



## 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 EVERY TIME. There are detailed instructions at the end of this document. **Upon check in, if the attestation has not been completed and the parent or guardian is not present to complete it, then your student will be asked to wear a double mask before entering the classroom.** Please note - should the health attestation not be completed routinely, Education Administration will reach out to determine the next steps.



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



**Bring a water bottle.**

### 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. Limited free parking is available under the building, accessible from 6th Street. 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**, limited free parking is available under the building, accessible from 6th Street. It is preferred student drivers park there. If it is unavailable, park in the 7th Street Parking Garage and validate your ticket at the Welcome Desk.

**Once the student is in the building**, they should check in with the Class Assistant at the Class Assistant table (up the ramp). Those who have not completed the daily health attestation will not be allowed into the classroom until it has been completed, or they will be asked to wear a double mask. Then students will wait with the Class Assistant until the Teaching Artist escorts them to the classroom. 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). 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. You may pick up your student at the Class Assistant table (up the ramp).

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



Students will neither intermingle with other groups, nor change rooms.



Necessary supplies used in class will be cleaned and sanitized between use.



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, we hope to have these in person but will communicate if this changes.



For SOTT, Mid-session Drop-in and the Showcase on the final day of class, we hope to have these in person but will communicate if this changes.



Bathroom breaks will be staggered by class.



While students are in class, parents are welcome to wait in the public spaces of ImaginOn, except for the Teen Loft.

## 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.



A reduced number of staff will be working during class sessions to further decrease 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.

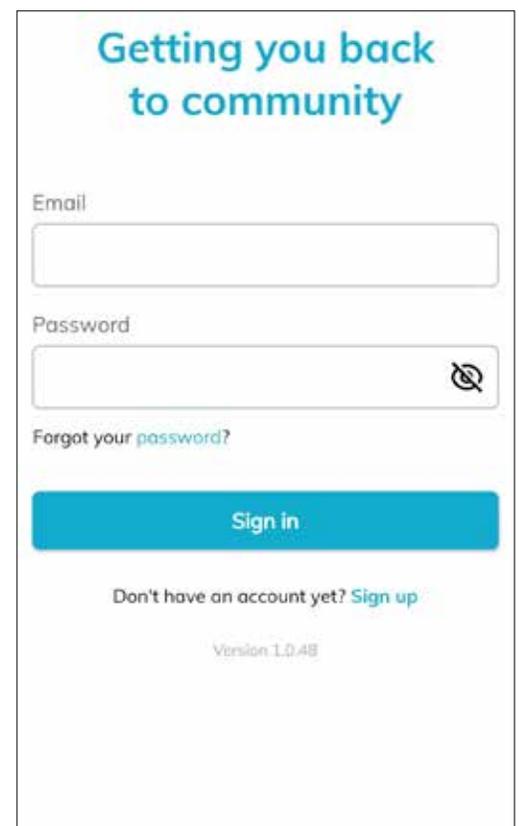
### Complete and view children's HealthChecks on any account

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.

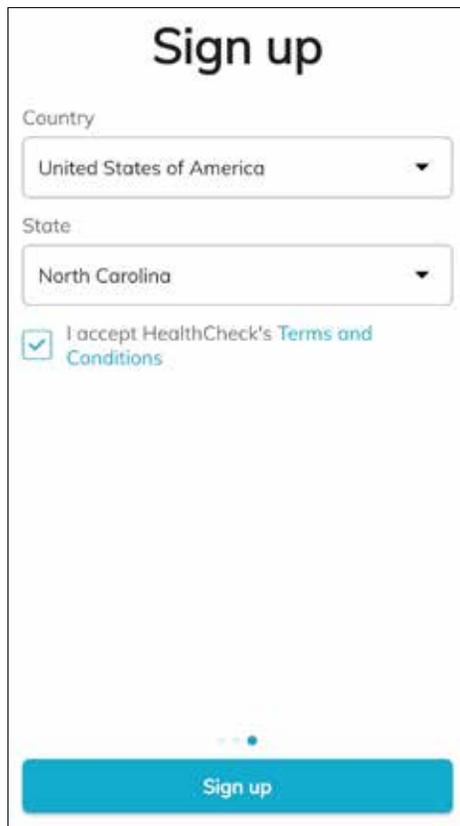
When prompted to register with the facility, enter the code: kXZFvS2u.



