



POLICIES AND PROCEDURES WITH COVID-19 GUIDELINES

- 1. 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 move to online class should local officials require. Virtual Online Acting Class will 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 from January 11 through May 8. Students are encouraged to register for the class that best fits their age group.
- 2. Capacity:** Class participation is limited to a maximum of 8 per class group to ensure complete social distancing the entire time. Staff will be limited. No other individuals will be allowed inside the building 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 escorted inside 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 should 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 begins 15 minutes before each class.** *The one-at-a-time approach may require some to wait a few minutes until all students have been screened.*
- 6. Daily Screening:** Students will undergo daily COVID-19 symptom screening upon entering the building each class. Screening includes questions about symptoms and temperature check. Anyone who reports 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, they will be immediately dismissed and directed to seek medical care. Screening staff will wear gloves, mask and face shield and will open door for others 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 actor and their driver 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:** Everyone will be asked to wash hands with soap and water for at least 20 seconds upon entry. FDA approved hand sanitizer will be available at all times. Everyone will be encouraged to cover coughs and sneezes with a tissue. Facial tissue will be available. Used tissues will be immediately thrown into the trash and hands washed immediately with soap and water.
- 9. Personal Protective Equipment (PPE):** Everyone is required to wear a proper cloth face covering to enter the building. Cast members may wear a face shield instead of a mask for class while at their seat during class. Face masks are required for all other times in the building. Students will be issued one clear face shield and are required to bring them to every class. Replacement face shields are \$3.00 each. Masks are \$2.00 each. Face shield can be cleaned with soap and water, or proper cleaners applied to a cloth then wiped. Shields 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 rehearsals to promote a “new normal” and ensure safety for all participants. Students will be asked to monitor their contacts outside of rehearsals and actively follow guidelines meant to minimize their risk and the risk they bring to other participants 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 one-hour classes. 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 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 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:** Classes will include acting games and exercises meant to challenge personal inhibitions and develop skills used by stage actors. Weekly group sessions will introduce class concepts. Partnered scenes will focus on interpersonal connections and working with other actors. All students will be assigned a monologue to prepare for performance. Students who complete preparation of a monologue may choose to work on additional monologues at their own pace. All activities and performances will observe proper social distancing at all times!
- 17. Student Expectations:**
 - Enjoy a social outlet and HAVE FUN!!!
 - Be on time. Classes run based on tight weekly schedules.
 - 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)m but may choose as many monologues as they can master.
 - 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 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 avoid 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 exhibition of their semester work at Mid-Term and Semester's End.** Mid-Term performance of first scene and monologue will be filmed during class the first week of March. Final performance of second scene and monologue will be Friday or Saturday evening, May 7 or 8 TBD. Student performances will be streamed free for families and available for download for a small fee.
- 21. Forms and Payment:** To minimize contact, fees should be paid in an envelope with student's name. Forms may also be submitted via email (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 in cash or check payable to Xclaim, Inc. **Total cost of \$250.00** includes Registration Fee and Tuition as described below. A payment plan is available for four equal payments of \$70.00 each, due on the 11th day of each month, January through April.
- **Registration Fee:** \$75.00 each. *(covers student administrative & curriculum costs and PPE)*
 - **Tuition:** \$175.00 *(around \$12 per class session)*
 - **Total Cost: \$250.00** 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
 - Debbie Hall, Company Manager
 - Josh Hall, Facilities & Cleaning
- 28. Forms and Paperwork:**
- Registration Form – Due by January 11
 - 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!