



2021 XCLAIM! BASH POLICIES AND PROCEDURES WITH COVID-19 GUIDELINES

- 1. Bash Logistics:** 6:30pm-8:30p, Saturday, May 8. 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 Monday, May 3.** 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:** Parents, guardians and/or drivers are not allowed in the building during bash hours. Participants will stay in their vehicle until escorted inside. The participant should bring no more than one bag of belongings. **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:** Participants will undergo COVID-19 symptom screening before entering the building. Screening will include questions about symptoms or contacts. 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, 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 must wear a cloth face covering (mask) for check-in but may opt to wear a clear face shield for the Bash instead. **One or the other is required to wear at all times during the Bash and face masks are required when participants move away from their assigned "pod."** 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.
- 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.

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- 11. Cleaning and Disinfection:** 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 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 procedures 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!** Remember that face masks or shields must be worn at all times – keep that in mind when costuming! If participants do not wish to wear costumes for the entire Bash, they should plan to change at their home spots. 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 "**Malachai Stout's Family Reunion.**"
 - **Each participant will be playing one of the family members of Malachai Stout.**
 - The Stout family has gathered at their ancestral home for a family reunion, hosted by the elderly Malachai Stout. None of the Stouts have ever gotten along particularly well with each other, but the promise of a substantial inheritance has encouraged them to at least put on their friendly faces and attend Malachai Stout's occasional gatherings. Now, however, something awful has happened. This morning, when you came downstairs for breakfast, the door to Malachai's bedroom was ajar, and Malachai's lifeless body was crumpled upon the bed, his contorted purple features a mute testament to the fact that he had been smothered in his sleep. Further, the wall safe in Malachai's study has been opened, and the precious Stout family jewels are missing! Last night's storm has knocked out the phone lines, and the tremendous rain has washed out the mountain road to town. It appears that it will be up to the guests to solve the mystery of Malachai Stout's murder!
 - Participants are expected to remain in costume throughout the event.
 - Prizes awarded for
 - "Dressed to Impress" – best costume
 - "Drama King/Queen" – best performance/ability to remain in character
 - "Super Sleuth" – correctly guessing who killed the High Wizard!
 - 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! Dinner, dessert, and sodas/water 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.

- 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 Thursday, May 6; 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 ability to comply with 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. 2021 Xclaim! “Malachai Stout’s Family Reunion” Mystery Bash Staff:**
 - Christopher H. Cherry, Executive Director
 - Debbie Hall, Company Manager
- 26. Forms and Paperwork:**
 - Parental Consent and Medical Release Form AND 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!