



Armory Onsite In-Person Classes Safety Guidelines

Questions about these guidelines should be directed to:

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Studio Director
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This is a working document that may be adjusted as conditions and/or guidance changes. Last updated as of 7/19/2021.

ARMORY HEALTH AND SAFETY PROTOCOLS

The health and safety of our students, teaching artists, and staff is of the utmost importance. In-person classes will look much different from previous years due to new health and safety measures. The guidelines for in-person on-site classes are based on current guidance from public health officials and state agencies and will be updated as the situation evolves.

Before Class: Daily Pre-screening for Symptoms

Everyone who will be on-site must complete a daily health screening attestation form. Paper forms will be available at the check-in kiosk located at the front of the Armory. Parents will complete forms for students 11 or younger. Students 12 and older will complete their own forms.

The health screening/attestation form inquires about contact with individuals with confirmed COVID-19 or COVID-19 symptoms and requires a check for the following symptoms:

- Fever of 100.4°F or higher
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Chills, fatigue, muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting or diarrhea
- New headache

Students experiencing symptoms listed MUST NOT attend class. A symptom check should be conducted before the student leaves home.

Students seeking testing due to exposure or symptoms of illness MUST stay home until they receive their results. Testing resources include: personal healthcare provider and community testing sites: <https://covid19.lacounty.gov/testing/> and [covid19.pasadena/testing](https://covid19.pasadena.gov/testing/).

Parents/students should contact Armory Studio Director Julianne Fusello, jfusello@armoryarts.org about their student's/their own absence due to experiencing symptoms.

Arrival at The Armory

All students will be required to check in at the front kiosk, to confirm that they have completed the daily attestation form. Students ages 11 and younger will be required to be signed in by an adult at the front of the building at the check-in kiosk prior to every class meeting. Everyone will be required to wear face coverings when checking in, as well as while waiting in line to check in. Parent/Guardian IDs will be verified at the front kiosk.

Check in times before class will be specified to each class group at the beginning of the class session. Please arrive on time for your class check in, as the check in window will be no more than 10 minutes. This is due to our now staggered schedule structure.

We kindly ask that parents of students not enter the building, in order to limit the amount of people in the building. Students will be directed to their class by Visitor Services Staff. During class, they will be supervised by their Armory Teaching Artist, as well as roaming Visitor Services staff.

We cannot accept walk-up registrations at this time. All class registrations must be reserved online in advance. Parents/Guardians of enrolled students are encouraged to conduct business with staff remotely when possible. The Armory will not be open to the general public.

Exiting the Armory

At the end of each class meeting, students 12 and up will be dismissed from class, and are not required to be checked out by an adult. Students ages 11 and younger will need to be checked out by an adult. Pick-ups for students ages 11 and younger will be held at the front kiosk, and facilitated by Visitor Services and Studio Staff. Parents, please have your IDs prepared to show at checkout.

Pick up times will be specified to each class group at the beginning of the class session. Please arrive on time for checking out your student, as the check-out window will be no more than 10 minutes. This is due to our now staggered schedule structure.

For check-ins and check-outs, a line will be formed, beginning at the front kiosk, with parents/students spaced 6 feet apart.

The Armory will designate routes and specific locations for entry and exit in order to limit direct contact with others.

The Armory will have signage throughout the building and studio class spaces to remind students and staff about wearing face coverings, social distancing and hand washing.

Face Coverings & PPE

In accordance with the California Department of Public Health's (CDPH) Guidance, students and employees are required to wear a clean face covering each day and are responsible for washing them daily. Face coverings must be worn according to [CDC guidelines](#) and cover the mouth and nose. Cloth face coverings or surgical masks are preferred and masks with exhaust valves are NOT permitted.

Students must use face coverings:

- While waiting to enter the building
- While in the building
- While entering and exiting the building
- Personal Protective Equipment (PPE) will be made available to employees and students, but it is highly encouraged for employees and students to bring their own face coverings.
- Gloves are not recommended for use by students or employees, with the exception of those conducting cleaning, first aid/medical procedures, or food service.

Community Comfort and Care Room

The Armory has a designated comfort and care room as an isolation room for sick students. The room will be divided for those who are asymptomatic and those who are symptomatic. The isolation room will be staffed with designated, trained employees.

Isolation room staff will wear appropriate PPE such as a medical grade mask, face shield or goggles, disposable gloves.

If a student is found to have COVID-19 symptoms during class, they will be sent to the isolation room. A member from the designated COVID compliance team will contact the parent/guardian to come pick-up the student immediately.

General Safety Practices

Common high touch surfaces will be cleaned and disinfected regularly (e.g. countertops, door handles, restrooms, student desks, student chairs).

Employees and students will be expected to wash/disinfect their hands regularly. There will be touch-free hand sanitizer stations at the front entrance of the building, as well as in each studio classroom.

The Armory will limit sharing of supplies between students to the fullest extent possible.

