



2020

# IN PERSON LESSON POLICIES AND GUIDEBOOK

Due to the conditions of the COVID-19 Pandemic,  
we are making adjustments to lesson procedures for  
the safety of your children, your family, and our staff.

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513•948•1900  
[MusicArtDance.org](https://MusicArtDance.org)

Wyoming Fine Arts  
**CENTER**

MUSIC ART DANCE

2020

# IN PERSON LESSON POLICIES AND GUIDEBOOK

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Please review this document completely and fill out all forms.

## Wyoming Fine Arts Center Onsite Lesson Policies and Procedures

Wyoming Fine Arts Center (The Center) is committed to the safety of our faculty, staff, and students. As we begin bringing lessons back into The Center, we want to share with you how we want to engage with students this term.

In order to provide the best in person lessons for everyone, The Center is following the CDC Guidelines, the Hamilton County Public Health Guidelines, and the protocols outlined by Governor Mike DeWine.

While we know this may seem extreme, we are taking every precaution we can to minimize an outbreak at our facility.

We have included the following protocols:

- CDC Fever Definition
- COVID-19 Protocol
- Assumption of Risk
- Pre-arrival Protocol
- Wyoming Fine Arts Center's Process
- Faculty's Responsibility
- Student's Responsibility
- Parent's Responsibility
- Social Distance Policy
- Restroom Availability

**CDC Fever Definition** – A fever is a temperature of 100.4 degrees F.

### COVID-19 Protocol

- If a student, or family member has been exposed to someone who has tested positive for COVID-19, then the student must be **symptom free for 14 days** before they are able to attend a lesson.

### Assumption of Risk

- An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens, and guests with underlying medical conditions are especially vulnerable. By visiting Wyoming Fine Arts Center you voluntarily assume all risks related to exposure to COVID-19.

## Wyoming Fine Arts Center Protocol

Each day, after classes, our facility will be cleaned by a professional cleaning company including, but not limited to restrooms, banisters (indoor and outside), and floors vacuumed.

High touch areas in the room are the faculty's responsibilities to be cleaned through the day.



infographic courtesy of Wyomig Public Schools

## Faculty Responsibilities

*General responsibilities:*

- **Wear a facial covering that includes covering mouth, nose, and chin.**
- **Sanitize hands** after working with any individual student before interacting with the next student.

*Beginning of lesson (to be conducted by Faculty or Center staff member):*

- **Take temperatures** of students as they arrive.
- **Provide hand sanitizer** to each student upon arrival.
- Have Fun!

*During lessons:*

- **Ensure 6 foot social distancing** between each person in your room (family members count as one unit.)
- Communicate with staff for any additional needs that may arise throughout the day.

*After lesson:*

- **Clean high touch areas in classroom.**



## Student Responsibilities

- **Be healthy**, no fever, no cough.
- **Bring your own water bottle for lessons.**
- **Maintain appropriate social distance** with all people in The Center.
- Listen to teachers and Wyoming Fine Arts Center staff.
- **Wash your hands regularly**, and when asked by faculty.
- **Wear a mask at all times** when in the building for your lesson.
- Have Fun and Be Creative!

## Parent Responsibilities

- **Ensure the child is healthy each day of lessons.**
- Talk to the child about the importance of having their temperature taken.
- **Wearing a mask is required of all students.** Talk to child about the importance of wearing a mask.
- **Provide a water bottle for your child.** Water fountains will not be available to use at The Center.
- **Explain to child the rules of social distancing.**
- **Explain to child the importance of washing hands regularly.**
- Wait until student's temperature is taken prior to leaving the premises.
- Parents know their child best. **If you do not feel that the child is well, regardless of a fever, please keep them home.**

## Social Distance Policy

According to the State of Ohio Director's Stay Safe Ohio Order, social distancing requires maintaining a six (6) foot social distancing for both employees and members of the public at all times.

## Restroom Availability

The Center's restroom facilities are only open to those faculty, staff and students who have lessons in the building. They are not available for use to the general public.

Please use the closest restroom to your lesson room. The restrooms are cleaned at least once every day but will not be cleaned after every use. Please note that these are public restrooms and available for your convenience.

## Social Media Permission Form

Please indicate your approval for the video to be shared online by answering these questions. The Center will honor your preference.

- \_\_\_\_\_ YES, I give The Center approval to post my child's performance on The Center's **public** YouTube Channel and other social media platforms.
- \_\_\_\_\_ NO, I do not give The Center approval to post my child's performance on The Center's **public** YouTube Channel and other social media platforms.
- \_\_\_\_\_ YES, I give the The Center approval to post my child's performance on The Center's **private** YouTube Channel. This link will be shared to those only associated with the Wyoming Fine Arts Center and the Faculty's students.
- \_\_\_\_\_ NO, I do not give the The Center approval to post my child's performance on The Center's **private** YouTube Channel. This link will be not be shared with anyone other than the immediate family of the student and the staff of The Center.

We would like to be able to publicly share these videos so our students can see their accomplishments. However, we know that many families are concerned with privacy and cyber bullying. The Center's policy with videos including children will have all comments closed.

*If you have any questions or concerns:*  
director@musicartdance.org  
513.948.1900

## Consent and Signatures

I have read and understand the Wyoming Fine Arts Center Guidelines outlined in this document.  
I understand that there is an inherent risk of exposure to COVID-19 that exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By visiting and sending my student to the Wyoming Fine Arts Center I voluntarily assume all risks related to exposure to COVID-19. The Center will not be held responsible if the student contracts COVID-19 while at the facility.

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Parent Signature

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Parent Printed Name

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Date