



# SAFETY PROCEDURES



COUNT BASIE CENTER  
ACADEMY OF THE

# ARTS





The Count Basie Center has proudly earned the endorsement of Hackensack Meridian Health's Keeping America Safe Assist Program. The program from our longtime Basie Center supporters has been established to share best practices in safety, cleanliness, educating and testing. The Basie Center and business owners throughout the region are working with the Keeping America Safe Assist Program to address concerns such as:

- How can we best protect our employees and customers?
- What policies and protocols need to be in place?
- How can we reconfigure our environment to accommodate for social distancing?
- What should we do if someone tests positive for COVID-19?

The Keeping America Safe Assist Program team visited the Basie Center, reviewed its policies and protocols related to COVID-19, and endorsed the precautions we're taking to assure customer, employee and performing artist safety. These protocols include our "ground rules" listed below and on each event detail page, the cleaning procedures we employ before, during and after each performance, and the socially-distanced setup we've employed for enjoying a performance at The Vogel, our new, socially-distanced performance venue.

Click [here](#) for more information on  
Hackensack Meridian Health's Keeping America Safe Assist Program.

## **POLICIES, PROTOCOL, & PROCEDURES** **BASIE ACADEMY OF THE ARTS**

### **BASIE ACADEMY OF THE ARTS REOPENING**

The Count Basie Center for the Arts is working with our local officials, health and medical professionals, its board, staff, and members to determine how to implement best practices to safely conduct Basie Academy of the Arts classes and experiences.

This document provides an overview of the Basie Academy's policies and procedures for safe and effective educational operations. The Basie continues to follow guidelines and guidance provided by state and local government and the Centers for Disease Control regarding reopening and safely offering arts experiences to the community and our students.

This document will be made available digitally to parents, teaching artist staff, the community, and Basie employees. Parents and staff will be notified of any changes to protocol, and appropriate digital updates will take place. Updates or changes to protocol may necessitate additional trainings and/or distribution of materials.

Before we reopen:

- Staff will be trained and prepared to operate under current state and CDC guidelines
  - [Cleaning and Disinfecting Classrooms](#)
  - [Cleaning, Disinfection, and Hand Hygiene](#)
- Facilities, supplies, and spaces will be prepared to support physical/social distancing and other public health requirements and signage in place
- Cleaning, sanitizing, and disinfecting procedures will be in place
- Necessary personal protective equipment (PPE) is available for use

Protocols will be modified and revised as conditions change within our state and/or local community.

For any questions regarding the Basie Academy of the Arts COVID-19 protocols and procedures, please contact Jennifer Lee, Education & Outreach Associate – [jlee@thebasie.org](mailto:jlee@thebasie.org)



COUNT BASIE CENTER  
ACADEMY OF THE  
**ARTS**

**The following document outlines all protocols and procedures  
for students, staff, families, and programs**

1. CLASSROOM, STAFF, FACILITY CLEANING, & DISINFECTING PROTOCOL
2. PRECAUTIONARY MEASURES & GUIDANCE
3. ONSITE PROTOCOLS
4. STAYING HOME WHEN SICK (or are around someone who is sick)
5. IN THE EVENT OF A POSITIVE CASE OR EXPOSURE
6. TRAVELING
7. ACCOMMODATIONS
8. WHEN TO RETURN
9. ADDITIONAL PROCEDURES FOR JR. PRODUCTIONS

## **CLASSROOM, STAFF, FACILITY CLEANING, & DISINFECTING PROTOCOL**

**CLASS CAPACITY** will be limited to conform to guidelines to align social distancing requirements within designated classroom spaces.

