed. Hand sanitizer is also available in each room and its use will be encouraged.
10. Groups of campers/casts will be limited in size. In an effort to maintain and encourage social distancing, individual groups will be limited to 15 or fewer.
11. As much as possible, groups of campers will be kept separated throughout the day (intermingling will be limited).
12. Campers should bring a water bottle and lunch bag clearly labeled with their first and last name. There will be no sharing of food or drinks among campers.
13. Campers' supplies (including scripts and pencils) will be kept in individual, labeled ziploc bags, and they will be cleaned and sanitized each day. Campers will not be able to bring scripts home until the last day of camp. (Digital versions of scripts will be made available if campers wish to work on the material at home during the camp session).
14. Any costumes/costume pieces will not be shared and will be sanitized between each use.
15. Sharing of any props or other items (such as microphones) will be limited as much as possible and all items will be sanitized between each use.
16. In an effort to maintain and encourage social distancing and safe practices, performances at the end of each camp will be adapted, possibly presented more like a "concert version" of a show rather than a full production.
17. Performances at the end of camp will be recorded and may or may not be open to *limited* live audiences.
  - a. If recorded *without* a live audience, the final performance will occur on the final day of camp, and no parents, guardians, or other guests will be allowed.
  - b. If recorded with a *limited* live audience, the final performance will likely occur on the Saturday after the final day of camp (exact times TBD), and further details will be communicated with the campers and families enrolled in that session regarding reservations, seating, and safety precautions.

In either case, a private link to view the performance will be sent to the primary email address on file after the end of each camp session. Due to copyright laws, please do not share recordings of performances online or through any social media.
18. Campers will be picked up outside the building every day. Cars will form a line heading north on Rock Street, and a staff member will greet each car at the front of the line (at the corner of Rock Street and 2nd Street). Once check-out is complete, another staff member will escort your camper out of the building to your car. All parents or guardians should remain in their vehicle during pick-up. (If you arrive, and there is no staff member outside to check out with, please call 512-869-7469 x. 532. A staff member will be sent out to meet you right away).

### **If There Is a Positive Case of COVID-19 Reported**

1. If at any time, we become aware that any individual (staff or camper) has tested positive for COVID-19, we will notify all parents or guardians of campers in the session. Parents or guardians may decide to either pick up their child from the camp or leave the child in the camp and trust the Palace to take appropriate safeguards.
2. If there are 3 or more identified positive cases of COVID-19, we will work with state and local public health authorities as directed, in accordance with current guidelines.