

Updated Georgetown Palace Theatre Education Dept COVID-Related Policy and Procedure Changes

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

Cleaning Upgrades

1. All Education programs (classes, camps, rehearsals, and performances) 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 classes/rehearsals/programs 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. Staff will be required to wear masks whenever they are present in the building. Masks can only be removed for water/food breaks, at which point staff will maintain a distance of at least 6 feet from all other people (students, parents, and/or other staff members). 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.
4. As much as possible, staff will try to maintain social distancing of 6-feet from students and from other staff, even while wearing masks.
5. Staff will be required to wash hands at regular intervals throughout the time they are onsite and as needed. Hand sanitizer will also be available in each room and its use will be encouraged.
6. 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.

Students/Parents/Families

1. Students will be allowed to check-in no earlier than 5 minutes before the start of their class/rehearsal/program.
2. Five minutes before the start of each class/rehearsal/program, a staff member will be at the front door to complete a screening/check-in for each student. Parents/Guardians may park their vehicles in any of the surrounding parking areas (which are open, public parking). Students should then be escorted by their parent/guardian to the front door of the building (which faces 2nd Street). A line will be formed at the front door of the building. There will be markers designating 6-foot spacing for the line. Please maintain social-distancing while waiting in line outside for check-in.
3. Each student's parent/guardian/family member will complete a verbal symptom-checker questionnaire with a staff member at drop-off/check-in each day for any of the following new or worsening signs or symptoms of possible COVID-19. Students who report any of these new or worsening symptoms will not be allowed to attend their class/rehearsal/program that day and will be asked to return home, and we strongly recommend consulting a physician. Students should be symptom-free for 3 days (without the use of medication) before returning to any classes/rehearsals/programs.
 - 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
4. No touch thermometers will be used to monitor each student's temperature prior to entering the building. Students who have a fever of 100.0 degrees Fahrenheit or above will not be allowed to attend their class/program that day and will be asked to return home. Students should be fever-free for 3 days (without the use of medication) before returning to any classes/rehearsals/programs.
5. Once screening/check-in is complete, the student will be asked to wash their hands and/or use hand sanitizer, and then they will be directed to the correct room in the building, and the parent/guardian should return to their vehicle.

6. With written permission ahead of time, students 14 years and older may check themselves in without a parent/guardian. However, we ask that parents/guardians do not leave the immediate area until they can see that their child has been successfully checked-in and allowed into the building.
7. Doors will be locked while classes/rehearsals/programs are in session, and no visitors will be allowed in the building. Staff and currently enrolled campers ONLY. Parents/Guardians, we will kindly ask you NOT to plan to remain in the lobby area during your child's class. Given the current situation, even our large lobby area would not allow for proper social distancing for all parents who might wish to wait.
8. All students will be required to wear masks throughout the duration of their classes/rehearsals/programs. Masks can only be removed for water/food breaks, at which point students will be required to maintain a distance of at least 6 feet from all other people (students and/or staff members).
9. Groups of students/classes/casts will be limited in size. In an effort to maintain and encourage social distancing, individual groups will be limited to 15 or fewer.
10. As much as possible, groups of students will be kept separated (intermingling will be limited).
11. Students will be required to wash hands at regular intervals throughout the time they are onsite and as needed. Hand sanitizer will also be available in each room and its use will be encouraged.
12. Any items that students might bring with them from home (water bottles, snacks, shoes, electronic devices, pencils, books, etc.) must NOT be shared among students.
13. Any supplies provided by the Palace' will be distributed to individuals. They will not be shared, and they will be cleaned and sanitized each day.
14. Staff will continue to monitor students. If a student begins to look or feel unwell during their class/rehearsal/program, they will be isolated immediately. The approved pick-up person will be called, and the student will remain isolated until they are picked up. We highly recommend they consult a physician. Students should be symptom-free and fever-free for 3 days (without the use of medication) before returning to any classes/rehearsals/programs.
15. Students will be picked up outside the front of the building every day. Again, parents/guardians should park their vehicles in any of the surrounding parking areas (which are open, public parking), and then form a line at the front door of the building for pick-up. There will be markers designating 6-foot spacing for the line. Please maintain social-distancing while waiting in line outside for check-out/pick-up. A staff member will be monitoring the front door, releasing students to parents one-by-one. All parents/guardians should remain outside the building throughout the check-out/pick-up process.
16. With written parent permission ahead of time, students 14 years and older may check themselves out with the staff member at the front door and exit independently.
17. In accordance with Governor Abbott's guidelines for Open Texas, we need to remind you of the enhanced risks of students being in direct contact with *anyone age 65 or older* throughout the duration of their enrollment in classes/rehearsals/programs and for 14 days after the end of the class/rehearsal/program session.

Productions/Performances

1. We are currently planning for each cast to perform their show two times (at separate days/times).
2. Masks will be required during all rehearsals and performances. Any costumes/costume pieces will not be shared and will be sanitized between each use.
3. 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.

4. In an effort to maintain and encourage social distancing and safe practices, performances *may* be adapted, possibly presented more like a “concert version” of a show rather than a full production.
5. We are currently planning to allow *limited* live audiences at each performance.

Each performance will ALSO be recorded.

- a. If recorded with a *limited* live audience, the performances will take place as currently scheduled, and further details will be communicated with the students and families involved in each specific production regarding reservations, seating, and safety precautions.
- b. If the situation changes, and the show must be recorded *without* a live audience, the final performance will occur on the first scheduled performance day/time, and no parents, guardians, or other guests will be allowed.
- c. In either case, a private link to view the performance will be sent to the primary email address on file about a week after the final performance of each show. Due to copyright laws, please do not share recordings of performances online or through any social media.

If There Is a Positive Case of COVID-19 Reported

1. If at any time, we become aware that any individual (staff or student) has tested positive for COVID-19, we will notify all parents or guardians of students in the session. We will work with students, families, and staff on a case-by-case basis regarding the continuation or cancellation of class/rehearsal/program sessions.
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.