- Students and group sizes will be limited to as many are safely allowed in a designated space
- Students will remain with fellow participants and teacher throughout the class - maintaining "households" allows the Basie to track participants and contact in the event of exposure or confirmed case
  - A "household" will consist of the students signed up for a particular class, and only that class, along with their designated teaching artist(s). This effort minimizes contact with other groups.
  - "Households" require students and staff to remain the same for the duration of the program. In the event someone is exposed or tests positive for COVID-19, the group of students and staff in contact with that person is limited to that "household."
- Classes and lessons will be scheduled with sufficient time between them to limit the number of people in the space at any given time
- Supplies/equipment will be designated to an individual for the duration of the program to decrease the number of shared items as necessary
- Weather and allergies permitting, windows should be open to allow for ventilation

### **DURING CLASS**

- Any supplies used during class will be sanitized after individual student use (props, pens, pencils, craft materials, etc.)
  - Props should be limited to one student at a time – sanitizing is required between student use
- Scripts/Materials distributed will be for individual students
  - Individual student materials can be taken home or cleaned and redistributed each week
- Students should not change seats for the duration of each individual class
  - Chairs will be sanitized after each class but sitting in different seats throughout the class period should be avoided
- No more than two (2) persons may occupy a restroom at any time

**STAFF** will be

- Trained on COVID-19 safety and sanitation protocols
- Prohibited from working if any symptoms are presented
- Required to wear face cloth coverings during indoor activities (as per state and CDC guidelines)
- Required to wear gloves when appropriate (as per state and CDC guidelines)

In order to maintain a clean and safe environment, in addition to organization cleaning protocol Basie Teaching Artists with Basie administrative staff assistance will be responsible for helping to clean/sanitize:

- Chairs used by students with designated cleaning spray/wipes
- Doorknobs, light switches, and other frequently touched areas
- Materials used (i.e. props, craft materials, etc.)

**FACILITY CLEANING & DISINFECTING** procedures will be put in place:

- Classroom spaces and facilities will be cleaned and disinfected following every class, including doors, door handles/knobs, all public areas
- Classrooms will be cleaned and disinfected; restrooms will be cleaned multiple times per day
- Sanitizing wipes/cleaning products will be provided in each classroom space
- Plans to ensure that an adequate supply of cleaning supplies is maintained
- Procedure for deep cleaning that follow CDC guidelines for reopening if a camp/class closed due to the identification of positive case(s)

## PRECAUTIONARY MEASURES & GUIDANCE

### PROPER HAND HYGIENE AND RESPIRATORY ETIQUETTE

Throughout classes, please continue to remind participants and observe for adherence to the following:

- Mandated adherence to rigorous and regular [hand washing](#) and respiratory etiquette:  
Washing with soap and water for at least 20 seconds
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Hand washing will be required:
  - Upon arriving at the center
  - When entering the classroom
  - Before/after meals or snacks
  - After outside time
  - After going to the bathroom
  - At the end of class, prior to leaving for home
- Avoid touching their eyes, nose, and mouth, especially with unwashed hands
- Cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

### WEARING FACE COVERINGS & GLOVES

Face coverings are required to be worn by staff and students.

[Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](#). Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

- Cloth Face Coverings
    - Teach and reinforce the use of [cloth face coverings](#). Face coverings may be challenging for students (especially younger students) to wear. Face coverings should be worn by staff and students (particularly older students) as feasible and are most essential in times when physical distancing is difficult.
      - Please refer to the Center of Disease Control for the [proper use, removal, and washing of cloth face coverings](#).
- Note: Cloth face coverings should not be placed on:
- Anyone who has trouble breathing or is unconscious
  - Anyone who is incapacitated or otherwise unable to remove the cover without help



# COUNT BASIE CENTER ACADEMY OF THE ARTS

## WEARING FACE COVERINGS & GLOVES *Continued*

- Face Shields
  - The CDC does not currently recommend use of face shields as a substitute for masks. If you/your child are electing to wear a face shield, a mask must also be worn.
  - For some, face shields may be an alternative for people who cannot wear masks due to medical or other conditions.
- Teachers and students who may consider using clear face coverings include:
  - Those who interact with students or staff who are deaf or hard of hearing, per the Individuals with Disabilities Education Act.
  - Teachers of students with disabilities.
    - [How to Make an Accessible Clear Face Mask](#)
  - Until guidance changes, for those who are unable to wear a mask for medical or other reasons:
    - Teachers will be scheduled to offer virtual programming
    - Students will be directed toward virtual class offerings or outdoor events where social distancing is feasible
    - Social distancing when possible is best practice, although recognized as not always possible. For some, face shields may be an alternative for people who cannot wear masks due to medical or other conditions.
- Disposable gloves should be worn by:
  - Teachers when handling any incoming belongings or equipment prior to disinfection
  - Teachers when anticipating contact with confirmed or suspected COVID-19 cases or when handling belongings known to have been in contact with confirmed or suspected cases
    - If a teaching artist or Basie staff member comes into or needs to be in contact with a person with a suspected case or in isolation, please adhere to the following regarding PPE protocol for:
      - [Safely putting on and taking off PPE](#); putting on [inner gloves](#), and [outer gloves](#); removing and discarding [outer gloves](#) and [inner gloves](#)