Social distancing helps limit the spread of the virus. The Armory will adhere to the following strategies to maintain social distancing as much as possible:

- Minimizing movement of students and teachers or staff as much as possible.

- Staggered schedules for restroom breaks and hand washing.
- Classroom space will be arranged to allow maximum space for students and employees.
- Student desks will be spaced three - six feet away from the teacher's desk and from each other.
- Classroom doors and windows will remain open at all times, if feasible.
- Class schedules will be staggered whenever possible to reduce crowding.
- Limiting sharing of objects. Class lesson plans that limit student contact will be created. Students will be provided their own separate supplies when possible.
- There will be no more than 12 students per class. Classes will review safety rules, as well as learning agreements, in order to create an environment and culture of health, safety, and shared responsibility.

At the beginning of each class, Teaching Artists will review guidelines for safe health in the classroom. Students will review the following personal protective measures:

- Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
- Avoid touching your eyes, nose, and mouth.
- Covering coughs and sneezes. Using a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow.

Facility Cleaning Protocols

Daily cleaning and disinfecting of the following surfaces/areas:

- Classrooms
- Offices
- Hallways
- High touch surfaces (e.g., door handles, handrails)
- Desks
- Restrooms
- Light switches
- Elevators

Teaching Artists & Staff will model and practice handwashing/hand sanitizing whenever possible.

Handwashing

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

Wash hands thoroughly with soap and water for at least 20 seconds. Thoroughly dry hands.

Hand Sanitizing

Hand sanitizing for students and employees will be reinforced daily and is available as an additional available safety measure. Hands-free hand sanitizer stations will be available in multiple locations throughout the Armory. Children and staff use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.

Students will be required to use hand sanitizer after returning from the restroom during class.

Drinking Fountains

Drinking fountains will be disabled. Students are encouraged to bring their own reusable water bottles. When drinking, students will be able to remove their masks. Students must place their masks on a clean surface (such as a paper towel), as to not contaminate the mask before putting it back on.

No eating/food will be allowed in the building.

Indoor Air Quality

- The Armory is ensuring that proper preventive maintenance is being performed on all heating and air conditioning units and is changing filters on a regular basis.
- Heating and air conditioning systems have been outfitted with the maximum efficiency value filters that the units can accommodate. All HVAC filters have been upgraded to MERV-13 rated filters to improve air filtration.
- When the building is occupied, the HVAC system will be operating at full capacity to filter circulated air.
- Classroom doors and windows will remain open, if feasible.

Aprons

We will currently not be providing aprons for our students, due to safety concerns of these shared pieces of clothing. Please come to class wearing clothing you wouldn't mind getting a bit of paint on!

General Class Policies

- Early drop-offs and late pick-ups prohibited. For any late pick-ups, the Armory will charge a fee of \$1.00 for the first five minutes. An additional \$1.00 per minute will be charged thereafter. If you know you are going to be late please notify Julianne Fusello at jfusello@armoryarts.org. Late fees will still apply. Late fees are to be paid upon student pick up with a card, check, or cash.
- All students must be toilet trained.

- We cannot provide any make-up sessions, refunds or credits for any missed classes or late registrations, unless student is experiencing symptoms/has COVID 19, or classes are cancelled due to an outbreak. Student registration absences related to personal illness, quarantine and COVID-19 illness or symptoms, or Armory class cancellations due to COVID 19 will be refunded or credited for future use.
- Parents/guardians must sign children ages 3-11 in and out every day. Students will not be able to participate without an adult signing them in and out.
- Registration for most available Armory classes closes by the second class meeting. Enrollment is non-transferable.
- We do not offer the option to audit classes.
- The Armory reserves the right to change, withdraw, limit class size, or modify class content or art projects at any time.
- We encourage prompt registration for classes. If a class does not have enough enrollment on the week of the start date, we unfortunately will have to cancel the class. In the event of a class cancellation we will notify all students via email and/or phone prior to the start date.
- The Armory reserves the right to substitute listed teaching artists at any time.
- The Armory reserves the right to remove, at any time, any participant whose conduct is deemed detrimental in any way.
- The Armory is not liable for personal injury or loss, theft, or damage of personal property.
- The Armory designs class curriculum for specific age ranges. We kindly request that age limits be respected. All students must meet age requirements.
- Class fees at the Armory are in exchange for services and hence are not tax deductible.
- The Armory is not a registered day care center and thus classes are not eligible for Flexible Benefit Plans.

Parking

- The city parking structure just north of the Armory on Raymond Avenue offers 90 minutes of free parking.
- There is also street parking throughout Old Pasadena.
- Pick up and drop off of children in the back of the Armory building is not allowed.
- Disabled person parking is available in the back of the Armory building. Please see the Armory reception office for more information.

Armory Photography

The Armory photographs and digitally records students in our Studio program. These photos and videos are for non-commercial, educational purposes, including promotion of Armory programs. By being present during these activities, you and/or your child consent to the use of your/their appearance, likeness, and artwork by the Armory Center for the Arts and its licensees, designees, or assignees, in all media, worldwide, in perpetuity.