## INSTRUCTIONS FOR THE HEALTHCHECK APP CONT'D

### STEP 2:

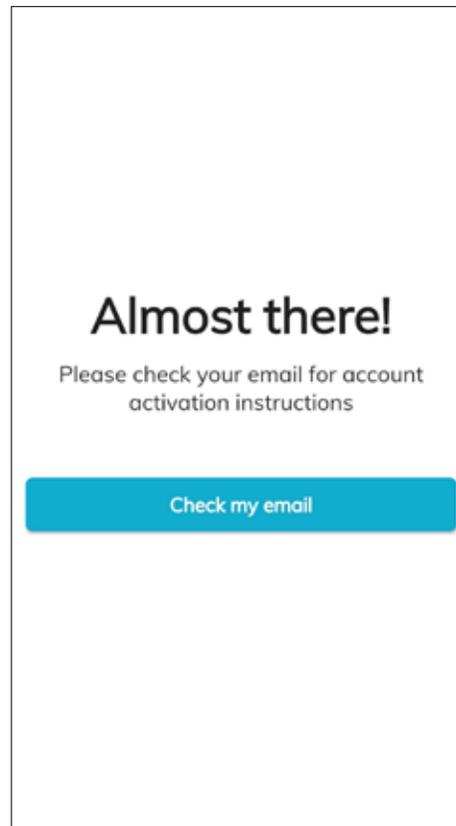
Complete a few fields and accept Terms and Conditions.



The screenshot shows the 'Sign up' screen of the HealthCheck app. At the top, the title 'Sign up' is displayed. Below it, there are two dropdown menus: 'Country' with 'United States of America' selected, and 'State' with 'North Carolina' selected. A checkbox is checked, with the text 'I accept HealthCheck's Terms and Conditions'. At the bottom, there is a blue button labeled 'Sign up'.

### STEP 3:

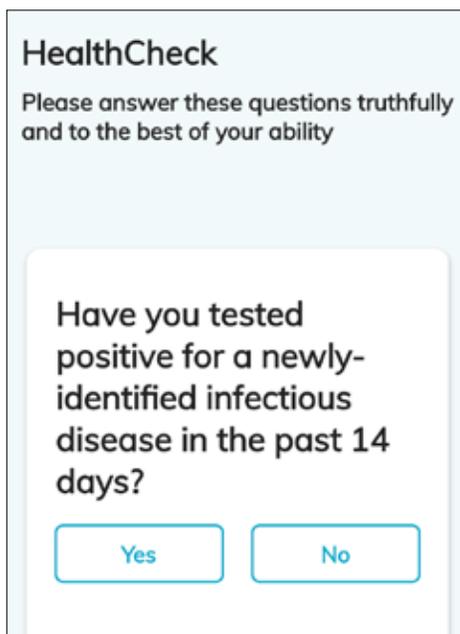
You'll receive a notice to check your email for account activation instructions. You'll click activate in the email and be prompted to login.



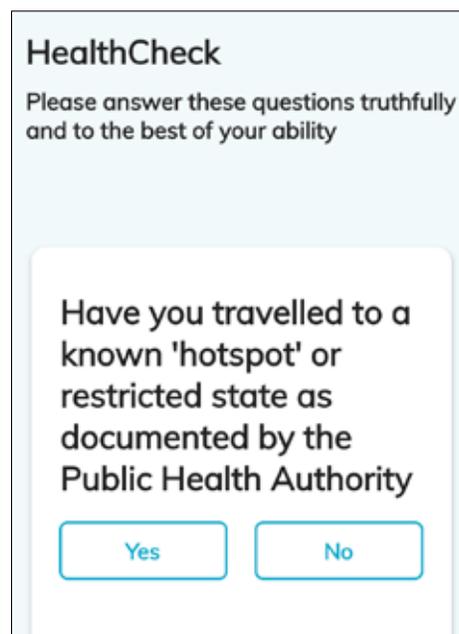
The screenshot shows the 'Almost there!' screen of the HealthCheck app. The title 'Almost there!' is centered at the top. Below it, the text reads 'Please check your email for account activation instructions'. At the bottom, there is a blue button labeled 'Check my email'.

