



Dear Creative Arts Guild Friends and Family,

The Creative Arts Guild misses our students, families, and patrons desperately and we are very eager and excited to see you all back in classes, back at events and back to enjoying the arts. As businesses are being encouraged to reopen and as we take steps towards reactivating the Guild, we, of course, know that while the curve of coronavirus has been flattened and social distancing seems to have succeeded in its purpose, all of us are feeling different levels of comfort in our readiness to jump back in to “normalcy”. With that said, we want to assure you that as we open our programming and facilities on June 1, we have worked hard to be prepared so that we can do so responsibly and safely. In order to ensure that we follow through with that intent, we are implementing the following policies and guidelines until further notice:

- All persons entering our 520 W Waugh Street and our 2518 Cleveland Highway Facilities or attending any Guild programming or events will be screened upon entry for any visible symptoms as well a temperature check. All persons – including Guild workers – exhibiting a temperature greater than 100.4 degrees Fahrenheit, cough, shortness of breath, or other respiratory symptoms shall not be permitted to enter. All entries will be recorded in a log that includes the date and time of entry. All students registering for classes will be asked to sign a consent form during the registration process, and all other persons entering a guild facility will be required to sign a consent form before entering the facility. Hand Sanitizer will also be required at entry and exit of our facilities.
- Any Creative Arts Guild worker, student, or patron showing symptoms and/or a fever will be asked to stay distanced from our facilities for a period of 14 days or until a definitive negative test for coronavirus is verified. If a student or worker begins to show symptoms while at the Guild, they will be asked to leave and will be asked to wait in an isolation area until someone can pick them up.
- For all of our classes, camps, arts, and fitness programs – we will be following the guidelines set forth by Governor Kems executive order that was updated on 5.12.20 and can be viewed at <https://gov.georgia.gov/executive-action/executive-orders/2020-executive-orders> as well as with consideration of the guidance provided by the CDC. We will continue to modify and adjust our guidelines with any updates to the executive orders and CDC recommendations. Additional specific guidelines and precautions for each department are listed below.
- All Creative Arts Guild teachers will wear masks while interacting with students, but will also have a “teacher safe zone” that will be taped off at an appropriate distance away from the students which is a space for just the teacher where he/she can safely remove their mask for a moment to better communicate with students.

- Creative Arts Guild administrative staff will be required to wear masks when interacting with patrons and/or will be required to maintain 6 ft of distance when at all possible while still serving our patrons.
- All visitors entering our facilities are recommended to wear masks.
- All facilities will be professionally deep cleaned on a regular basis and additional wipe downs and disinfectants will happen between each student, class, or patron interaction. Details for each department are indicated below.
- All students will be asked to be dropped off at the curb in front of the appropriate facility (for Cleveland Highway – dance students will go into the dance lobby entrance and gymnastics students will enter through the main lobby entrance). Teachers will be ready at the doors to receive students. Students should not arrive to class more than 5 minutes before class time. All parents or anyone dropping students off at class will be asked to wait in their cars and not enter our lobby areas unless your child needs to be accompanied by an adult and in that case – only one adult is permitted. Students will be escorted back to the pick-up line by their teachers after their class/lesson is complete. Teachers will remain with students until they are safely in the car with the adult that is picking them up. To accommodate this, all parents need to be in the pickup line prepared to pick up their student 5 minutes before the end of class. If students are left after pickup time, they will be asked to join the next class and will be available to be picked up after that class.
- At our Cleveland Highway facility, separate bathrooms will be designated for staff, dance students and gymnastics and art students. At both facilities, all bathrooms will have disinfectant spray available in each stall and will be attended to by staff regularly.
- Administration staff will report in shifts so admin assistance will be limited through August. **During the months of June and July, tuition payments should be submitted exclusively online or if exact cash or check is necessary - delivered directly to the teacher by the students upon entry.** For all assistance with payments, class registration, or any other need, please call the Cleveland Highway Facility Monday-Thursday 4-7pm at 706.529.3442 or call our Waugh Street Facility at 706.278.0168 Tuesday-Friday 10am-6pm. Guild shop purchases can be made over the phone or by appointment only.
- For anyone who is still uncomfortable coming in person to our facilities but would still like to have some artsy, summer, fun, we are continuing our online Guild Pass classes through the summer! For more information visit <https://creative-arts-guild-inc.square.site/>.

