



## 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.

**Questions?** Contact Stephanie Hurtado-Hoyos, Education Administrative Assistant: [stephanieh@ctcharlotte.org](mailto:stephanieh@ctcharlotte.org) or 704-973-2837 or Steven James, Mini-Camp Manager: [stevenj@ctcharlotte.org](mailto:stevenj@ctcharlotte.org) or 704-973-2840.

### BEFORE THE FIRST DAY OF MINI-CAMP

- Complete a health screening using the app HealthCheck.** > This must be completed by 7:15 a.m. *each* day. 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 a camp. One waiver per student. This only needs to be submitted once even if attending multiple programs (classes/camps).
- Complete Individual Student Plan form.** > In reminder email sent one week prior to camp week/day. One must be submitted for *each* student. This only needs to be submitted once unless there is a change to a student's schedule.
- Bring a mask or face-covering.**
- Bring a water bottle. (Water fountains off limits).**

### MINI-CAMP AT A GLANCE



#### DROP-OFF

All drop-offs will occur along the Brevard Street entrance of ImaginOn. No students will be allowed to enter the building via the main entrance on 7th Street.

Non-participants must remain in their vehicle. To expedite drop-off, and for the safety of your child, we recommend seating your them on the passenger side of the vehicle.

Those who have not completed the daily health attestation will be asked to remain in the carpool line until it has been completed. This is required to enter the building.

Students will be asked to use hand sanitizer before entering the building, then will be escorted from carpool to their classroom.



#### PICK-UP

Pick-up will take place at the same Brevard Street location as drop-off.

Caregivers will be provided two vehicle placards with the student's name to be placed on the dashboard for pick-up. This allows our staff to prepare your student for pick-up when your vehicle approaches. A staff member will escort your student to the vehicle for curbside pick-up. Caregivers should remain in the vehicle.

If you need to pick-up a student early, please call the number listed above at least 24-hours in advance. Your student will be escorted to the Brevard Street exit.

## MINI-CAMP AT A GLANCE CONT'D



Our Teacher: Student ratio has been reduced to 9:1, and each mini-camp will be in the same room all week. Students will neither intermingle with other mini-camps, nor change rooms; and teaching artists will remain with a single mini-camp for the duration of each mini-camp session.



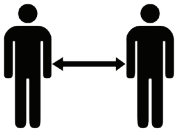
Necessary supplies will remain unique to each student during the duration of the mini-camp session.



Masks must be worn at all times, with the exception of lunch/snack time, and designated "mask breaks".



Bathroom breaks will be staggered by mini-camp.



Mini-camp 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.

## 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 mini-camps 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

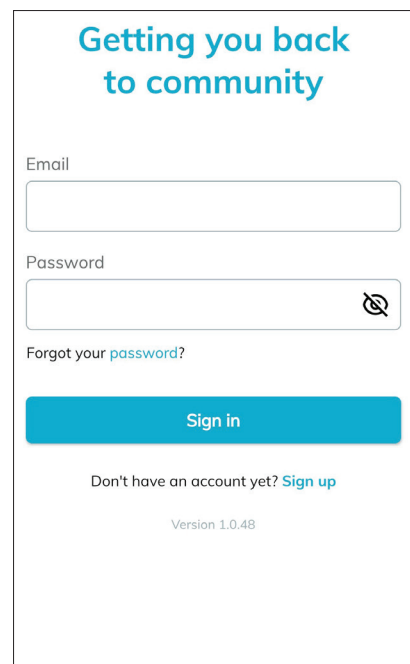
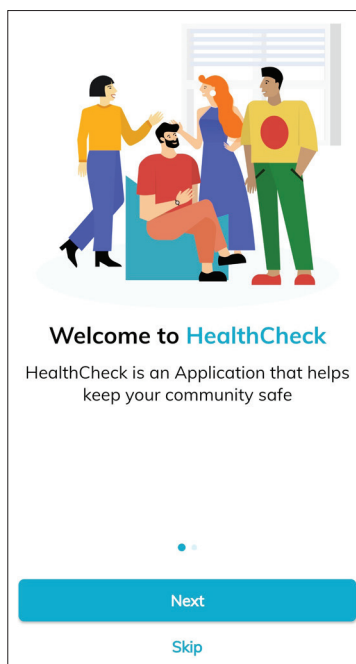
To start a child's HealthCheck, parents or guardians will simply select that child as they begin the HealthCheck. Logging into a new account for each child is no longer necessary.