# COUNT BASIE CENTER ACADEMY OF THE ARTS

## SOCIAL DISTANCING

- Required adherence to social distancing protocols and operational directives as determined by the Basie
- Studio floors will be marked to outline social distancing requirements as necessary and appropriate
- No more than two (2) persons may occupy a restroom at any time

## SIGNAGE

- Pictures to show social distancing, handwashing, face coverings, and other prevention methods will be displayed where appropriate, like hallways, bathrooms, and classrooms
- Signage acquired from the CDC:

[COVID 19 Print Resources](#)

[Health Promotion Materials - Handwashing](#)



## ONSITE PROTOCOLS

- All students are **required to, and we ask only to bring:**
  - Cloth face covering (a backup is recommended)
  - Water bottle (if necessary)
- All **payments** for lessons/classes will be made via credit card over the phone or online

## ENTERING & EXITING THE FACILITY

- All students and staff will enter through a designated entrance nearest their classroom
- Class start and end times will be staggered to control the flow of students in and out of the facility and entrance
- Studio assignments will be staggered to avoid students and staff coming in contact with classes/students other than their own

## ONSITE PROTOCOLS *Continued*

### SCREENING

- **Pre-screening** questionnaire for parents/guardians enrolling students for on-site classes. Upon guidance from the medical community some procedures for pre-screening have been updated:
  - Includes self-screening temperature, symptoms check, traveling, and not being exposed or in contact with someone who is confirmed to have COVID-19 for at least 14 days prior to the start of class.
  - If you/ your child does not pass the pre-screening process entry to the facility will be denied and a credit will be issued for a future class.
  - **If the pre-screener is not returned or brought in, entry to the facility will be denied** and a credit will be issued for a future class.
  - Pre-screeners are online forms that will be sent to you prior to the start of class.
  - All pre-screen forms will be sent the morning of each on-site class (the first on-site class of the week if taking multiple). Forms must be filled out and electronically submitted that afternoon prior to the start of class.
  - Students will be screened again upon entering the facility with a touchless proximity thermometer and checked and surveyed again for symptoms:
    - [Pre-screener for classes at the School of Performing Arts](#)
    - [Pre-screener for classes at the School of Performing Arts - Spanish](#)
    - [Pre-screener for classes at the School of Music](#) (Basie's Monmouth Conservatory)
- **On-site Screening:** Students and staff will be subjected to touchless proximity temperature scans before entry onto the campus
  - Students and teachers with a fever over 100.0 degrees, or with a sick family member with COVID-19, will be required to stay at home
- Students and staff will be checked and surveyed to see if they are exhibiting signs/symptoms of COVID-19. If any signs or symptoms have developed since the pre-screen submission, they will not be permitted to enter the facility.
- Symptoms may include but are not limited to:
  - Fever or chills
  - New uncontrolled cough (For persons with chronic allergic/asthmatic cough, a change in their cough from baseline.)
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
  - New onset of severe headache, especially with fever
  - Sore throat
  - Nausea or vomiting
  - Diarrhea

If individual had symptoms linked to a disease other than COVID-19, a doctor's note confirming origin of symptoms and negative test will be required in order to enter the facility and attend class.

