



## SAFETY POLICIES AND PROCEDURES

We are committed to the safety and well-being of all students and staff. The following measures have been put in place to ensure our class and camp experiences are safe, comfortable and fun for everyone.

For additional questions, contact Early Childhood & SOTT Manager, Adam Montague: [adamm@ctcharlotte.org](mailto:adamm@ctcharlotte.org)

### BEFORE THE FIRST DAY SOTT/CREATIVE DRAMA



**Complete a health screening using the app HealthCheck.**

This must be completed at least one hour before attending class. There are detailed instructions at end of this document.



**Fill out and return the release of liability waiver.**

This must be emailed to the address above *before* attending class. One waiver per student. It only needs to be submitted once even if attending multiple programs (classes/camps).



**Bring a mask or face-covering.**



**Bring a water bottle. (Water fountains off limits).**

### SOTT/CREATIVE DRAMA AT A GLANCE



**DROP-OFF** All drop-offs will occur along the 7th Street entrance of *ImaginOn*.

**Parents entering the building with their student** must park in a garage or surface lot. We can validate your parking ticket for the 7th Street Parking Garage if you enter the garage after 5:01 PM (M-Th) and all day on Saturday. Validate your ticket at the Welcome Desk.

**Parents dropping off a student in the car lane** may stop temporarily in the lane in front of *ImaginOn*. Do not drive away unless you are certain you have completed your student's HealthCheck.

**For SOTT students who are self-driving**, please be aware that the *ImaginOn* parking garage will not be accessible, and no parking vouchers will be issued. Park in the 7th Street Parking Garage and validate your ticket at the Welcome Desk.

**Once the student is in the building**, they should stop at the Welcome Desk to make sure they have completed their HealthCheck. Those who have not completed the daily health attestation will not be allowed into the classroom until it has been completed. Then students will travel up the ramp and wait in the Mezzanine level with the Class Assistant until the Teaching Artist escorts them to the classroom. Parents may escort their student up the ramp but may not wait in the building. Students will be asked to use hand sanitizer before entering the classroom.



**PICK-UP** Pick-up will take place at the same location as drop-off.

**Parents entering the building for pick-up** must park in a garage or surface lot (see above for validation), then travel up the ramp and stand on one of the socially-distanced dots to wait on your student. Creative Drama parents must have the "pick-up card" or "know the code" to pick-up students age 8 and younger.

**Parents picking up a student in the car lane** may stop temporarily in the lane in front of *ImaginOn*. You cannot stay in the car lane for more than 5 minutes. SOTT students must wait in the building for either a parent or vehicle pick-up.

**If you need to pick-up a student early**, please contact your Teaching Artist directly. Your student will be escorted to the 7th Street entrance of *ImaginOn* at the time of your arrival.

## SOTT/CREATIVE DRAMA AT A GLANCE CONT'D



Our Teacher: Student ratio has been reduced to 9:1. Students will neither intermingle with other groups, nor change rooms.



Necessary supplies will remain unique to each student during the duration of the class.



Masks must be worn at all times. The only exception is for students ages 2-3 in our Side-by-Side class.



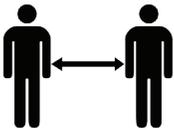
For Creative Drama, Sneak-a-peek and the Sharing on the final day of class will be presented virtually this year.



For SOTT, Mid-session Drop-in and the Showcase on the final day of class will be presented virtually this year.



Bathroom breaks will be staggered by class.



Class activities have been modified to comply with physical distancing guidelines (6-feet apart). If a student becomes ill during the day, that student will be moved to an isolated space and will remain under adult supervision until they can be picked up.



For this year, all SOTT Musical Theatre classes including Foundations, Core, Focus, and Conservatory will not have group singing as part of the curriculum as a safety measure in response to COVID-19. Instead, there will be an increased focus on dance training in their curriculum.

## LIBRARY ACCESS



Please note that the library at ImaginOn will not be available as a gathering space, nor a place for you to wait for your student. Access to the library and its services will be extremely limited.



The ImaginOn parking deck will not be available for parents who are dropping off or picking up a student.

