

Covid Policies and Procedures
Applicable to Everyone including, but not limited to,
Employees, Volunteers and Participants
Updated 9/24/20

Entrance Procedures:

1. **Temperature** - Everyone who enters the building shall have their temperature taken prior to entering the main room. This includes anyone dropping off or picking up someone. If you have a temperature of 100.4F or higher you cannot enter.
2. **Entry Questions** - Everyone who enters the building shall be asked the following questions:
 - a. **COVID** - Have you tested positive for Covid in the last 14 days or been in contact with a person suspected or confirmed to have COVID within the last 14 days? If yes to either, you cannot enter.
 - b. **Symptoms** - Do you currently have any of the following symptoms: cough, shortness of breath, body aches, headache, fatigue or loss of taste/smell? If yes, you cannot enter.
 - c. **Travel** - Have you traveled outside the State of Connecticut within the last 14 days? - If yes and the state they traveled to is on the travel advisory then you cannot enter.
 - d. **Temperature** - Has your temperature been UNDER 100.4F in the last 48 hours without any fever reducing medications? - If No, you cannot enter.
3. **Hand Washing/Sanitizing** - Everyone who enters the building must stop in one of the bathrooms in the main lobby and wash their hands followed by using the hand sanitizer provided between the bathrooms in the outer lobby or immediately to the left on the wall inside the main room.
4. **Masks** - Everyone age 3 and older must wear a mask covering their mouth and nose upon entry to The Barn.
5. **Logs** - The Barn will maintain a log of who enters the building, for what program and their temperature for contact tracing. All people who enter will have contact information on file in their program registration, employee or volunteer paperwork. Logs will be kept for a minimum of 6 months.

Masks:

1. **When to wear masks** - Everyone ages 3 and up shall wear a mask when at The Barn that covers their mouth and nose.
 - a. Masks can be removed when:

- i. When seated in designated socially distanced workstations or seats
- ii. When on the stage at least 6 feet apart from each other and 12 feet away from anyone not on the stage
- iii. When outside the building and socially distanced
- iv. When eating or drinking in a socially distanced workstation or seat
- v. When a doctor's note is provided claiming a medical exemption from wearing a mask due to health issues

Social Distancing

1. **Workstations** - Are clearly marked showing students where to sit so they are at least six feet apart from all other workstations. If two students are at a table students must stay within their marked areas to maintain social distancing. Once your workstation is established do not switch workstations without notifying a staff member so proper sanitization can be done.
2. **Blue Comfortable Chairs** - All blue comfortable chairs are socially distanced at least 6 feet apart. Once you sit in a chair do not switch chairs without notifying a staff member so proper sanitization can be done. Do not move chairs from their position.
3. **Moving around the Building** - Please maintain social distancing when walking around inside. No more than two people are allowed in the bathrooms at any given time. Only one child at a time is allowed in the cafe. If waiting to be screened before entering the building please maintain at least 6 feet in between others.

Equipment

1. **Game Tables** - If you would like to play on the game tables you must check out the equipment from a staff member and continue to maintain social distancing and wear masks. Do not share the equipment with others. Return the equipment when you are done so it may be properly sanitized.
2. **School/Craft Supplies/games** - If you are doing a craft, want to play a game or need to borrow supplies to complete school work you need to check it out from a staff member. Do not share any supplies with others. Return the supplies when you are done so they can be properly sanitized.

Cleaning/Sanitizing

1. **Every Night**

- a. All workstations and chairs are cleaned and sanitized
- b. All door handles are cleaned and sanitized
- c. Bathrooms are cleaned and sanitized
- d. All equipment and supplies used are sanitized with disinfecting wipes and returned to stock

2. During the Day

- a. If someone switches workstations or leaves their spot it is cleaned and sanitized
- b. Bathroom surfaces are wiped down with disinfecting wipes midday
- c. Door handles are wiped down with disinfecting wipes midday
- d. All equipment and supplies returned during the day are sanitized with disinfecting wipes and returned to stock

3. Costuming

- a. All costumes in stock have been cleaned
- b. If a child tries on or uses a costume it will be placed in a dirty laundry bag and washed in a washing machine, dry cleaned or hand washed depending on the garment prior to returning it to our stock
- c. All shoes, wigs and hats will be sprayed with sanitizer that disinfects, sanitizes, kills bacteria and MRSA.

4. Hand Soap/Sanitizer

- a. Will be available at all times to everyone who enters the building

Illness While at The Barn:

1. If someone becomes sick at The Barn

- a. When symptoms are noticed the individual will be immediately isolated in the back room and parents called
- b. Parents will need to pick up their child within an hour of being called.
- c. If the person is an employee or volunteer and can transport themselves they shall immediately leave the premises. If they need to have someone pick them up they need to be picked up within an hour.
- d. They will not be allowed back until they are symptom free for at least 48 hours without any fever reducing medicines.

Positive COVID test of someone at The Barn:

1. If a participant, employee or volunteer tests positive for COVID

- a. They must notify The Barn as soon as possible. They must directly speak to a staff member or send an email to madisonartsbarn@gmail.com

- b. The Barn will determine who was in contact with the person at The Barn and notify everyone effected within 24 hours of being notified
- c. The Barn will notify the Madison health department and the Office of Early Childhood within 24 hours of being notified.
- d. The Barn will close down to the public for 48 hours to allow for a thorough cleaning before reopening.

Employee and Volunteer Policies:

- 1. All COVID protocols apply to everyone in the building including staff, independent contractors and volunteers**
- 2. Employees and volunteers shall remain at home when:**
 - a. Experiencing any of the following symptoms: cough, shortness of breath, body aches, headache, fatigue or loss of taste/smell?
 - b. Have a temperature over 100.4F. If they have had a fever they may not return to work until they no longer have a fever, without the aid of fever reducing medicine, for 48 hours.
 - c. Traveled to a state on the State travel advisory list. If they have traveled to one of the listed states they cannot return for 14 days after they leave the state.
 - d. Tested positive with COVID or been in contact with a person suspected or confirmed to have COVID. If they have they cannot return for 14 days since a positive test or contact with someone suspected or confirmed to have COVID.
- 3. If employee or volunteer becomes symptomatic while at The Barn**
 - a. They shall immediately distance themselves from the other people in the building and make immediate arrangement to leave the building.
 - b. If they cannot immediately leave the premises and need to wait for transportation they shall isolate themselves from everyone in the back room until transportation arrives.