



fine arts  
association

**COVID PANDEMIC**  
**BUILDING GUIDELINES**



Dear faculty, parent, student, vendor, and patron,

Thank you for your consideration and support of The Fine Arts Association as your home for arts education, performance, and creative arts therapies. The Fine Arts Association is a special place where magic happens in the form of artistic inspiration and discovery thanks to the wonderful faculty, students, actors, and patrons who come together to make it happen. At FAA, we are doing everything we can to keep that magic alive for you during this COVID crisis.

More important than the magic though is each individual's health and safety. While much of the world has reopened already, FAA has taken very measured and thoughtful steps by consulting numerous health, arts, and government leaders; surveying patrons, faculty, and students regarding their concerns; reviewing various developing models of arts engagement and instruction; and, innovating whenever possible to ensure the continued delivery of outstanding arts experiences.

Inside these pages, you will find the procedures that FAA has developed to allow faculty and students to return to FAA this fall in the safest manner possible. These procedures will require everyone to take consistent measures to protect themselves and others. As you read through them, please keep the following in mind. While FAA is many ways an arts school, there are significant operational differences in comparison to traditional schools. Students attending FAA will only be onsite long enough to take their lesson or class. Through the procedures outlined in this document and through a combination of in person and online participation, we will be minimizing the number of people in studios, classrooms, and hallways to maximize social distancing and minimize social contact.

Due to minimal students being onsite at any time, we will be able to clean as we go after every lesson or class and in between as we continuously clean common areas.

Our building is set up in such a way that we can control traffic flow as well. Students will enter through one door and exit through another limiting bottlenecks. We have also staggered start and stop times to reduce travel at any given time.

We are investing in technology for every classroom and studio. If FAA needs to return to an “At Home” model again, we are much better prepared to support faculty in their roles. Many lessons have been learned from our spring session and are being put into place as we prepare for fall.

We hope that the measures outlined in this manual give you confidence that FAA is doing everything possible to provide a safe learning environment. However, if you still feel more comfortable participating from home, we encourage you to do so. Classes will be offered in a hybrid format as long as onsite instruction continues. This will help provide “the classroom experience” even for those not physically present.

We look forward to welcoming you back at FAA this fall in person or online! For registration information, please see our website at [www.fineartsassociation.com/education](http://www.fineartsassociation.com/education) or call us at (440) 951-7500.

Paul Holm

CEO

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## **(I) GENERAL CONSIDERATIONS**

- a. COVID Compliance - The Fine Arts Association (FAA) is concerned about your and our community's health. As a result, FAA is closely following recommendations from the World Health Organization, Centers for Disease and Control, and Governor DeWine. These guidelines are being implemented at the building, programming, and human resource levels. This details many but not all of the steps being taken to ensure compliance.
- b. Concern for the Community - Because FAA is an arts school AND performance center, we have had to blend all of the best practices from various state guidelines to develop procedures that we believe is best for our model. We have consulted individuals in the local medical community, state and regional arts coalitions working on best practices, as well as our faculty, parents, students, patrons, and staff.
- c. Delivery of Programming - Because of our heightened concern and focus on safety first, we are using a combination of Internet based and in person delivery methods to reduce risk of exposure while accommodating various needs.

## **(II) GENERAL OVERVIEW AND GUIDELINES**

All of the guidelines contained within this document are designed to accomplish the following goals:

- a. To keep people – our employees and customers - safe.
- b. To keep our employees working and community environments safe.
- c. To build trust with our workforce and customers.
- d. To provide excellence in programming through a method each individual is most comfortable using.

If you have any questions about these procedures or wish to make comment, please contact us at (440) 951-7500, x100.

## (III) BUILDING ACCESS PROCEDURES

### Building Access

The FAA building will open one half hour prior to the earliest lesson/class/session of the day and will be closed when lessons/classes/sessions are not taking place. No walk-ins. Additional building access by appointment only. Please call (440) 951-7500 x100 to schedule an appointment.

### Drop Off and Pick Up

All faculty and students will enter the building at the main entrance, located at the front of the building, and leave through the north exit, facing Mentor Avenue. Parents may pick up their children there.

### Use of Masks

All staff, faculty, and students will utilize a mask from the time they enter the building until the time they exit. Students uncomfortable with wearing a mask will be encouraged to take the class online unless they have one of the conditions exempted under state guidelines (people who have severe asthma or breathing issues, hearing aids, autism, post-traumatic stress disorder, or claustrophobia, younger than 2, have difficulty breathing, or are unconscious, incapacitated, or otherwise unable to remove them without assistance). To promote safety and reduce program costs, **STUDENTS MUST BRING THEIR OWN MASK**. FAA will have very limited supplies of masks available.