## ADDITIONAL SAFETY MEASURES



Children's Theatre uses CDC and EPA recommended disinfectant and cleaning products to clean high touch surfaces frequently throughout the day. Additionally, our contracted custodial service partner provides thorough nightly disinfecting services.



Additional hand sanitizer and disinfectant wipes are available to staff and students to maintain a sanitized environment throughout the day.



Only essential staff will be working during class sessions to further reduce the number of people inside the building.

## DETAILS AND INSTRUCTIONS FOR THE HEALTHCHECK APP

### What is the purpose of the HealthCheck app?

HealthCheck is a screening tool that helps us ensure we are maintaining a safe environment for all our students. HealthCheck is available as an app (for mobile devices) or online with a desktop browser. The process is simple and takes under a minute. You will be asked to answer a series of yes/no questions. The questions follow guidelines from the United States Centers for Disease Control and Prevention (CDC) and The World Health Organization (WHO). Questions are non-invasive and responses will not be shared with anyone.

To learn more, visit <https://www.stratumhealth.io/info>.

### Getting Started



Download the app in the [Apple App store](#) or the [Google Play store](#).

### Register as a New User



**IMPORTANT: You will register using your student's name.** Any parent or guardian who will be completing the HealthCheck can add a child to their account.

#### **Easily switch between children for each HealthCheck**

To start a child's HealthCheck, parents or guardians will simply select that child as they begin the HealthCheck. Logging into a new account for each child is no longer necessary.

#### **Complete and view children's HealthChecks on any account**

All parents and guardians will be able to conduct a child's HealthCheck screening and view the child's full history regardless of which parent or guardian completed the HealthCheck.

## INSTRUCTIONS FOR THE HEALTHCHECK APP CONT'D

### STEP 1:

After downloading the app, create an account. When prompted to register with the facility, enter the code: kXZFvS2u.

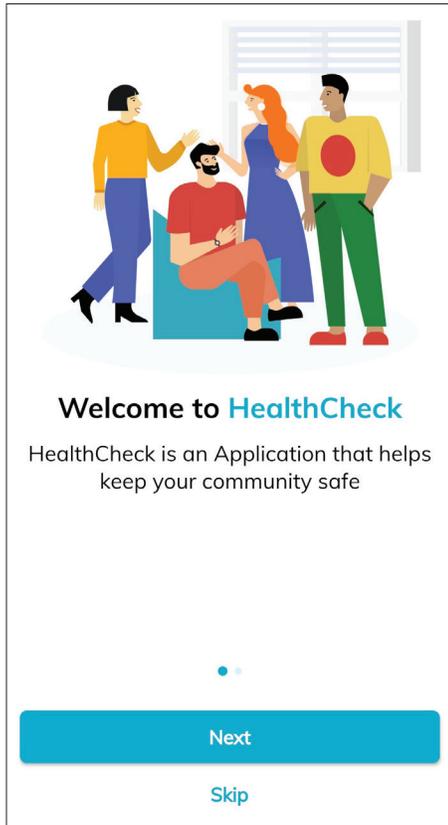


Illustration of four diverse people (two women and two men) in a modern setting, one sitting on a blue chair while others stand around them.

### Welcome to HealthCheck

HealthCheck is an Application that helps keep your community safe

Progress indicator: 1 of 3 dots, the first is filled.

[Next](#)

[Skip](#)

## Getting you back to community

Email

Password  

Forgot your [password](#)?

[Sign in](#)

Don't have an account yet? [Sign up](#)

Version 1.0.48

### STEP 2:

Complete a few fields and accept Terms and Conditions.

## Sign up

Country

State

I accept HealthCheck's [Terms and Conditions](#)

Progress indicator: 3 of 3 dots, the third is filled.

[Sign up](#)

## INSTRUCTIONS FOR THE HEALTHCHECK APP CONT'D

### STEP 3:

You'll receive a notice to check your email for account activation instructions. You'll click activate in the email and be prompted to login.

## Almost there!

Please check your email for account activation instructions

Check my email

### REMINDER:

You will be prompted to register with the facility and enter a code. Your code is kXZFvS2u. Next, you'll complete the health check by answering a few questions. Below are a few examples.

