

Spotlight Arts Inc.  
Winter & Spring 2021 Program Safety Handout

Spotlight Arts is implementing as many safety protocols as we possibly can this winter and spring as we continue our in-person programming. After receiving guidance from local government officials, environmental advisors, safety instructors, and the US Small Business Administration, Spotlight Arts would like to share the following information and new guidelines for all winter and spring programs 2021:

Spotlight Arts has an obligation as a small business to put in as many safety controls as we possibly can for both our staff and our students. We will be implementing the following controls:

**Engineering Controls:**

- Spotlight Arts will implement physical structures such as spike tape markings on the floor within the studio to create six feet of separation between staff members, assistants and students.
- Spotlight Arts will reduce all in-person groups to a maximum of 10 students per group.

**Administrative Controls:**

- All staff members, assistants and students will be required to wear a mask daily and wash hands frequently (20 seconds with soap and water) at the studio. Hand sanitizer containing at least 60% alcohol solution will also be available at the studio as well.
- Program sessions will take place outside as much as possible, weather permitting as the spring season approaches.
- All staff members, assistants and students will have their temperature taken upon arrival daily.
- Spotlight Arts will stagger and split up breaks as needed so that all staff members, assistants and students are not taking a break all at the same time and in the same area.
- Spotlight Arts will be vigilant in maintaining daily checklists of cleaning and disinfecting the studio. Spotlight Arts will especially focus on disinfecting frequently touched surfaces throughout the day such as doorknobs, bathrooms, and objects used throughout the day.
- Weekly reports will be generated and emailed out to parents, staff and assistants during all program sessions.

**Keeping possibly ill people out of the studio:**

- Spotlight Arts will implement daily survey forms to be completed by all staff, assistants and students.
- Daily Survey Forms will include the following questions:
  - Have you been in close contact with anyone who has had a confirmed case of COVID-19?
  - Have you had a fever in the last 72 hours?
  - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough or shortness in breath?
  - Are you experiencing any new muscle aches or chills?
  - Have you experienced any new changes in sense of taste or sense of smell?

- It will be stated on this form that if you are experiencing any of the above symptoms, please stay home and away from others.

**Additional recommendations:**

- Do not touch your eyes, nose or mouth with unwashed hands.
- Wash your hands after touching frequently touched surfaces.
- Wash your cloth face mask daily, as per recommendation by the CDC.
- Further at-home recommendations include maintaining social distancing measures and frequently washing your hands at home.
- For more information and recommendations by the CDC, please visit their website: <https://www.cdc.gov>

Updated January 4, 2021.

Spotlight Arts safety controls and recommendations are subject to change based on changes in local government requirements and recommendations.