We appreciate your help, understanding, and support in ensuring that these guidelines and precautions are met so that we can keep our Guild community safe and well! Thank you for sticking with us! We cannot wait to enjoy the arts with you this summer!

Warmly,

Amanda CM Brown
on Behalf of the Creative Arts Guild Board and Staff



Additional Culinary Arts Department Precautionary Guidelines

- All Culinary Arts Classes will be offered online through our Guild Pass during June and July.
- <https://creative-arts-guild-inc.square.site/>

Additional Dance Department Precautionary Guidelines

- Dance studios will be taped off with squares for each dancer 6 feet apart. Only one student will be allowed per square. Instructors will also have a taped off square "safety zone" in which teacher's mask can be removed.
- Barres will be taped off at 6-foot intervals. Only one child at every 6 feet of barre.
- Barres will be lysoled or cloroxed in between each class. Floors will be sanitized between each class with alcohol spray and will be cleaned thoroughly at the end of each teaching day.
- No more than 19 students will be allowed in a studio at a time.
- The Guild requests all Dance Tot parents wear a mask during class. (Only one parent per Dance Tot)
- Only 1 parent per Creative Movement or Primary 1 student (those who began the year as 3 or 4-year olds) may enter the building with their student, if absolutely necessary. We require that you remain in your socially distanced seat in our dance lobby during all of your child's class time. Seating will be limited due to social distancing requirements.
- No other parents or guests may enter the building with their student
- Parents must drop-off and pick-up from their car.
- Parents should remain in their vehicles while classes are in progress and only reenter to pick their child up from class. Each child's instructor will greet their students at their assigned door and will escort them to class. Instructor's will take their students back to their assigned pick up door at the end of class to meet their parent's car.
- It is critical that parents be on time for drop-off and pick-up otherwise your child may not make it in the building in time for their class. Check in will begin 5 minutes ahead of each class time.
- Lobby chairs will be limited and distanced 6 feet apart.
- Dancers should leave all dance bags and non-dance shoes in the lobby with designated spaces 6 feet apart. Spots will be taped off.
- All water bottles in studio must be kept 6 feet apart. Please have your child's name on their water bottle.
- Newsletters will be distributed virtually. It will be important that parents check emails frequently. Please ensure that we have a valid email address for you on file.
- The Guild shop will be closed for the time being. Orders for recital needs including tights, hairnets, etc. can be made over the phone and purchased items can be sent home with the student.
- Ms. Monica's students will enter and exit right at class time through her studio doors.
- Ms. Jessie's, Ms. Rosalyn's, and Mr. Cherokee's students will enter and exit through the dance lobby glass door right at class time.
- All dance students should pull in from the **Orchard Way** entrance next to the National Spay Alliance Animal Hospital and drop off at their specified dance door.
- Dance students may use the dance lobby bathroom or the first hallway bathroom (if coming down the hallway from the dance lobby).
- Classes will end five minutes early to safely dismiss current classes and check in upcoming classes.

