Parent & Camper Information

In regulation with CDC and Santa Clara County health Dept Guidelines
Prepared for Tabard Theatre

TABARD THEATRE UPDATED PROCEDURES

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, We are taking many steps in order to keep everyone safe, and healthy while attending our camps. Our cleaning procedures, and operating procedures have changed to keep our facilities clean, and to match guidelines set by the CDC and the Santa Clara health dept. This sheet will contain a list of updated procedures, and list any important information for parents. Such as; drop off, lunch, pick up, protective masks, etc.

How is Tabard maintaining Healthy Environments:

- Cleaning and Disinfection
- Clean and disinfect frequently touched surfaces
- Developed a schedule for increased, routine cleaning and disinfection.
- No sharing of items that are difficult to clean, sanitize, or disinfect.
- Keeping each camper’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Cleaned and new filters for the ventilation system.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors.
- Modified Layouts- Space seating at least 6 feet apart.
- Create social distance between campers in the space (e.g., seat children one child per row, skip rows) when possible.
- Physical Barriers and Guides placed throughout the facility
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one way routes” in hallways).
- Have campers bring their own meals, and eat in a well ventilated open space.
- Use disposable food service items (utensils, dishes). If disposable items are not
feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

**Maintaining Healthy Operations - details explained**

- Facilities will be deep cleaned once a day
- “High traffic” areas will be cleaned continuously throughout the day
- Hand sanitizer will be provided
- Disinfect wipes will be provided
- Floor, and chair markers will be placed throughout the facility
- Health and Hygiene posters will be placed around the facility
- Temperature checks at drop off to ensure everyone’s health
- Temperature checks for staff at beginning of the camp day
- Limiting the number of people who come into contact with students.
- Limiting camp numbers, 12 students per camp, 1 teacher, and 1 assistant, and cleaning staff.
- Teachers limited to one camp, and a self quarantine period.

**Lunch Time**

- Campers will have lunch from 10:45-11:15
- Campers should bring a packed lunch, in a small paper bag, plastic bag or other type of covering.
- Lunches will be placed in a ziplock bag to limit handling
- Lunches will then be placed in a fridge
- Campers should bring bottled water(s)
- Campers will have to wash or disinfect their hands before eating.
- Campers will be placed 6 feet apart from each other to eat,
- Campers are allowed to remove masks for lunch. Campers will be asked to put masks back on after eating.
- Immediately following lunch, campers will go wash their hands.

**Drop off/Pick up**

- Prior to drop off, check your child’s temperature.
- Confirm that their temperature is less than 100.4o F
- Go over the 5 symptom checklist.
  - Cough
Shortness of breath or difficulty breathing
○ Fever
○ Chills
○ Muscle pain
○ Sore throat
○ New loss of taste or smell

- If your camper exhibits 2 or more symptoms, please contact your health provider.
- Student drop off will begin at 8:30am-9am. Total of 5 groups, and 12 campers.
- Campers will be scheduled to arrive in groups of 2 in 5 minute intervals.
- Families will pull up to the curb, and will be treated by a Tabard employee. To check in your student.
- Family members dropping off campers, must wait for students to be cleared to attend camp for the day.
- Tabard employees will walk the camper to the Temp check station.
- Campers will be asked symptom questions,
- If the camper is cleared they will be asked to go upstairs, and the family member will be notified they can leave.
- Pickups will be scheduled 1pm-1:30pm.

**Health/Temperature Check**

- Their temperatures will be recorded in accordance with Santa Clara health department.
- These records will be used to help track infection if there is an outbreak, and to help monitor campers and staff health.

**Social Distancing Protocol-COVID-19 Site-Specific Protection Plan** Must be posted near the testing area, and at the front door of the establishment.