### Daily Screening

Faculty, staff, and students are required to have their temperature taken each day before they report for onsite instruction. Our Customer Service Representatives will facilitate this process. Anyone who feels ill, is missing a mask, or has a temperature above 100.4 will be asked to return home.

### Handwashing/Sanitization

Staff, Faculty, and Students must wash hands for 20 seconds or use hand sanitizer upon entry of building.



## **Classroom and Building Cleaning**

Faculty members will sanitize in between each class/lesson before the next class/lesson takes place. (examples include: wiping down ballet bars, piano keys, and other commonly touched surfaces). In common areas, chair arms and tables will be sanitized every two hours.

FAA will also be utilizing various levels of air filtration. Private lessons are scheduled to eliminate student overlap. This includes virtual lessons at FAA in between the in-person lessons.

## **Accompanying Parents**

- Parents, family and friends will generally be prohibited from classes. Parents of older children will be encouraged to remain in their cars.
- Parents of children 5 and under will be encouraged to use waiting areas nearest to their child's music studio. Waiting areas will be arranged strategically following the 6'-0" social distancing.
- The timing of classes shall be staggered so that participants are entering and leaving their classes at different times.

## **Drinking Fountains, Kitchen, and Vending Machines**

Drinking fountains will be covered, water turned off and unusable. Parents and students should limit food brought in to a small snack (granola bars, water bottles, etc.) Meals should be eaten outside of FAA. Vending machines will be empty and unavailable. The kitchen will be locked and closed to everyone. Refrigeration/freezer for cold storage, lunches, drinks and snacks will not be available. Coffee machine and tea resources will not be available. Microwave and stove will not be available.

## **Restrooms**

Restrooms will be available. They will be cleaned and disinfected daily along with frequently touched areas in the restrooms, i.e. sinks, paper dispensers, etc. by cleaning personnel. Restrooms will be assigned for individual classes utilized one person at a time.

## **General Restroom Assignments -**

- Rooms 155, 156, and 157 - Use new restrooms adjacent to the Marvis Gillison Gallery.
- Creative Arts Therapies, Room 150, Corning Auditorium, and Ceramics - Use restrooms adjacent to Main Gallery
- Upstairs lessons and classes will use upstairs restrooms.
- The accessible restroom on the first floor will be made available to everyone who has need.

## **Changing Room Availability**

Students should plan on changing at home. The changing room will be available ONLY for dancers taking more than one class per day. No more than one dancer shall be in the room at the same time. Absolutely no clothing changes in the restrooms and/or restroom stalls.

## **COVID-19 Diagnosis Procedure**

If there is a diagnosis of Covid-19 with an individual who has been at Fine Arts or someone associated with a students, client, staff, or faculty member at Fine Arts, the following procedure will be followed.

### **Quarantine for Individuals Diagnosed or Exposed to COVID-19:**

Pursuant to Ohio Department of Health guidelines, families, caregivers and staff should notify the school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They also should notify FAA if they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days. Personnel or students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

**In case of quarantine:** Any student or faculty under quarantine may choose to continue to participate in classes or lessons virtually. Remote learning plans should be considered for all students who are absent for a significant time period and able to continue engaging in learning.

**If an infected individual attends classes:** If an individual is diagnosed with COVID or informs FAA that a family member has

been diagnosed with COVID or come into contact with another individual who has come into contact with COVID and attends a class or lesson at FAA, FAA will take the following actions.

- Mandate any infected and exposed individuals quarantine at home.
- Consult with the Lake County Health Department, parents, faculty, and appropriate students regarding potential exposure and need to quarantine.
- Close FAA for such a time as needed to disinfect the entire building before reopening.
- Transition all classes and lessons temporarily to virtual instruction. In the case that FAA is unable to transition instruction to a virtual platform, in person make-ups will be offered at a later time.

## **Building Closing**

The way the hybrid model is set up for the fall session, we will return to online only classes, lessons, and sessions immediately if we were to shut down. We will remain hopeful that FAA will not have to shut down again! Please consult our refund policy on our website or in your registration confirmation email in case of shutdown.

## **Entry Procedures**

During most open business hours, one Customer Service Representative (CSR) or staff member will be scheduled at the front entrance interior doors to ensure the following tasks are accomplished:

- Ensure proper social distancing from the external portico to the internal check-in area.
- Read temperatures with a touchless thermometer for all entering the facility. The CSR will ensure all incoming visitors and customers are wearing a face mask (unless exempted) and will sanitize their hands before proceeding into the body of our building. This shall include children and adults.
- The CSR will ensure the parent/student is provided directions to the class or lesson and direct parent/guardian location to designated waiting areas.

When able, the CSR may assist customers with registration questions if he/she does not prevent them from keeping

traffic flowing. Under no circumstances should the CSR allow customers to wait outside or inside for any more than is unnecessary or create a situation where social distancing is not possible. For everyone's protection, the public is encouraged to register online when possible and call or email Fine Arts Customer Service staff whenever possible. We encourage all who need to register in person to call for an appointment.

