

To whom it may concern:

The following measures are what we, at "The Redmond Academy of Theatre Arts" will be implementing in order to comply with all CDC guidelines as well as the guidelines outlined by the State as we move forward with Classes, Summer Camps, and Rehearsals.

Education Measures:

We intend to inform all staff members of our plans moving forward for coming into work every day, cleaning our facility, and responding to any potential infection within our studio. These education courses will cover all the guidelines outlined by the State in order to accurately screen every individual entering the facility upon arrival for signs and symptoms of COVID-19.

If a staff member or student becomes ill, we will immediately send them home, disinfect all areas they may have touched while infected, inform the class of the infection, and move all of the students within that group to an online-only camp status. Multiple staff substitutes will be available in case of illness of a staff member.

Our front desk administrators will be our on-site COVID-19 Supervisor that will be monitoring how our staff, students, and parents are following our COVID-19 protocols. They will also be responsible for contact tracing, should a potential COVID-19 case be identified, and will report to the appropriate Washington State healthcare providers as well. A thorough run-down of our protocols will be administered by the On-Site COVID-19 Supervisor as well as the teachers each day before classes or camps take place, so that our students will all know how our classes will run.

High-risk students and staff (people with asthma or respiratory health issues, people over 65, as well as any individuals that are immunocompromised) will be advised to contact their Healthcare Providers to decide whether it is safe for them to enter "Redmond Academy."

All of our protocols for cleaning, contact tracing, and any other COVID-19 regulations will be documented and posted within our staff rooms and offices, so everyone can reference it if there is a potential case of COVID-19 within the facility.

Personal Protective Equipment:

We currently have a forehead, no contact thermometer that we will be using for all of our staff, parents, and students upon entry to make sure they do not have a temperature over 100 degrees. This will be an additional protocol in place along with our verbal screening of all individuals upon entry, asking about their potential signs or symptoms.

We will be asking all of our students and staff to come into our facility with their own cloth face coverings. If they do not have their own, we will provide cloth coverings for them upon arrival, and they will return them to us at the end of the day, where we will spray and dry them outside via sunlight each day and manually wash and disinfect them at the end of each week. We have

sewed multiple cloth face coverings of varying sizes in order to accommodate all of our staff and students.

We also have created over 80 face shield coverings in order to add an additional form of safety for our students and staff that will be in close proximity with one another during summer camps, classes, and rehearsals. The students and staff will be issued one face shield at the beginning of the week, and will place their names on their face shields, and store them in their own labeled paper bag and cubby throughout the week. Staff members will wipe down all face shields at the end of class before they are stored. Masking tape will be used for labels on masks and face shields so we can reuse them.

Hand Hygiene:

We have a mandatory washing hands policy upon entering and exiting our facility. We also have hand sanitizers, wipes, tissues, cleansing spray, and trash cans within reach at every room within our facility to be used as necessary. We will expect everyone to wash their hands before and after eating anything; as well as during every break. Each student, staff, and family member are expected to comply with these measures.

During bathroom breaks, everyone will be advised to choose the toilet lids before flushing. Campers may be prompted to sing a song while washing hands in order to make sure they're adequately washing them for 20 seconds.

For our younger campers, each child may receive their own set of crayons for the week. We will put them in Ziploc bags to be placed in their paper bags at the end of the day. Interns will wipe down the crayons, along with face shields, before they go into bags. Children will be told to hand sanitize or wash their hands before and after coloring.

Social Distancing Measures:

We currently are within an 11,000 square foot facility including multiple large rehearsal rooms, green rooms, dressing rooms, bathrooms, costuming and set design rooms, and offices. Our maximum capacity within our entire facility is 253 people as determined by the fire code. We will be capping our capacity to between 30% and 40% of that maximum, including staff, parents, and students, within our building at once. Due to the vast size of our rooms, we will be creating groups within our classes that are no greater than 22, including 1 teacher per each group with 6 ft. distancing enforced. Curtains or chairs may be used in order to keep groups away from each other.

Within our main lobby and hallways, we have placed chairs at 6 ft. distancing in between them for parents to stand in front of or sit and wait to pick up or drop off their students. There are social distancing masking taped "X's" that we have placed at 6 ft. distancing throughout our facility and within our rooms. 1 person will be permitted to be on 1 "X" at a time. For camps and classes, each student's personal "X" will be assigned to them, and they will write their names on it at the beginning of the day, so we know who it belongs to. These "X's" will be removed, floors

will be mopped, and new "X's" will be placed down when new classes occur. No student will be permitted to leave their "X" unless they are going on a break.

For our water and bathroom breaks, we intend to stagger these to one group leaving the room (accompanied by 1 intern or teacher), having them walk down the hall on their "X's" with a continued 1 person per "X" rule. A 1 person per water fountain and 1 person per washing hands rule will also be in place.

For lunch and snack breaks, chairs will be set-up outside in the back. 2 circles of chairs will be staggered at 6 ft apart. Lunch and snack breaks may be staggered to allow only 1 group of 10 at a time outside. Chairs will be sanitized after every use.

For entering and exiting our facility, we plan to have it staggered as well. When entering, only 1 parent or guardian is permitted within the facility with their student(s), and the same rule will be applied upon exiting. They will wait, standing in front of the 6 ft. distancing chairs, and then be checked in and out in the order of arrival. The students will be signed in and out every day by a parent or guardian, thus allowing us to be able to contact trace in case of a potential infection outbreak. We will ask for parents and guardians to use their own pen to sign in and out. If they do not have a pen, a bin with clean pens will be available. Parents and guardians will be asked to use 1 pen from the "Clean" bowl and deposit it into the "Dirty" bowl of pens on the front desk after use. The dirty pens will be sanitized and placed within the clean bowl throughout the day.

When exiting, parents and guardians will be permitted to sit in the 6ft. social distancing chairs to wait for their children. Once a chair is used, it will be sanitized. The front desk administrator will walk down the hall to the rehearsal rooms in order to call each child one at a time and let them leave with their guardian in the order that the guardians arrived.

Cleaning Measures:

We will mop all our dance floors as well as disinfect all tables, chairs, and frequently touched surfaces in between each class. At the beginning and end of each day, our entire studio will be deep cleaned as well. All carpets, doors, floors, and other surfaces will be manually disinfected.

Ventilation Measures:

All doors, including our front double doors, will remain propped open in order to promote better air circulation and "no touch" entry. We will also change our HVAC system settings to further maximize outside air circulation.

Weekly Performance Measures:

We will be livestreaming and sending recordings of all performances to parents on the final day. Final day pick up times will be staggered, and parents will be informed of their camp's performance date and time via email.

Our "COVID-19 Plan Of Action" Video that goes over general protocols and walks you through our studio: https://www.youtube.com/watch?v=fiQ22QTC7VE&feature=emb_logo

Sincerely,
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