## ONSITE PROTOCOLS *Continued*

### PICK UP / DROP OFF

- Facemasks must be worn at both pick up and drop off
- Parents/guardians will be given a specific area to drop off
  - Students must be dropped off on the same side of Monmouth Street as the Basie to avoid crossing
    - It is recommended that parents/guardians lineup on Pearl Street and turn right onto Monmouth Street for safe and organized drop off
    - For the Conservatory location, it is recommended that parents/guardians drop off students at 65 Chestnut Street, Conservatory Parking Area
  - Parents/Guardians must wait until screening process has been completed before leaving
  - Only one student will be screened at a time, all others are to remain in cars until directed otherwise

### AFTER SCREENING:

- Students will enter the building and wash their hands and disinfect all personal items
- Students will then report directly to their classroom

### PICK UP:

- Parents/guardians should line up in their cars in a similar fashion to drop off; Students will be dismissed individually as parents arrive.
- Due to safety precautions, if you are unable to park on the same side of Monmouth Street as the Basie, you will be required to pick your child up at the door to avoid having them cross.

### IN THE EVENT OF AN EVACUATION

- Staff and students in Studios L-01 or L-02 (lowest level):
  - Walk upstairs and exit through Grunin Arts and Education Building to Monmouth St.
- Staff and students in Studios 301, 302, or 303 (third floor):
  - Walk down one flight of stairs and exit through 99 building (can use 107 stairwells if safe) to Monmouth St.
- Staff and students in the The Vogel:
  - Exit through the Grunin Arts and Education Building to Monmouth St. (Use Box Office area/doors if social distancing is not feasible)
- Staff and students on the Hackensack Meridian Health Theatre (mainstage):
  - Exit through back entrance or emergency exits in theatre to Monmouth or Pearl St. (depending on if rear or side emergency exits used)
- Staff and students in Hackensack Meridian Health Theatre lobby spaces:
  - Walk down the stairs and exit through the Stillwell Larkin Pavilion to Monmouth St.
- Staff and students in Studio 201
  - Walk down the administrative office entrance stairs to Monmouth St.
- Staff and students in the Monmouth Conservatory:
  - Exit through the Conservatory front door or the Ensemble Room door to Chestnut St.



## STAYING HOME WHEN SICK

(or around someone who is sick)

### CDC: What to do if you are sick

- When should you stay home? Employees and students should stay home
  - If they have tested positive for or are showing COVID-19 symptoms
  - If they are sick or have recently had a close contact with a person with COVID-19 you should stay home and monitor your/their health
  - If they have traveled to any of the places on New Jersey's current travel advisory list

**Anyone onsite should report illnesses and symptoms to Basie staff immediately**

### **AWARENESS OF SIGNS & SYMPTOMS**

- Students and staff will be subjected to touchless proximity temperature scans before entry to the campus
- Students and staff with a fever over 100.0 degrees or a sick family member with COVID-19, will be required to stay at home
- Please be aware of any students exhibiting signs/symptoms of COVID-19. Symptoms may include but are not limited to:
  - Fever or chills
  - New uncontrolled cough (For persons with chronic allergic/asthmatic cough, a change in their cough from baseline.)
  - Nasal Congestion (For persons with chronic allergic nasal congestion, a change from their baseline)
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
  - New onset of severe headache, especially with fever
  - Sore throat
  - Nausea or vomiting
  - Diarrhea
- If a student is experiencing any of these symptoms, please inform Basie staff as soon as possible

## STAYING HOME WHEN SICK *Continued*

### (or around someone who is sick)

- If it becomes clear that a staff member or student is ill while at the Basie:
  - For school settings, NJDOH recommends that students and staff with the following symptoms be promptly isolated from others:
    - At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; OR
    - At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.
  - The Basie Academy of the Arts will follow the NJDOH's recommendations for schools and the following steps taken:
    - The individual will immediately be separated from the well people until the ill person can leave the class.
    - The isolation/care area is a designated classroom on the third floor of the Grunin Arts and Education Building with a current capacity of 6 safely socially distant; room and facility exceed current HVAC and ventilation recommendations
    - The caregiver attending the ill student and the student must wear a face covering and gloves and maintain social distancing within the care area
    - The isolation/care area will undergo deep cleaning following