Students will be directed directly to the main stairs for private lessons on the right of the queue. Students for first floor classes will be directed through the gallery to the downstairs hallway.

All students will exit primarily through the north hallway door for pick-up. Other staff or volunteers will assist with student pickup. In some cases, students may leave through the Marous Brothers stage door. Under no circumstances are students allowed to leave through the stage door or rear doors.

### **Assisting Customers (At Service Desk)**

**WEARING MASKS:** The FAA policy for all clients, staff, faculty and visitors wear a face mask or shield for interaction at the CSR desk area. In the event a CSR is approached by a person without a mask, the CSR will request the person to put on a mask or shield. CSR's will have disposable masks available.

**SANITIZING HANDS:** Hand sanitizer and Covid-19 approved cleaning products will be provided to the CSR front desk.

**CLEANING WORKSPACE:** Due to constant and close contact and handling of documents with clients, faculty and staff, CSR's should sanitize after each interaction and wash hands thoroughly every two hours.

Telephone mouth pieces and dial buttons should be sanitized with wipes frequently and cleaned before "shift" changes.

CSR's will wipe down registration counter tops, CSR desktops and Faculty counters every two hours.

Lucite protection barriers with bottom opening for cash/paperwork interaction are installed to assist in eliminating close contact. The shield will be cleaned by the on-duty CSR(s) every two hours - both on the CSR side and Customer side.

## **Access to CSR Area (Service Desk)**

The area in front of the CSR counter will be roped off with 6' social distancing stickers. Parents and students are encouraged to register online, by phone, or make an appointment. The CSR must help enforce social distancing when customers are present.

During the Covid-19 social distancing, etc., we request only customers in the queue be assisted. This eliminates unnecessary crowds or confusion and safety at the CS desk. Faculty, staff and visitors are prohibited in the CSR office/ registration space. Music Instructors and Faculty requiring assistance for schedule updates, customer contact phone/email information, etc. must be correspond via email to customer service or Jackie DiFrangia. Payroll, PTO, insurance information is to be corresponded to Jackie DiFrangia or Suzanne Benet.

Faculty will be responsible for making copies of music, pictures or other instructional aids for their students.

## ONSITE DANCE GUIDELINES

**Non-Students in Classes:** Parents, family and friends will generally be prohibited from classes. Parents of older children will be encouraged to remain in their cars. Parents of children 5 and under, who are not participating in previously designated “parent-child” classes, will be encouraged to use waiting areas nearest to their child’s Dance studio. Waiting areas will be configured to allow for proper distancing. Room 212 - Use balcony waiting area. Room 150 - Use Main Gallery waiting area; Room 157 - Use waiting area outside door.

**Timing of Classes:** The timing of classes shall be staggered so that participants are entering and leaving their classes at different times.

**Other Safety Measures:** FAA will be implementing other safety measures specific to each art discipline. These will be communicated directly to faculty and students prior to their first class or lesson.

**Updates to Procedures:** Any updates to this procedure will be posted on the FAA website under Frequently Asked Questions. Please consult the website for the latest information.

### Dance Students

**Personal Items:** Dance bags, purses, etc. shall be spaced around the interior walls with 6’0” spacing. Instructors are to advise dancers that at no time are they to share or borrow another dancer’s clothing, towel, cell phone or make up, etc.

**Changing:** Students should plan on changing at home. The changing room will be available ONLY for dancers taking more than one class per day. No more than one dancer shall be in the room at the same time. Absolutely no clothing changes in the restrooms and/or restroom stalls.

**Water Containers:** Only personal water containers are permitted in the dance studios and cannot be shared with fellow dancers.

**Social Distancing:** Dance classes will be structured with the 6’0” social distancing guidelines. All dance studio floors will be

marked with the 6'-0" spacing for dancers. The dance instructor will be 6'0" or more away from each student depending on the size of the class.

**Assigned Spaces:** Barre practice will follow the 6'0" social spacing guideline. For the term of class, barre spots will be theirs and theirs alone until class termination.

**Restrooms:** Restrooms will be assigned for Dance classes. No more than one dance student 6 years and older may be excused for restroom usage at a time. Students are to be advised they are not to gather in the restroom for social interaction.

Dance students under the age of five years old will be taken to the restrooms in a group and the facilitator will allow one student into the restroom one at a time.