### REMINDER:

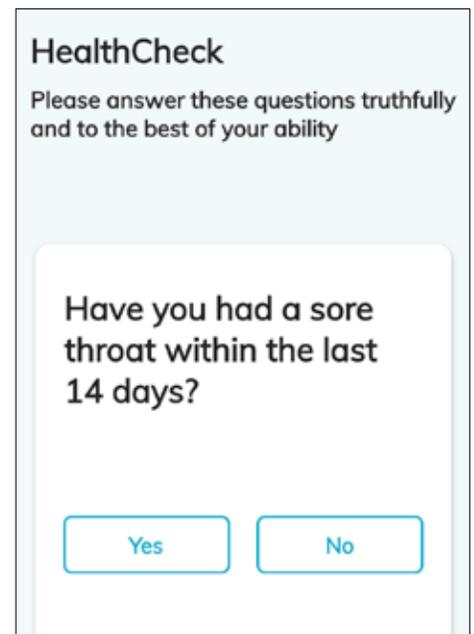
You will be prompted to register with the facility and enter a code. Your code is kXZFvS2u. Next, you'll complete the health check by answering a few questions. Below are a few examples.



The screenshot shows the first question in the HealthCheck app health check. The title 'HealthCheck' is at the top. Below it, the text reads 'Please answer these questions truthfully and to the best of your ability'. The question is 'Have you tested positive for a newly-identified infectious disease in the past 14 days?'. At the bottom, there are two buttons: 'Yes' and 'No'.



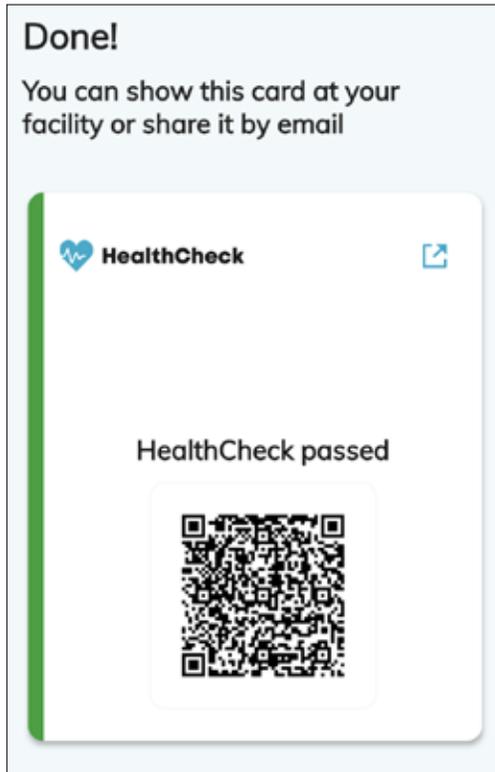
The screenshot shows the second question in the HealthCheck app health check. The title 'HealthCheck' is at the top. Below it, the text reads 'Please answer these questions truthfully and to the best of your ability'. The question is 'Have you travelled to a known 'hotspot' or restricted state as documented by the Public Health Authority'. At the bottom, there are two buttons: 'Yes' and 'No'.



The screenshot shows the third question in the HealthCheck app health check. The title 'HealthCheck' is at the top. Below it, the text reads 'Please answer these questions truthfully and to the best of your ability'. The question is 'Have you had a sore throat within the last 14 days?'. At the bottom, there are two buttons: 'Yes' and '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.