Additional Gymnastics Department Precautionary Guidelines

- Gymnasts will be dropped off and will enter through a single door (Right hand side door at main entrance), being greeted by a staff member. All gymnastics students should pull in from the **Cleveland Highway** entrance and drop off at the main lobby entrance as indicated above.
- Upon entry into the facility, Gymnasts will be led to a taped off space 6 feet away from their nearest classmate. Here they will leave their shoes and their water bottles. (so even on water breaks students will not be too close)
- Instructors will take roll. Any class that is over 6 students will automatically be split in half. There will be a smaller student/teacher ratio to ensure instructors can maintain social distancing to their best ability and to minimize the contamination of equipment. Example: If a recreation class has 8 students show up, then they will be split 4 and 4. One group will go to floor and vault for the day and the other group will do bars and beam. The students will also be split up into smaller groups in their class if needed per an event with no more than 2 students EVER sharing a piece of equipment.
- While some exercises will be easier to control such as floor, events like bars with specific equipment that cannot be divided individually will be divided into smaller groups. There will NEVER be MORE THAN TWO TO A GROUP. The students will sanitize their hands before they start the apparatus and after. (Example: a group of 6 goes to bars, 2 per a bar, and students clean hands before and after they touch equipment.) Students will also stay in pre-taped off boxes on the floor to maintain the safest distance we can achieve at each individual event and they will never switch partners during a class
- Gymnastics students will only be utilizing back bathrooms and only every other stall will be open to ensure proper distancing. All water fountains will be closed off.
- Only parents of preschool students can remain in the Gym, therefore all chairs except for 6 will be removed from the lobby. One parent per a child. There will not be more than one preschool class per a scheduled hour in the gym until regulations are relaxed.
- All classes will end 15 minutes early to make sure that instructors have the time to properly sanitize the equipment they just used as well as themselves and any lobby spaces and prepare to greet and /or guide the next class to their safe distancing area.
- Gym Tot classes will admit one parent per a child and no more. Additional observers will not be permitted to enter the facility until further notice. Parents attending class will be asked to wear a mask.
- Students will be dismissed one by one after sanitizing, from their specific teacher to another staff member and staff will make sure that they are released to a parent outside of the gym doors. Parents will need to be waiting for their students safely under the awning. No students will be allowed to walk into the parking lot by themselves. Parents may pull into the pickup for older students.
- Team members will not be allowed to use their normal cubbies but will have marked off areas to store their personal equipment. Also, they will not share personal goods...i.e. chalk, tape, grips etc. Chalk will be put in individual bags with team member's names on them for use.
- All equipment will be wiped down and disinfected before class time, in between classes and after classes end.
- Staff will wear masks when closer to 6 feet or when a necessitated need for spotting arises.

Additional Music Department Precautionary Guidelines

- Students should be dropped off at the front entrance of our Waugh Street facility before their lesson when their teacher can be seen from the lobby. Parents should park in the parking lot and remain in their cars for the duration of the lesson. Parents should then pull back up to the front entrance at the end of their student's lesson and students will be safely returned to their parents' car by their teacher. Please use the **W. Hawthorne Street** entrance and exit.
- All teachers will be required to wear masks.
- Students are recommended to wear a mask if it does not interfere with their ability to play their instrument or focus on their lesson.
- Each studio will be equipped with hand sanitizer and disinfectant spray. Pianos, drums, music stands, benches, chairs, and other shared equipment and instruments will be sanitized between each lesson.
- For private music lessons, only the student (and 1 parent if needed in the lesson) can enter the building. That parent would need to sit in the studio during the lesson. No one will be able to sit in the hallways.
- Students are required to bring their own pencil, music book(s)/sheet music, guitar picks, violin bows and resin, etc.
- Teachers will use a pencil or pointer to point out necessary issues in music or on instrument. Teacher will not touch student, instrument or music. Especially for wind instruments and vocalists, a framed plexiglass barrier will be placed between each student and teacher as an added layer of protection that will still allow for safe sightlines.
- Lessons will end a few minutes early to safely dismiss current student, check in upcoming student and sanitize the studio between students.
- Larger spaces such as our Jonas Hall, Conference Room and Gallery FIVE20 will be prioritized for lessons as much as possible and available.

Additional Visual Arts Department Precautionary Guidelines

- Students should be dropped off at the front entrance of our Waugh Street facility before their lesson when their teacher can be seen from the lobby. Parents should then pull back up to the front entrance at the end of their student's lesson and students will be safely returned to their parents' car by their teacher. Please use the **W. Hawthorne Street** entrance and exit.
- All teachers will be required to wear masks but will also have a taped off square "safety zone" in which teacher's mask can be removed.
- Each student will have a designated area with designated supplies that are prepped and ready for them before class begins. Each student will have an appropriately distanced space from their neighboring student. No sharing of supplies will be permitted, and students will be asked to stay at their designated area for the duration of class.
- Class sizes will be monitored and kept to smaller numbers to accommodate safe and proper social distancing.
- The art studio will be equipped with hand sanitizer and disinfectant spray. Tables, chairs, scissors, pencils, paint brushes etc. and all shared materials and equipment will be sanitized after each use.
- Larger spaces such as our Jonas Hall, Conference Room, Gallery FIVE20 and our outdoor Spigel Pavilion may also be prioritized for art classes as much as possible and available.