## **Dance Faculty**

- » Dance Faculty must always wear a mask. Faculty should maintain 6'-0" or more social distancing whenever possible.
- » Dance Faculty must sign in/sign out in the Faculty book provided on the counter at the side of the customer service desk. This is required in case of emergency.
- » Individual Dance instructors will be responsible for sanitizing their dance studio before the next group lesson according to the following guidelines:
  - » Sanitize all dance barres.
  - » Sanitize the sound/stereo system.
  - » Sanitize all light switches and fan switches.
  - » Sanitize window blind pulls, window latches, door plates, doorknobs.
- » Dance Faculty will be responsible for reproducing photocopies for dance and other related copies for their students. Dance Faculty are responsible for wiping down any shared units with provided wipes/cleaner for the person after you. Appropriate signage will be posted to wipe after using.
- » Dance Faculty are encouraged to pack lunches in thermo containers and kept in their studios, art room, or dance room. We recommend a thermos for hot/cold drinks. Paper goods and utensils for lunches and snacks must

- be included with your container from home.
- » In the event Dance Faculty chooses to order delivered food, it is your responsibility to arrange to meet the delivery service at the front entrance doors to eliminate unnecessary, unsafe traffic within our facility.
  - » Each Dance Faculty member will be responsible for disposing food items in the large gray trash can in the Green Room. Do not dispose of loose, uneaten food or containers in your studio garbage can.
  - » We encourage Dance Faculty to email, call or make appointments to see staff to practice social distancing.
  - » In the event Dance Faculty members need to meet (Green Room, etc.), we encourage the use of Zoom meetings as preferred practice. If a face-to-face meeting is essential, please practice social distancing and share the task of wiping down the table and chair arms after meetings.

## **On-site Music Lessons**

**Non-Students in Lessons:** Parents, family and friends will generally be prohibited from lessons. Parents of older children will be encouraged to remain in their cars. Parents of younger children will be encouraged to use waiting area in the upstairs balcony or hallway. Waiting areas will be configured to allow for proper distancing.

**Timing of Lessons:** When possible, lessons will be scheduled in the following manner: one on-site student, one virtual student, one on-site student, etc.

**Other Safety Measures:** FAA will be implementing other safety measures specific to each art discipline. These will be communicated directly to faculty and students prior to their first class or lesson.

**Updates to Procedures:** Any updates to this procedure will be posted on the FAA website under Frequently Asked Questions. Please consult the website for the latest information.

## **Music Students**

**Personal Items:** All personal items must remain with the student at all times. We encourage limiting the number



of personal items whenever possible. Only personal water containers are permitted in the music studios.

**Social Distancing:** Private lessons will be structured with the 6'0" social distancing guidelines and utilize Lucite barriers whenever possible.

**Restrooms:** Music students should use upstairs restrooms. No more than one music student 6 years and older may be excused for restroom usage at a time. Students are to be advised they are not to gather in the restroom for social interaction.

**Special Considerations:** Music students may be asked to modify a mask for playing and/or purchase a shield to attach to their instrument to further prevent the flow of air into the room. Students will be contacted prior to their first date if such a requirement applies.

## Music Ensemble Students

**Personal Items:** Backpacks, purses, coats, etc. shall be kept around the interior walls with 6'0" spacing. Instructors are to advise participants that at no time are they to share or borrow class members personal items, i.e. cell phone, tablets, instruments.

## Music Faculty

- » Music Faculty must always wear a mask or face shield. Faculty should maintain 6'-0" or more social distancing whenever possible.
- » Music Faculty must sign in/sign out in the Faculty book provided on the counter at the side of the customer service desk. This is required in case of emergency.
- » Music Faculty instructing voice, piano, percussion, harp, oboe, cello and guitar, organ and violin will be provided a movable Lucite screen in their studio. This will support social distancing safety during lessons.
- » Hand Sanitizer and Covid-19 approved cleaning products will be provided to the music faculty. Individual music instructors will be responsible for sanitizing their studios using Clorox Wipes before the next in person lesson according to the following guidelines:
  - » Sanitize Lucite Screen, music stands and chairs.

- » Sanitize pianos.
- » Sanitize all light switches and fan switches.
- » Sanitize window blind pulls, window latches, door plates, doorknobs.
- » Music Faculty will be responsible for producing photocopies for their students. Music Faculty are responsible for wiping down any shared units with provided wipes/cleaner for the person after you. Appropriate signage will be posted to wipe after using.
- » Music Faculty are encouraged to pack lunches in thermo containers and kept in their studios, art room or room dance. We recommend a thermos for hot/cold drinks. Paper goods and utensils for lunches and snacks must be included with your container from home.
- » In the event Music Faculty chooses to order delivered food, it is your responsibility to arrange to meet the delivery service at the front entrance doors to eliminate unnecessary, unsafe traffic within our facility.
- » Each Music Faculty member will be responsible for disposing food items in the large gray trash can in the Green Room. Do not dispose of loose, uneaten food or containers in your studio garbage can.
- » We encourage Music Faculty to email, call or make appointments to see staff to practice social distancing.
- » In the event Music Faculty members need to meet (Green Room, etc.), we encourage the use of Zoom meetings as preferred practice. If a face-to-face meeting is essential, please practice social distancing and share the task of wiping down the table and chair arms after meetings.

