



POLICIES AND PROCEDURES WITH COVID-19 GUIDELINES

- 1. Class Logistics:** In-person Acting Class will be held indoor at the Xclaim! Center at 502 College Street, Bowling Green, KY 42101. Ages 8 and older may apply. Students should be prepared to adjust schedule or prepare to move to online class should local officials require. Virtual Online Acting Class will also be offered for students who wish to take class remotely. Students who are sick or are in quarantine may attend virtual class for the week(s) they miss in-person. ALL classes meet one hour per week. Class schedules will be assigned based on student age, experience and availability. Indicate your schedule conflicts on your Academy Application.
- 2. Class Capacity:** Class participation will be limited to ensure complete social distancing the entire time. A maximum of 12 students will be accepted per class group. Staff will be limited to three (one administrative and up to two instructors). No other individuals will be allowed inside the building during camp hours.
Parents/guardians/drivers must stay outside during class.
- 3. COVID Testing:** Staff are expected to obtain regular tests for COVID-19 and share negative result.
- 4. Stay Home Sick Policy:** Students and staff agree to stay home if they have been diagnosed with COVID-19 or have been in close contact with someone who has been diagnosed or are experiencing COVID-19 symptoms: **fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and or diarrhea.** If you have been asked to quarantine by local health officials, you are expected to stay home and not attend class in person.
- 5. Drop Off:** Students will NEVER be left on premises without receiving affirmation of acceptable symptom screening each day. Parents, guardians and/or drivers are not allowed in the building during class hours. Students will stay in their vehicle until directed to pull up next to be screened. The student will get out with one bag of belongings for temperature check. The driver will stay in the vehicle and be asked questions about the student's symptoms, contacts and other activities each day. Drivers are encouraged to wear a cloth face covering during screening for student. After successful screening and temperature check, as detailed in number 6 below, students are allowed in the building and drivers may leave. **Drop-off will begin at 8:40am.** The one-at-a-time approach may require some to wait a few minutes until all 12 students have been screened.
- 6. Daily Screening:** Students will undergo daily COVID-19 symptom screening before entering the building each class. Screening includes questions about symptoms and temperature check. Students who report or exhibit any of the above listed COVID-19 symptoms will not be able to attend class without a doctor's note indicating a non-contagious, non-COVID19 explanation. Anyone whose temperature is between 100.0° – 101.0° will be allowed to cool off inside in an isolated room for 5 minutes before a second scan. If the second temperature check is still high, the student will be immediately dismissed and directed to seek medical care. Screening staff will wear gloves, mask and face shield and will open door for students to prevent touch.
- 7. Physical Distancing:** ALL students and staff members will keep a minimum distance of 6' between themselves and others at all times. Pre-entry screening may require a momentary violation of this rule to complete a temperature check, but all other interaction, games, curriculum and activities will require a minimum of 6' space. Each student will be assigned a space in the building as a home spot to ensure safe distance. Activities will be carefully moderated and monitored to ensure distance standards. One-way paths will indicate directions to bathrooms or other areas as necessary. Colored floor markings will indicate 6' distance in any group area or lines.
- 8. Hand Hygiene and Respiratory Etiquette:** Students will be asked to wash hands with soap and water for at least 20 seconds upon entry. FDA approved hand sanitizer will be available for students at any time. Students and staff are encouraged to cover coughs and sneezes with a tissue. Facial tissue will be available for students. Used tissues will be immediately thrown into the trash and hands washed immediately with soap and water.
- 9. Personal Protective Equipment (PPE):** Students are welcomed and encouraged to wear cloth face coverings, masks, (provided) but they are not required. ALL students and staff will be issued one clear face shield for classes and are **required to wear this shield at all classes during the semester.** If a student or staff forgets, loses, breaks or damages a face shield, a new one will be issued at the cost of \$3.00 each. New masks are \$2.00 each. Students will be taught how to clean their face shields and information will be sent home to parents with a shield carry bag.