### HealthCheck

Please answer these questions truthfully and to the best of your ability

Have you tested positive for a newly-identified infectious disease in the past 14 days?

Yes No

### HealthCheck

Please answer these questions truthfully and to the best of your ability

Have you travelled to a known 'hotspot' or restricted state as documented by the Public Health Authority

Yes No

### HealthCheck

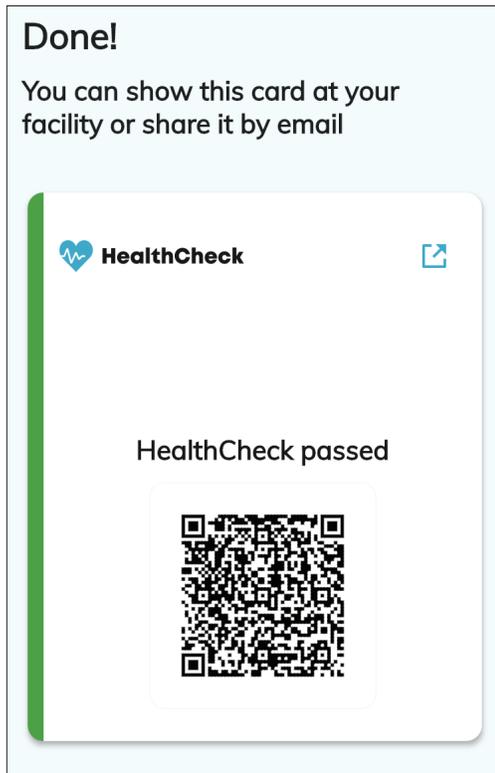
Please answer these questions truthfully and to the best of your ability

Have you had a sore throat within the last 14 days?

Yes No

## INSTRUCTIONS FOR THE HEALTHCHECK APP CONT'D

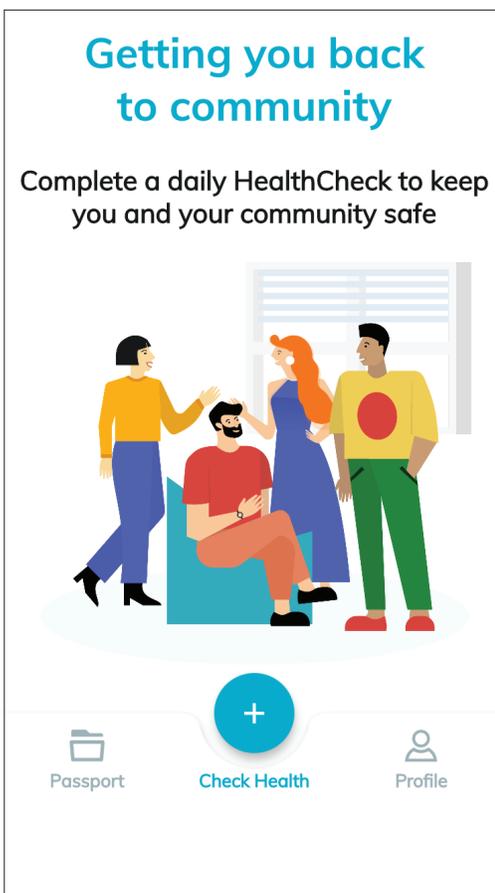
After answering the questions, you'll receive notification of completion. We will be able to see your submission by logging into the system so you're all set!



### REMINDER:

**You will register using your student's name. Any parent or guardian who will be completing the HealthCheck can add a child to their account.**

To start a child's HealthCheck, parents or guardians will simply select that child as they begin the HealthCheck. Logging into a new account for each child is no longer necessary.



### REMINDER:

**At least one hour before arriving to class, complete the health attestation by logging in and selecting Check Health.**

**The 'Passport' tab on the bottom left corner stores all your HealthChecks.**

**HealthCheck now offers reminder notifications.** You will now receive a reminder notification if you or your child have not completed a COVID-19 screening since the last weekday. Notifications will only occur a single time and only Monday through Friday in order to spare you from too frequent notifications. As with all smartphone apps, you have extensive control of notifications and can turn off or silence them as you see fit.