## **On-site Theatre Programming**

**Non-Students in Classes:** Parents, family and friends will generally be prohibited from classes. Parents of older children will be encouraged to remain in their cars. Parents of children 5 and under, who are not participating in previously designated “parent-child” classes, will be encouraged to use the waiting area next to the ramp in the Marvis Gillison Gallery or in the last row of Corning Auditorium. Waiting areas will be configured to allow for proper distancing.

**Timing of Classes:** The timing of classes shall be staggered so that participants are entering and leaving their classes at different times.

**Other Safety Measures:** FAA will be implementing other safety measures specific to each art discipline. These will be communicated directly to faculty and students prior to their first class or lesson.

**Updates to Procedures:** Any updates to this procedure will be posted on the FAA website under Frequently Asked Questions. Please consult the website for the latest information.

## Theatre Students

**Personal Items:** Theatre bags, purses, etc. shall be spaced around the interior walls with 6'0" spacing. Instructors are to advise students that at no time are they to share or borrow another student's clothing, towel, cell phone or make up, etc. Only personal water containers are permitted in the Theatre studios and cannot be shared with fellow students.

**Social Distancing:** Theatre classes will be structured with the 6'0" social distancing guidelines. The Theatre instructor will be 6'0" or more away from each student depending on the size of the class.

Restrooms will be assigned for Theatre classes. No more than one Theatre student 6 years and older may be excused for restroom usage at a time. Students are to be advised they are not to gather in the restroom for social interaction. Theatre students under the age of five years old will be taken to the restrooms in a group and the facilitator will allow one student into the restroom one at a time.

**Other Safety Measures:** FAA will be implementing other safety measures specific to each art discipline. These will be communicated directly to faculty and students prior to their first class or lesson.

**Updates to Procedures:** Any updates to this procedure will be posted on the FAA website under Frequently Asked Questions. Please consult the website for the latest information.

## Theatre Faculty

- » Theatre Faculty must always wear a mask or face shield. Faculty should maintain 6'-0" or more social distancing

whenever possible.

- » Theatre Faculty must sign in/sign out in the Faculty book provided on the counter at the side of the customer service desk. This is required in case of emergency.
- » Individual Theatre instructors will be responsible for sanitizing their Theatre studio before the next group lesson according to the following guidelines:
  - » Sanitize all Theatre props.
  - » Sanitize all light switches and fan switches.
  - » Sanitize window blind pulls, window latches, door plates, doorknobs.
  - » Sanitize chairs and other furniture used.
- » Theatre Faculty will be responsible for reproducing photocopies for Theatre and other related copies for their students. Theatre Faculty are responsible for wiping down any shared units with provided wipes/cleaner for the person after you. Appropriate signage will be posted to wipe after using.
- » Theatre Faculty are encouraged to pack lunches in thermo containers and kept in their studios, art room or room Theatre. We recommend a thermos for hot/cold drinks. Paper goods and utensils for lunches and snacks must be included with your container from home.
- » In the event Theatre Faculty chooses to order delivered food, it is your responsibility to arrange to meet the delivery service at the front entrance doors to eliminate unnecessary, unsafe traffic within our facility.
- » Each Theatre Faculty member will be responsible for disposing food items in the large gray trash can in the Green Room. Do not dispose of loose, uneaten food or containers in your studio garbage can.
- » We encourage Theatre Faculty to email, call or make appointments to see staff to practice social distancing.
- » In the event Theatre Faculty members need to meet (Green Room, etc.), we encourage the use of Zoom meetings as preferred practice. If a face-to-face meeting is essential, please practice social distancing and share the task of wiping down the table and chair arms after meetings.

## **On-site Visual Arts Programming**

**Non-Students in Classes:** Parents, family and friends will generally be prohibited from classes. Parents of older children will be encouraged to remain in their cars. Parents of children 5

and under, who are not participating in previously designated “parent-child” classes, will be encouraged to use waiting areas in the Main Gallery or seating in the Marvis Gillison Gallery next to the ramp. Waiting areas will be configured to allow for proper distancing.

**Timing of Classes:** The timing of classes shall be staggered so that participants are entering and leaving their classes at different times.

**Other Safety Measures:** FAA will be implementing other safety measures specific to each art discipline. These will be communicated directly to faculty and students prior to their first class or lesson.

**Updates to Procedures:** Any updates to this procedure will be posted on the FAA website under Frequently Asked Questions. Please consult the website for the latest information.

