

**Maude Kerns Art Center**  
***Communicable Disease Management Plan***

We at Maude Kerns Art Center will be taking measures to maintain the best environment that we can in order for us to open our doors again.

- **All surfaces in the Art Center will be disinfected and sanitized regularly.**
  - This will include bathrooms, doorknobs, handrails, and other frequently touched surfaces.
  - Staff will disinfect the restroom every morning, midday, and evening.
- **Temperature will be taken of all instructors, volunteers, and students will be taken before entering the classroom.**
  - No person will be allowed to work or attend class with a temperature over 100.4 or other visible symptoms associated with Covid-19.
- ***Emergency Release Forms* will be filled out digitally to limit transferable contact and kept on file by the Education Coordinator.**
  - These forms will be emailed out to guardians the week before camp and must be submitted before camp begins.
  - Completed information will be printed and made accessible to instructors and volunteers in the classrooms.
- **Drop off and pick up will be done curbside by the Education Coordinator, (Parents and guardians will only be allowed in the Art Center in cases of emergency, and will be asked to wear a mask.)**
  - Attendance will be taken daily, (add form at the end)
    - In ordinance with the OHA guidelines, the name, contact information, relationship to the student, and drop off/pickup time will be tracked.
  - Students will be directed to their correct classroom spaces.
  - No outside toys/games will be allowed to be brought into the Art Center.
- **Summer Camp groups will be maintained as stable cohorts, only changing once a week.**
  - Groups will be no larger than 8 students, 1 instructor, 1 volunteer, and the Education Coordinator.
  - All students will be assigned to individual tables to allow for 6ft distancing.
  - Upon entry to the classroom space the Education Coordinator and instructor will go over the rules and procedures for supply sharing, hand washing, social distancing, and mask wearing.

- **All instructors and students will be required to wash their hands multiple times throughout the day**
  - Upon entry into class, before any meal times, before leaving for the day, and any other time deemed necessary.
  - Sinks will be limited to one person at a time, and no lines will be allowed to form.
- **Masks will be worn by instructors at all times while indoors, and outdoors when social distancing cannot be maintained.**
  - Students will be asked to wear masks while interacting with instructors and other students, moving around the classroom, and during outside time when social distancing cannot be maintained.
  - Students will be allowed to remove their masks while in the classroom sitting at their assigned seat.
- **Art Supplies will not be shared between students.**
  - Each student will have their own supply box for the week holding all the materials they will need for camp.
    - Lesson plans will be made to ensure all supplies can be distributed in a safe manner.
    - The kits and tools will be color coordinated to ensure they stay with the correct student for the week.
  - These kits will be thoroughly disinfected at the end of each week before being used again.
- **Lunchtime/Snack Breaks/Outside**
  - Students will have two 30 minutes breaks and 1 hour lunch held outside in the courtyard areas.
    - Snacks during break time will be prepared in office and then passed out to students.
    - Lunches will be provided by the students.
  - During outside time, activities will be planned to encourage distancing between students.
- **End of Camp Art Parties**
  - Families and other non-students will not be allowed to attend art parties this summer.
  - Parties will still be held for the enjoyment of the students, and documentation of their work will be sent to parents.

05/27/2020

- **Students who cannot follow these guidelines and help maintain a safe environment for all involved will be asked to leave camp.**