



2020 XCLAIM! BASH POLICIES AND PROCEDURES WITH COVID-19 GUIDELINES

- 1. Bash Logistics: 6:30pm-8:30p, Saturday, September 19.** Bash will be held indoor at the Xclaim! Center at 502 College Street, Bowling Green, KY 42101. Drop-off begins at 6:15pm as detailed in number 5 below. Pick up begins at 8:30pm as detailed in number 13 below. **Ages 8 and up may register by Friday, September 11.** Participants will be assigned their characters after registration.
- 2. Bash Capacity:** Bash participation will be limited to ensure complete social distancing during the entire time. A minimum of 8 and maximum of 12 participants will be accepted. Staff will be limited to three (one administrative and two Bash directors). No other individuals may be inside the building during bash hours. **Parents/guardians/drivers must stay outside.**
- 3. Staff COVID Screening:** Staff undergo extensive screening for COVID-19 to ensure participant safety.
- 4. Stay Home Sick Policy:** Participants 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.**
- 5. Drop Off: Participants MUST receive affirmation of acceptable symptom screening before driver leaves.** **Parents, guardians and/or drivers are not allowed in the building during bash hours.** Participants will stay in their vehicle until directed to pull up next to be screened. The participant will get out with no more than one bag of belongings for temperature check. The driver will stay in the vehicle and be asked questions about participant's symptoms, contacts and other recent activities. Drivers and participants should wear a cloth face covering during screening per state guidelines. After successful screening and temperature check, as detailed in number 6 below, participants are allowed in the building and drivers may leave. **Drop-off will begin at 6:15pm.** **The one-at-a-time approach may require some to wait a few minutes until all participants have been screened.**
- 6. COVID Screening:** Campers will undergo COVID-19 symptom screening before entering the building. Screening will include questions about symptoms and a temperature check. Participants who report or exhibit any of the above listed COVID-19 symptoms will not be able to attend Bash 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 a few minutes before a second scan. If the second temperature check is still high, the camper will be immediately dismissed from the Bash and directed to seek medical care. Screening staff will wear gloves, mask and face shield and will open door for participants to prevent touch.
- 7. Physical Distancing: ALL participants 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 participant 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 participants have equal stage time while not violating 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:** Participants 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 participants at any time. All are encouraged to cover coughs and sneezes with a tissue. Facial tissue will be available for participants. Used tissues will be immediately thrown into the trash and hands washed immediately with soap and water.
- 9. Personal Protective Equipment (PPE):** Participants are provided, welcomed and encouraged to wear cloth face coverings (masks) but they are not required. ALL participants and staff will be issued one clear face shield for Bash and are **required to wear this shield at all times during Bash.** Replacement shields are \$3.00 each. New masks are \$2.00 each. All participants will be offered a mask and issued a shield. Gloves will be issued for any activity where participants may share tools or supplies that cannot be individualized. All others will be properly sanitized between sharing. Proper hand washing will be required after removal of any used PPE. Participants will be taught how to clean their face shields and information will be sent home to parents with a bag to carry shield.