## Visual Arts Students

**Personal Items:** Visual Arts personal items should be kept with students at all times. Instructors are to advise Students that at no time are they to share or borrow another Visual Artist's clothing, towel, cell phone or make up, etc.

- » Each student will bring their FAA supplied “art container” from home to the class. This container will hold all necessary art items for their projects such as crayons, brushes, colored pencils, paint, paste, etc.
- » For in person students, supply containers will be made available on the first day of class. Online students will be able to pick up containers prior to their first day.
- » Individual art container items cannot be shared or swapped with other students at any time.
- » Only personal water containers are permitted in the Visual Arts studios and cannot be shared with fellow students.

**Social Distancing:** Visual Arts classes will be structured with the 6’0” social distancing guidelines. All Visual Arts classrooms will be marked with the 6-0” spacing for students. The Visual Arts instructor will be 6’0” or more away from each student depending on the size of the class.

**Assigned Spaces:** Classroom seating will follow the 6'0" social spacing guideline. For the term of class, workspaces will be theirs and theirs alone until class termination.

Restrooms will be assigned for Visual Arts classes. No more than one Visual Arts student 6 years and older may be excused for restroom usage at a time. Students are to be advised they are not to gather in the restroom for social interaction. Visual Arts students under the age of five years old will be taken to the restrooms in a group and the facilitator will allow one student into the restroom one at a time.

## **Visual Arts Faculty**

- » Visual Arts Faculty must always wear a mask or face shield. Faculty should maintain 6'-0" or more social distancing whenever possible.
- » Visual Arts Faculty must sign in/sign out in the Faculty book provided on the counter at the side of the customer service desk. This is required in case of emergency.
- » Individual Visual Arts instructors will be responsible for sanitizing their Visual Arts studio before the next group lesson according to the following guidelines:
  - » Sanitize all tables and chairs.
  - » Sanitize the sink and counter-top area.
  - » Sanitize all light switches and fan switches.
  - » Sanitize window blind pulls, window latches, door plates, doorknobs.
  - » Sanitize and shared art instruments or accessed supply cabinets.
- » Visual Arts Faculty will be responsible for reproducing photocopies for Visual Arts and other related copies for their students. Visual Arts Faculty are responsible for wiping down any shared units with provided wipes/cleaner for the person after you. Appropriate signage will be posted to wipe after using.
- » Staff/Faculty kitchen will be unavailable to all staff, faculty, visitors and public:
- » Refrigeration/freezer for cold storage, lunches, drinks and snacks will not be available.
- » Coffee machine and tea resources will not be available. Microwave and stove will not be available.
- » Visual Arts Faculty are encouraged to pack lunches in thermo containers and kept in their studios, art room or

room Visual Arts. We recommend a thermos for hot/cold drinks. Paper goods and utensils for lunches and snacks must be included with your container from home.

- » In the event Visual Arts Faculty chooses to order delivered food, it is your responsibility to arrange to meet the delivery service at the front entrance doors to eliminate unnecessary, unsafe traffic within our facility.
- » Each Visual Arts Faculty member will be responsible for disposing food items in the large gray trash can in the Green Room. Do not dispose of loose, uneaten food or containers in your studio garbage can.
- » We encourage Visual Arts Faculty to email, call or make appointments to see staff to practice social distancing.
- » In the event Visual Arts Faculty members need to meet (Green Room, etc.), we encourage the use of Zoom meetings as preferred practice. If a face-to-face meeting is essential, please practice social distancing and share the task of wiping down the table and chair arms after meetings.

## **On-site Creative Arts Therapies**

**At Home Option:** A Virtual therapy time slot will be available to families (same day/time) should their student not feel well enough to attend the FAA on-site session.

**Use of Masks:** All therapists, parents, and students will utilize a mask from the time they enter the building until the time they exit. Students uncomfortable with wearing a mask will be encouraged to take the class online unless they have one of the conditions exempted under state guidelines (people who have severe asthma or breathing issues, hearing aids, autism, post-traumatic stress disorder, or claustrophobia, younger than 2, have difficulty breathing, or are unconscious, incapacitated, or otherwise unable to remove them without assistance). To promote safety and reduce program costs, **STUDENTS MUST BRING THEIR OWN MASK.** FAA will have very limited supplies of masks available.

**Hand Washing:** Therapists, Staff, and Students must wash hands for 20 seconds or use hand sanitizer upon entry of building. Therapists are required to wash between client sessions.

**Classroom/Studio Cleaning:** Classrooms, studios, and common areas will be cleaned continuously throughout each day. Faculty,

staff, and students each will have a role to keep themselves and their space as clean as possible.

**Non-Students in Classes:** Parents, family and friends will generally be prohibited from sessions. Parents of older children will be encouraged to wait in the waiting area outside of the therapy studios.

**Timing of Sessions:** The timing of sessions shall be staggered so that participants are entering and leaving their sessions at different times.