- 10. Promotion of Healthy Behavior:** Staff will continually educate, monitor, address, encourage and model healthy behavior during classes to promote a “new normal” and ensure safety for all participants. Students will be asked to monitor their contacts outside of class and actively follow guidelines meant to minimize their risk and the risk they bring to other students and staff.
- 11. Cleaning and Disinfection:** The facility will be cleaned between groups each day to ensure a safe environment. Staff will use only CDC approved cleaning products to clean the floor and all touchable surfaces. Staff will wear cloth face covering, face shield and gloves to clean and take out trash. Staff will clean door handles, bathroom, and any surfaces after each touch or use. Face shields will be daily cleaned according to proper instructions. Proper hand washing will be required after taking out trash, after any cleaning and after removing any PPE.
- 12. Food and Drink:** The water fountain at the Xclaim! Center will NOT be in use during classes. Students should bring a bottled drink with a screw-on top or lid. NO straws – or “sippy cups” with built-in straws. No other food or drink should be brought inside the building for a single, one-hour class. Students must clean up after themselves.
- 13. Student Supplies:** Each class, students must bring their face shield, mask, script(s)/paperwork, a pencil NOT a pen, and drink as described in number 12 above. Please keep all your things in ONE bag to minimize spread of items and contacts.
- 14. Cell Phones:** Students must turn OFF cell phones during class but may be turn them on at pick-up.
- 15. Dress Code:** Clothing must allow for free range of movement and MUST adequately cover the body, not exposing undergarments or midribs. No short shorts or short skirts! **Flip-flops, boots, clogs, HIGH HEELS, and all loose shoes are not allowed!** Students must wear shoes that cannot slide off when they kick! No bare feet!
- 16. Curriculum:** Classes will include acting games and exercises meant to challenge personal inhibitions and develop skills used by stage actors. Partnered improvisation activities and in-class scenes will focus on weekly concepts about performing different theatrical genres. Each student will prepare and present a variety of short monologues, create and present an original monologue (with guidance), and finally, prepare and hone an assigned monologue for final performance. Final monologues may be chosen by the student with instructor approval (or may be assigned if desired). All activities will be conducted as one large group or in scene partner groups and be guided by up to two instructors. All activities and performances will observe proper social distancing at all times!
- 17. Student Expectations:**
 - Enjoy a social outlet and HAVE FUN!!!
 - All students are expected to participate in all activities and performance material – no opting out!
 - All students are expected to focus on task at hand. Comments, questions & conversations should be relevant and on-task.
 - All students are expected to show respect to the **Xclaim! Center**, the staff, and each other. Disrespect may result in expulsion from class—with NO refund!
 - All students are expected to memorize, rehearse and perform to the best of their ability. Students will be given fairly equal-size parts (based on age).
 - All students are expected to keep up with personal belongings. **All students must bring scripts/paperwork, PPE & supplies every day.**
 - All students are expected to practice basic healthy habits: frequent hand-washing, proper diet, proper rest. Proper hygiene is required: bathing, anti-perspirant/deodorant, brushing teeth, clean clothes. Failure to observe proper hygiene may result in expulsion from class—with NO refund!
 - All students are expected to follow all guidelines listed in these Academy Policies and Procedures, the rules posted in the Xclaim! Center, and those established during class.
 - Students unable to comply with expectations, guidelines and/or Policies and Procedures will not be able to attend class and may be asked to go home—with NO refund.
- 18. Pick-up:** Parent/guardian/drivers are not allowed inside the building at pick-up; they **must park in a parking space**. DO NOT BLOCK THE DRIVEWAY DURING PICK-UP. Staff will escort students out to vehicles one at a time to prevent extra contact. Cars will be cleared in order alternating between the front of the building and then along the side.

- 19. Attendance:** Students agree to attend class each week throughout the full semester. Should a student fall ill or be unable to attend class, s/he may make up the class by attending a different day (with approval) OR may attend the virtual class for that week. Although attendance is VERY important, the student agrees to the Stay Home Sick Policy (number 4 above) and will not attend class if sick.
- 20. Class Performance:** Students will present a short final exhibition of their semester work the first weekend in December TBD. The Xclaim! Center will follow state guidelines for attendance capacity at that time. Details will be distributed to students during the 2nd week of November. Each patron group will be separated from other groups by a minimum of 6'. All guests must wear a cloth face covering and/or a face shield in order to attend. Face shields will be available for \$3.00 each and masks will be available for \$2.00 each. Each group will be asked to submit a completed contact sheet with symptom screening and get a temperature check.
- 21. Forms and Payment:** To minimize contact, fees may be paid online. To apply for class, students should submit an application with schedule conflicts for weekly class (email preferred-see contact information number 26 below). After scheduling, each student must submit a printed Registration Form, Parental Consent and Medical Release Form, COVID-19 Screening and Release Form and payment online or with check payable to Xclaim, Inc. **Total cost of \$200.00** includes Registration Fee, Tuition, PPE, Guest Ticketing as described below.
- **Registration Fee:** \$50.00 each. *(covers student administrative and curriculum costs)*
 - **Tuition:** \$150.00 *(around \$10 per class session)*
 - **PPE Fee:** \$10.00 *(covers one face shield, 1 mask, and any gloves or extra masks required for class activities)*
 - **Guest Ticketing Fee:** \$10.00 *(for three guests from student's immediate household; our past history was General Admission tickets for \$5 each at the door)*
 - **Total Cost: \$225.00** The total amount will be due prior to the first day of class for the student to attend.
- 22. Xclaim! has a no refund policy.** No refunds will be issued for any reason, including if a student is dismissed due to failing symptom or temperature screening.
- 23. General Behavior:** This Xclaim! program provides positive youth development in an all-inclusive, family-friendly atmosphere. Language, conversation, dress, behavior, attitude and demeanor not conducive to a supportive, encouraging environment will NOT be tolerated! ***Bullying and other inappropriate behavior will result in immediate expulsion from class—with NO refund!***
- 24. Student Agreement:** The student(s) AND parent/guardian(s) agree to adhere to and abide by all policies and procedures detailed in this list as well as any applicable rules and requirements by state and local health authorities. The student attests to be able to comply with all expectations and willing to adhere to the guidelines.
- 25. Privacy Policy:** ALL participant information is held in complete privacy by staff. Personal information such as contact info or symptom screening will only be shared to appropriate health authorities as required or by request of the participant. When possible, any notifications will be made from Xclaim!
- 26. Contact Information:** Christopher H. Cherry, Executive Director
- **Website:** www.xclaiminc.com
 - **Email:** info@xclaiminc.com
 - **Phone:** 270-935-3497
- 27. Xclaim! Performance Academy Staff:**
- Christopher H. Cherry, Executive Director/Instuctor
 - Nicole Bratcher, Instructor
 - Debbie Hall, Company Manager
 - Michael Davenport, Facilities & Cleaning
- 28. Forms and Paperwork:**
- Registration Form – Due Thursday, September 3
 - Parental Consent and Medical Release Form – Due by 1st day of class
 - COVID-19 Screening and Release Form – Due by 1st day of class
 - Full Payment – Due by 1st day of class

Xclaim, Inc. is a 501(c)3, non-profit organization whose mission is to educate, inspire, and recognize youth performance artists and their mentors in the South Central Kentucky region. Thank you for your support!