## IN THE EVENT OF A POSITIVE CASE OR EXPOSURE

- If a student or staff member tests positive for or has contact/close contact with someone with a confirmed case of COVID-19 they should notify Basie staff as soon as possible and follow the guidelines below as well as those from the CDC
  - If the exposure occurred over a weekend or prior to being at the Basie, class can continue (a substitute teaching artist will be pulled in for the remainder of the class if it is a staff member who was exposed)
- If the exposure happened and the student or staff member have been to the Basie/interacted with the "household" since, the remainder of class will be suspended.
  - All areas of that "Household" will go under deep cleaning (students will move to a different location if necessary)
- Any and all students and staff who have had an exposure are to follow the CDC's guidelines for [What to Do If You're Sick](#)

## IN THE EVENT OF A POSITIVE CASE OR EXPOSURE

*Continued*

### A STUDENT OR THEIR FAMILY MEMBER HAS TESTED POSITIVE FOR COVID-19

- If the Basie becomes aware that an individual tested positive for COVID-19, we will immediately notify the Department of Health, local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- The Basie Academy of the Arts will follow recommended contact tracing protocol as outlined by local and state health officials and medical advisors.
- The “household” of the individual will be notified including all others who may have been in direct contact that a possible exposure has happened.
  - The remainder of that particular class will be suspended until further notice and all areas undergo deep cleaning
    - Families will receive a credit or refund for the remainder of class
- Other staff and students will be notified of the confirmed case outside their “household”

### STUDENT/STAFF IS IN CLOSE CONTACT WITH A CONFIRMED CASE (*less than 6 feet for more than 15 min, as per CDC and NJDOH*):

- As soon as the Basie learns of a confirmed case in which you have been in close contact with, you will be notified of exposure. *No confidential, personal, or identifying information will be shared regarding the infected individual.*
- A person who is exposed to COVID-19 must have a 14-day quarantine period that starts the day of last contact with a known case.
  - Symptoms should be monitored while quarantining.
  - A person CANNOT test out of quarantine. Even with a negative test result, quarantine must be adhered to for a full 14 days. This is due to the incubation period, which may last up to 14 days (based on CDC and NJDOH)
  - While in quarantine, it is imperative to self-monitor for signs and symptoms. If any signs/symptoms develop, continue to stay home and notify the Basie’s Education Department.
    - Individuals exhibiting symptoms should reach out to their healthcare provider to determine if testing is warranted and to obtain recommendations on next steps.

*If you are diagnosed with COVID-19, please refer to “**RETURN TO CLASS/WORK AFTER EXPOSURE OR ILLNESS**” below and follow that protocol. In addition, please be sure to comply with all precautionary measures (mask, hand hygiene, social distancing).*

If feasible, the Basie may transition the class to take place virtually.

## IN THE EVENT OF A POSITIVE CASE OR EXPOSURE

*Continued*

### **STUDENT/STAFF IS IN CONTACT BUT NOT CLOSE CONTACT WITH A CONFIRMED CASE**

If you or a student has been in contact with a confirmed case of COVID-19:

- As soon as the Basie learns of a confirmed case in which you have been in close contact with, you will be notified of exposure. *No confidential, personal, or identifying information will be shared regarding the infected individual.*
- Self-monitor for signs and symptoms. If any signs/symptoms develop, stay home and notify the Basie's Education Department.
- If you or a student is exhibiting symptoms, you should reach out to your healthcare provider to determine if testing is warranted and to obtain recommendations on next steps.

*If you are diagnosed with COVID-19, please refer to "**RETURN TO CLASS/WORK AFTER EXPOSURE OR ILLNESS**" below and follow that protocol. In addition, please be sure to comply with all precautionary measures (mask, hand hygiene, social distancing)*

*If feasible, the Basie may transition the class to take place virtually.*

## TRAVELING

As the [CDC states](#), traveling increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others.

- If you, your family, or your child is traveling outside the state during an ongoing class, they will be required to quarantine for 14 days prior to returning.
- Travel includes by train, bus, car, plane, and any other method of transportation.
- Please refer to [New Jersey's guidance on traveling and self-quarantine protocols](#).