- » FAA drinking fountains will be covered, water turned off and unusable.
- » Parents and client should limit food brought into a small snack (granola bars, water bottles, etc.) Meals should be eaten outside of FAA.

**Other Safety Measures:** FAA will be implementing other safety measures specific to each art discipline. These will be communicated directly to faculty and students prior to their first class or lesson.

**Updates to Procedures:** Any updates to this procedure will be posted on the FAA website under Frequently Asked Questions. Please consult the website for the latest information.

## Therapy Clients

**Personal Items:** Clients should only bring in what is necessary for comfort or therapy sessions. Only personal water containers are permitted in the therapy studios.

**Social Distancing:** Clients should maintain a 6' distance from faculty and other clients or students at all times.

Restrooms will be assigned for client sessions. One restroom will be designated for client families and will be cleaned after usage. Outside of normal business hours, the therapist will be charged with cleaning the restroom after each use.

## Therapy Faculty

- » Therapy Faculty must always wear a mask or face shield. Faculty should maintain 6'-0" or more social distancing whenever possible.



- » Therapy Faculty must sign in/sign out in the Faculty book provided on the counter at the side of the customer service desk. This is required in case of emergency.
- » FAA Coordinator of Creative Arts Therapies will communicate the FAA guidelines and expectations to families prior to the first session.
- » Creative Arts Therapists will have a 15-minute break between each client allowing Therapist proper sanitizing time and to avoid more than one parent/guardian in waiting area.
- » Individual Therapists will be responsible for sanitizing their studio before the next client according to the following guidelines:
  - » Sanitize all flat surfaces and instruments used.
  - » Sanitize the sound/stereo system and computer.
  - » Sanitize all light switches and fan switches.
  - » Sanitize chairs.
  - » Sanitize window blind pulls, window latches, door plates, doorknobs.
- » Creative Arts Therapists will be responsible for reproducing photocopies for their clients. Creative Arts Therapists are responsible for wiping down any shared units with provided wipes/cleaner for the person after you. Appropriate signage will be posted to wipe after using.
- » Creative Arts Therapists are encouraged to pack lunches in thermo containers and kept in their studios, art room or room dance. We recommend a thermos for hot/cold drinks. Paper goods and utensils for lunches and snacks must be included with your container from home.
- » In the event Creative Arts Therapists chooses to order delivered food, it is your responsibility to arrange to meet the delivery service at the front entrance doors to eliminate unnecessary, unsafe traffic within our facility.
- » Each Creative Arts Therapist will be responsible for disposing food items in the large gray trash can in the Green Room. Do not dispose of loose, uneaten food or containers in your studio garbage can.
- » We encourage Creative Arts Therapists to email, call or make appointments to see staff to practice social distancing.
- » In the event Creative Arts Therapists need to meet (Green Room, etc.), we encourage the use of Zoom meetings as preferred practice. If a face-to-face meeting is essential, please practice social distancing and share the task of wiping down the table and chair arms after meetings.

## GENERAL OFFICE REQUIREMENTS (STAFF)

Working from Home: Staff, when appropriate, will be allowed to work from home when it is conducive to proper completion of duties. The goal is to protect each staff member by maximizing social distancing whenever possible.

### Building Entry and Exit

Upon FAA entry, staff will complete the following:

**Temperature Taking:** Staff are required to take their temperature each day before they report for on-site instruction OR have it taken when they arrive. Any employee who has feels ill, is missing a mask, or has a temperature above 100.4 will be asked to return home.

**Use of Masks:** All staff will utilize a mask from the time they enter the building until the time they exit unless they are working alone in their designated, non-public office area. STAFF MUST BRING THEIR OWN MASK. FAA will have very limited supplies of masks available.

**Hand Washing:** Staff must wash hands or use hand sanitizer upon entry of building for 20 seconds.

### Food and Beverage

- » FAA drinking fountains will be covered, water turned off and unusable.
- » Vending machines will be empty and unavailable.
- » Staff/Faculty kitchen will be unavailable to all staff, faculty, visitors and public:
- » Refrigeration/freezer for cold storage, lunches, drinks and snacks will not be available.
- » Coffee machine and tea resources will not be available. Microwave and stove will not be available.
- » Staff are encouraged to pack lunches in thermo containers and kept in their offices or to eat off site. We recommend a thermos for hot/cold drinks. Paper goods and utensils for lunches and snacks must be included with your container from home.
- » In the event staff chooses to order delivered food, it is your responsibility to arrange to meet the delivery service at the

front entrance doors to eliminate unnecessary, unsafe traffic within our facility.

- » Each employee will be responsible for disposing food items in the large gray trash can in the Green Room. Do not dispose of loose, uneaten food or containers in your office garbage can.

