

Hubbard Hall COVID-19 Safety Protocols as of 7/2/20

We will be adhering to recommendations from NY State, Governor Andrew Cuomo and the CDC, as well as guidelines released by NY State on June 24, 2020 on the management of indoor and outdoor arts and higher education activities. Any actions we take will be aligned with those recommendations and guidelines. We will adhere to Best Practices whenever possible.

Check Ins and Check Outs

- For any programs or classes involving students 18 or younger, we will require parents, guardians or authorized chaperones to check them in and out each day in person, in a designated area behind Hubbard Hall.
- We will require the person dropping off the student to check in with our staff each day and to fill out our COVID-19 safety checklist.
- Participants and their guardians (if under age) will be asked to wait in a line at a distance of 6 feet from others.
- Once checked in, students will wait in a designated outdoor waiting area until the instructor or staff are ready to lead them to their class space.
- In addition to any questions or concerns, the staff will ensure that the student has taken home, cleaned, and brought their mask.
- All students will be required to have their temperatures taken before classes each day.
- Staffers and faculty will be required to take a health assessment before reporting to work each day and to check in with management about how they are feeling and how the program is working with physical distancing.

Class Sizes

- We will limit participation in all of our classes, programs, and performances, including:
 - No more than eight students in each indoor program room involving children ages 5-7, with at least two supervisors present to manage social distancing of at least six feet at all times, hand washing and, if appropriate as set forth below, mask wearing throughout program. See below for more information on mask requirements.
 - No more than ten students in each indoor program room involving children ages 8-18, with at least two adults present to manage social distancing of at least six feet at all times, hand washing and, if appropriate as set forth below, mask wearing throughout the program.
 - No more than ten students in each indoor program room involving students ages 18 and older, with at least one instructor present to manage social distancing of at least six feet at all times, hand washing and, if appropriate as set forth below, mask wearing throughout program
 - No more than 48 audience members present at any inside performances or events, with proper social distancing of at least six feet between parties (with family, spouses or other quarantined groups able to sit more closely).
 - No more than 82 audience members present at any outdoor performances or events, with proper social distancing of at least six feet between parties (with family, spouses or other quarantined groups able to sit more closely). The audience members will be asked to wear masks or other appropriate face covering.

Outdoor Classes and Ventilation

- The Children's Theater program will be held outdoors on the great lawn, weather permitting, with the air-conditioned dance studio as a secondary space for breaks and games. Mask wearing may be suspended if this program can be held outside, with social distancing of at least six feet still enforced. In the case of rain, the program will be held in the Beacon Feeds Dance Studio.
- Youth and Teen Theater will be split into groups of no more than ten students each. Each group will work and play outside for ninety minutes while the other group works in the Hall and then rotates, so that each group gains 90 minutes indoors and 90 minutes outdoors. In the case of rain, the outdoor group will relocate into the Freight Depot Studio.
- Adult classes will be held primarily in the Beacon Feeds Dance Studio, though yoga, tai ji and any dance courses possible will be held outdoors weather permitting.
- Any classes held inside will have windows and doors open as much as possible, with fans running to increase ventilation and follow CDC recommendations for increased ventilation in indoor spaces, even if AC is on.
- Whenever possible, doors in the Hall will be kept open (even with the AC running) to allow for increased ventilation.

Hand Washing

- We will schedule regular hand washing during programs and classes, with adult learners and students ages 13-18 required to wash hands before and after classes and children ages 5-12 required to wash hands periodically throughout the program.

Mask Wearing

- Students of all ages will be permitted to wear masks or other appropriate face covering throughout programs if they feel more comfortable doing so.
- Hubbard Hall reserves the right to require all participants to wear masks, dependent on current virus spread and CDC recommendations. Hubbard Hall will provide clean masks to students who do not bring them. Students will be asked to take them home, clean them, and return with the same cleaned masks the next day, to lessen the number of masks needed in each program. If a student forgets their mask two days in a row, they will be asked to sit out the program for that day.
- Because they will be speaking publicly throughout class, instructors will wear masks during class, before and after, only removing their mask if need be to clarify instructions and keeping at least six feet of physical distance at all times.
- If, during dance or movement classes, students need to remove masks in order to be able to move quickly without overheating, distance of at least 6 feet must be maintained at all times and students should face away from others at all times. For example, two rows of dancers spread at least six feet apart could face the same wall, with the second row staggered behind the first so as not to breathe directly towards the back of the first row students. If the movement leads to heavy inhalation and exhalation, students should keep six feet of distance during breaks and wear masks whenever possible.
- If a student or instructor sneezes into their sleeve or hand while masks are removed, the class will pause until everyone takes a break to thoroughly wash their hands. If a student or instructor sneezes openly without covering, the class will be

suspended for that hour and the space thoroughly disinfected, and students either waiting outside with supervision or sent home if the program time ends in the meantime.

Space Cleaning and Disinfecting

- All Hubbard Hall spaces will be cleaned before each program day, with a deep mopping of floors and cleaning of surfaces with sanitary wipes and/or hot soapy water, to ensure the cleansing of all surfaces.

Physical Contact

- Instructors will avoid any and all physical contact with students except in cases of emergency.
- Students will be required to keep six feet of distance from each other at all times.
- Staging of scenes and songs and the playing of games will be adapted to allow for six feet of social distancing.

Performances

- Children's Theater will perform outside on the great lawn for families only.
- Youth and Teen Theater will perform in the Hall, with each group of up to ten students having their own performance time and rotating audiences, which will only include family members of students enrolled (no public audiences). Each student will have up to four seats available per performance for family attendees. Group A will perform at 6pm on July 24 and 8pm on July 25. Group B will perform at 8pm on July 24 and 6pm on July 25.
- Any additional outdoor performances will be limited to 80 people, with social distancing and mask wearing required and distances of six feet between parties clearly marked on the ground as guidelines.
- Other indoor performances of chamber music, etc. will include up to 48 audience members with only 2-3 artists performing and social distancing and mask wearing enforced. Hubbard Hall will provide additional masks for audiences if need be. Performers will be allowed to wear masks if they prefer while playing. No indoor theater performances (spoken word or singing) will be allowed prior to October 2020.

If for any reason a student becomes ill during the semester, either with COVID-19 or similar symptoms, we will ask that that participant's family alert us so we can alert other students and families. The identity of the student will be kept strictly confidential.