# COUNT BASIE CENTER ACADEMY OF THE ARTS

## ACCOMMODATIONS

### Continuing VIRTUAL LEARNING OPPORTUNITIES

As the state reopens, the Basie is committed to providing arts and learning opportunities. Those who may be considered high risk and/or those that choose not to attend in-person opportunities can still enjoy the arts through virtual learning opportunities. In-person and virtual classes can be found at: [TheBASIE.org/Education](http://TheBASIE.org/Education)

### ADDITIONAL ACCOMMODATIONS

- Teachers and students who may consider using clear face coverings include:
  - Those who interact with students or staff who are deaf or hard of hearing, per the Individuals with Disabilities Education Act.
  - Teachers of students with disabilities.
    - [How to Make an Accessible Clear Face Mask](#)
  - Until guidance changes, for those who are unable to wear a mask for medical or other reasons:
    - Teachers will be scheduled to offer virtual programming
    - Students will be directed toward virtual class offerings or outdoor events where social distancing is feasible
    - Social distancing when possible is best practice, although recognized as not always possible. For some, face shields may be an alternative for people who cannot wear masks due to medical or other conditions

## WHEN TO RETURN

### RETURN TO CLASS/WORK AFTER EXPOSURE OR ILLNESS

#### If you test positive/have symptoms:

- If asymptomatic, a person who tests positive for COVID-19 will have a 14-day isolation period that starts the day that a test was taken.
- A symptomatic person who tests positive for COVID-19 will have a 14-day isolation period that starts the day that a test was taken.
- The person must also be fever free for at least 24 hours without the use of fever-reducing medication and other symptoms must improve before returning.
  - If still febrile (having a fever) or heavily symptomatic after 14 days, isolation may need to extend to 20 days. A medical consult may be warranted if symptoms are severe.
  - In this case, the person must remain in isolation until fever free for at least 24 hours without the use of fever-reducing medication and other symptoms have improved.
- The Basie will continue to follow readmittance policies set forth by medical professionals, the state of New Jersey and CDC:
  - [Home Isolation for COVID-19](#)
  - [When You Can be Around Others After You Had or Likely Had COVID-19](#)
  - [NJ Residents who Tested Negative for COVID-19: Instructions & Next Steps](#)
- CDC's criteria can help inform when you should return:
  - [If they have been sick with COVID-19](#)
  - [If they have recently had a close contact with a person with COVID-19](#)
- If a potential exposure or illness has occurred, please remain home for 14 days from the last exposure. If within that time there are no additional exposures, symptoms or progression of illness, your child may return to class.

## ADDITIONAL PROCEDURES FOR JR. PRODUCTIONS

- **Cast ages** will be limited to the older age group (10-18 for fall 2020)
- **Cast Ensembles and rehearsals:**
  - Upon acceptance, students will be cast into “ensembles.”
  - Each “ensemble” will be assigned a designated rehearsal/studio space and rehearse together. This is done in order to limit contact with various people and assist with contact tracing in the event of an exposure or confirmed case.
  - “Ensembles” will come together for tech week and performances, maintaining social distancing.
  - “Ensembles” will be assigned their own studio as a backstage and dressing room for each performance.
- **Personal belongings** will be wiped down and placed in an assigned bin each time students enter the building.
  - **Bins** will be disinfected after each rehearsal and only used by that student for the duration of the production.
  - All students are **required to, and we ask only to bring:**
    - Cloth face covering (a backup is recommended)
    - Scripts
    - Show shoes
    - Water bottle
    - Small snack (if necessary)
- **Playbills** will be digital via QR code and emailed as a PDF following the production
  - To access a QR code:
    - Open the camera on your mobile device
    - Line up the camera on your device with the **QR code** you want to scan
    - Hold the device steady until the app can **read** the **code** in front of it
    - Use the onscreen guides to center your **QR code** or barcode for Red Laser to **read**
    - A notification will popup to click and follow to access the digital playbill
- **Performances**
  - Will run **without an intermission** to avoid crowds at the restroom and concession areas.
  - Will be **socially distanced** both for performers and audience members
  - Will require performers to wear **face coverings**
  - Audience members will be required to wear face coverings
  - Audience members will be required to have their temperatures taken prior to entering the facility
  - Families will be allowed to purchase tickets to sit together