## **Appointments/Meetings**

- » We encourage staff to email, call or make appointments to see vendors, faculty, parents, or students to practice social distancing.
- » In the event staff members need to meet (Green Room, etc.), we encourage the use of Zoom meetings as preferred practice. If a face-to-face meeting is essential, please practice social distancing and share the task of wiping down the table and chair arms after meetings.

Restrooms shall be cleaned and disinfected daily along with frequently touched areas in the restrooms, i.e. sinks, paper dispensers, etc. by cleaning personnel. Restrooms will be limited to one person at a time.

**Personal Items:** Staff are encouraged to limit personal items and keep them safely in their office area.

**Social Distancing:** When two or more staff are within a six-foot area, masks must be worn by all present. Masks are required to be worn anywhere outside your work area.

**Assigned Spaces:** To avoid potential contamination, staff should avoid contact with other work areas unless contact is essential. Efforts to sanitize should be made before leaving.

**Sanitizing:** Staff will be responsible for sanitizing their personal work areas according to the following guidelines:

- » Sanitize all desks and chairs regularly.
- » Sanitize filing cabinets.
- » Sanitize all light switches and fan switches.
- » Sanitize window blind pulls, window latches, door plates, doorknobs.
- » Sanitize phone, keyboard, mouse, pens, calculators, etc. each day prior to starting their work for safety.

Using Common Rooms/Equipment: Faculty and staff access to mailboxes and the copier will be permitted. Staff must sanitize affected areas when touching them. This includes the following:

- » Copier screen, input and output trays
- » Shared printers, postage machine, worktables
- » Board Room/Green Room tables and chairs
- » Anything else touched that others regularly use

## **Vendors and Repair Services**

To ensure safety, FAA reserves the right to restrict unnecessary traffic within our facility and knowledge of those coming to our doors.

- » Vendors, repair service companies and visitors must make an appointment two days prior to on-site visitation. In the case of emergency services or repairs, appointment can be made immediately.
- » Vendor and repair services appointments will be prearranged by contacting Judi Peters at 440-951-7500, x106 to schedule entry appointment. Vendor and repair services must contact Judi Peters on the day of the scheduled appointment upon arriving in the FAA parking lot. Judi or the department requiring the services will meet the party at the front entrance doors to escort the party to the area for repairs, etc. Pest Control service will be escorted throughout the building for service.
- » During business hours, Vendor/Repair Service will enter through the main front doors and stop at the thermometer desk for temperature check; mask check and/or provide disposal mask and hand sanitizing. Vendor/Repair service will be required to sign in/out and advise the approximate time on site for service with Judi Peters.
- » The FAA CEO reserves the right to advise Vendors/Repair Service of obvious symptoms and will encourage the representative depart the facility and advise their company direct report/manager. FAA will contact their company to arrange for an alternative Vendor/Repair person.
- » Sanitary wipes will be provided to Vendor/Repair service for proper cleaning after services.
- » To avoid confusion and certainty the party reaches the proper appointment person or area, entrance must be escorted by Judi Peters or assigned staff.
- » Upon completion of services, Vendor/Repair service will

report departure to Judi Peters in person and sign out.

## **Visitors and Parents**

FAA strongly encourages parent or guardian drop their student off at the FAA front door for students more than 7 years old. Students younger than age 7 may be escorted by their parents into the building but may be asked to wait in a waiting area while their child attends programming.

### **Procedure for students entering the building**

**Entry:** All students and parents will enter the front door.

**Social Distancing:** To promote proper social distancing, students and parents should line up on the exterior sidewalk 6' apart and move into the building as the line progresses.

**Temperature Checking:** ALL Visitors, Students, and Parents are required to have their temperature taken when entering FAA. A trained customer service representative will assist using a touchless thermometer. The FAA CEO or staff reserves the right to require the visitor or parent with obvious symptom to return home until they are free of symptoms without medication for 72 hours. In most cases, students may continue programming virtually until their quarantine has ended.

**Masks:** All persons entering the FAA facility must wear a mask to their destination and during programming unless covered by one of the exemptions under state regulations. Those exemptions are as follows. People who have:

- » severe asthma or breathing issues
- » hearing aids
- » autism
- » post-traumatic stress disorder
- » Claustrophobia
- » Are younger than 2
- » Have difficulty breathing
- » Are unconscious, incapacitated, or otherwise unable to remove them without assistance

**Directional Travel:** To assist with social distancing, all will enter through the front doors and move generally from south to north

through the building. Directional signs and footprints will assist with traffic flow. The stage door, rear exits, and front Marous Brothers Stage exit are generally off limits.

**Student Pick Up:** Parents dropping off students and picking up later should move to the north lot five minutes before their child is released to be ready but avoid parking lot congestion. Staff or volunteers will be available to ensure students and parents connect.





fine arts  
association

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