#### 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.

**STEP 1:**  
After downloading the app, create an account.

When prompted to register with the facility, enter the code: **kXZFvS2u**.



## INSTRUCTIONS FOR THE HEALTHCHECK APP CONT'D

### STEP 2:

Complete a few fields and accept Terms and Conditions.

## Sign up

Country

United States of America ▼

State

North Carolina ▼

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

... ●

Sign up

### 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

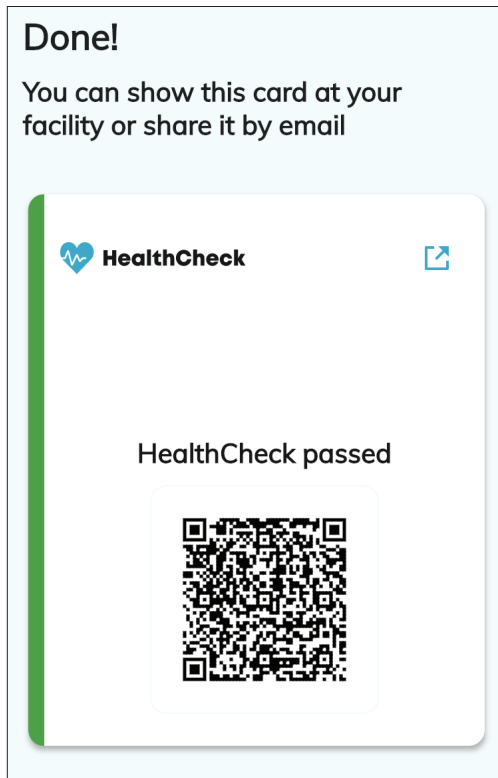
Please answer these questions truthfully and to the best of your ability

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

Yes No

## INSTRUCTIONS FOR THE HEALTHCHECK APP CONT'D

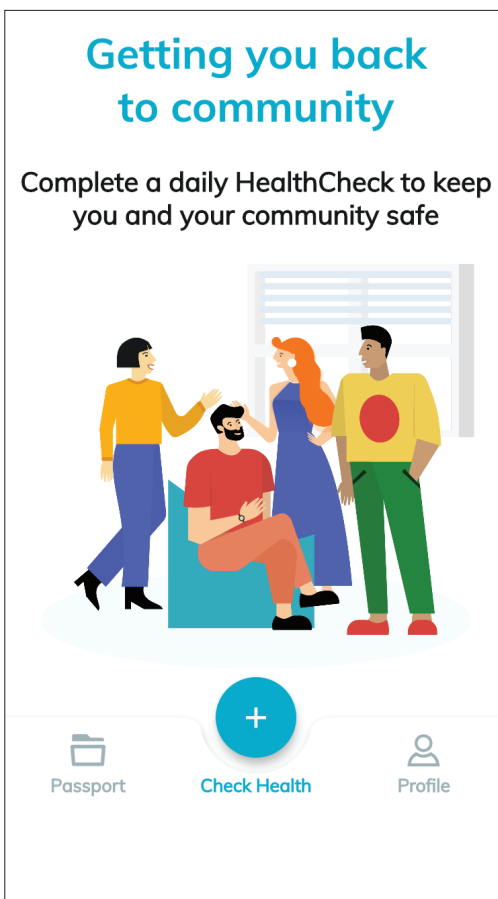
After answering the questions, you'll receive notification of completion. We will be able to see your submission by logging into the system so you're all set!



### 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:

**Prior to arriving for camp each morning, by 7:15 a.m., 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.