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10. **Promotion of Healthy Behavior:** Staff will educate, monitor, address, encourage and model healthy behavior during Bash to promote a "new normal" and ensure safety for all participants. Participants are asked to decrease and monitor their contacts during the week leading up to the Bash to help minimize their risk and the risk they bring to other participants and staff.
11. **Cleaning and Disinfection:** The facility was fully cleaned at shut down and will be cleaned again prior to the Bash. Subsequently, the facility will be cleaned between groups every time 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, any cleaning and after removing any PPE.
12. **Food and Drink:** The water fountain at the Xclaim! Center will NOT be in use during Bash. Participants may bring a bottled drink with a screw-on top or lid. NO straws – so "sippy cups" with built-in straws. Each participant receives a Zaxby's snack meal (let us know at registration if you prefer vegetarian option). Other individually packaged snacks and drinks (sodas & water) are also provided. Food must be consumed at participants' home spots and proper hygiene observed after eating.
13. **Participant Supplies:** Participants should not bring more than ONE personal bag to keep at their home spots. Participants should **DRESS IN COSTUME FOR THEIR ASSIGNED CHARACTER!** If participant does not wish to wear the costume for the entire Bash, s/he should plan to change at their home spot. Under-dress for modesty.
14. **Cell Phones:** Participants' cell phones must be OFF and put away during Bash but may be turned 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 midriffs. No short shorts or short skirts! **Flip-flops, boots, clogs, HIGH HEELS, and all loose shoes are not allowed!** Participants must wear shoes that cannot slide off when they kick! No bare feet!
16. **Curriculum:** Bash will consist of the murder mystery "An Inquisition of Vampires."
 - Each participant will be playing one of the vampiric inhabitants of the city of Grayston, who are under suspicion of the murder of Archibald Crane, the Elder of the city. Despite keeping order in the town, Archibald had a knack for inciting the contempt of its residents. Each guest has reason to want the Elder dead! The Grand Council has sent the terrifying Inquisitor Dominic to investigate the matter, uncover the killer, and mete out punishment!
 - Characters include the non-human feeding Alister Maundrell the Rebel, the mysterious and withdrawn Ashlyn Ember the Occultist, the wild and dangerous Damien Wolfe the Master of Beasts, the unpredictable and strange Calix DeCort the Outcast, the socialite Narcissa Nin the Club Girl and many more!
 - Participants are expected to remain in costume throughout the event. Prizes awarded for best costume, best performance/ability to remain in character, and for correctly guessing who killed Archibald Crane.
 - Participants will be the first group to play the new "Werewolf"-inspired game: "Vampires!"
 - All activities will be conducted as one large group and observe proper physical distancing at all times!
17. **Bash Participant Expectations:**
 - HAVE FUN!!!
 - Get fed! Zaxby's, dessert and drinks will be provided – all individually packaged!
 - All participants are expected to participate in all activities and performance material – no opting out!
 - All participants are expected to show respect to the **Xclaim! Center**, the staff, and each other. Disrespect may result in expulsion from Bash—with NO refund!
 - All participants are expected to keep up with personal belongings. The staff and **Xclaim!** are not responsible for your items. Personal items will be minimized to one bag to encourage good cleanliness.
 - All participants 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 Bash—with NO refund!
 - All participants are expected to follow all guidelines listed in these Bash Policies and Procedures, the rules posted in the Xclaim! Center, and those established during the Bash.
 - Participants unable to comply with expectations, guidelines and/or Policies and Procedures will not be able to attend Bash and may be asked to go home—with NO refund.

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- 18. Pick-up:** Pick-up begins at 8:30pm – ALL DRIVERS MUST ARRIVE BY 8:30pm. 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. Bash staff will escort participants 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. Payment:** To minimize contact, the total cost of registration and all other fees must be paid in full in advance for a participant to attend. A printed Parental Consent and Medical Release Form, COVID-19 Screening and Release Form and full payment by check payable to Xclaim, Inc. must be submitted by Wednesday, September 16; no payments accepted during Bash. **Total cost of \$25.00** includes Registration, PPE, and Food. Payments must be dropped-off in the Xclaim! Center mailbox or by registering at Eventbrite.com
- 20. Xclaim! has a no refund policy.** No refunds will be issued for any reason, including if a participant is dismissed due to failing screenings for symptoms or temperature, or for violation of any Bash policies.
- 21. 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 Bash—with NO refund!***
- 22. Participant Agreement:** The participant(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 participant attests to be able to comply with all expectations and willing to adhere to the guidelines.
- 23. 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!
- 24. Contact Information:** Christopher H. Cherry, Executive Director
- **Website:** www.xclaiminc.com
 - **Email:** info@xclaiminc.com
 - **Phone:** 270-935-3497
- 25. 2020 Xclaim! Back-to-School Bash Staff:**
- Christopher H. Cherry, Executive Director
 - Nicole Bratcher, Bash Director
 - Debbie Hall, Company Manager
 - Michael Davenport, Facilities & Cleaning
- 26. Forms and Paperwork:**
- Parental Consent and Medical Release Form
 - COVID-19 Screening and Release Form
 - Full Payment

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!