



**Ah Haa School for the Arts  
COVID-19 SAFETY PROTOCOLS**  
*Updated April 21, 2021*

**OVERVIEW**

The health, safety and wellbeing of the staff, instructors, students and visitors of the Ah Haa School for the Arts are of primary importance to the organization. Our responsibility is to protect the people we're organized to serve. This document outlines Ah Haa School for the Arts (Ah Haa) guidelines for operating in the safest manner possible during the COVID-19 pandemic. As the umbrella organization for the American Academy of Bookbinding (AAB), this document applies to AAB students and staff, as well.

All those who work for the Ah Haa School for the Arts, participate in its programs, or otherwise visit our facilities are required to observe San Miguel County's 5 Commitments for COVID-19 Safety:

1. Wear a mask
2. Maintain CDC recommended physical distance between people
3. Minimize group size
4. Wash hands frequently
5. Stay home when sick and get tested.

**Protocol Lifespan:**

These protocols are intended for the Ah Haa School for the Arts operations in the Silver Jack Building (155 W. Pacific Ave.) and American Academy of Bookbinding operations in the Stone Building (117 N. Willow) for all Summer Session 2021 offerings. Ah Haa School for the Arts will announce 2021 Fall Session protocols by October 1, that reflect the latest Colorado and San Miguel County guidelines. [A current copy of this document will be accessible from our website, [www.ahhaa.org](http://www.ahhaa.org).]

**Our Commitment to You:**

- The Ah Haa School for the Arts is closely following guidance released by the CDC, State of Colorado, and San Miguel County Public Health, and observing the most current safety level guidelines (green, blue, yellow, orange, red, purple) governing how businesses can safely operate.
- Ah Haa staff and instructors are trained in the school's health and safety protocols and must participate in maintaining cleaning/sanitation standards, monitoring proper traffic flow, wear PPE, monitor their own health, and stay home when ill or exposed to an ill person.
- Cleaning frequency of the facilities has increased and high-touch surfaces are cleaned and sanitized several times throughout the day. Stationary equipment, such as wheels and printing presses, are sanitized between uses.

- Touch-free sanitizing stations are located at the entrance to each floor and bottles of hand sanitizer are placed at key locations throughout the building (in each room, office, common space, etc.)
- Weather permitting, windows and doors will be opened to provide fresh air ventilation. The Silver Jack Building is equipped with an iWave air purifier system, which is in constant use. Similarly, the Stone Building utilizes an Energy Recovery Ventilator system with added UV filtration.
- Class sizes have been adjusted down and classroom furniture has been spaced to maintain ideal distance between participants. Paths of movement through the building have been designated to minimize close contact within its spaces.
- If the Ah Haa School for the Arts is forced to cancel a workshop due to COVID-19, all students will receive a full refund. Refunds to individual students who cancel their registration as a result of COVID-19 exposure or infection will be evaluated on a per case basis. In the instance of a positive COVID-19 test or contact trace, the privacy of the individual will be protected.

**Participants'/Visitors' Commitment to Ah Haa:**

- Close attention should be paid to signage throughout the building indicating designated traffic flow (entrance & exit points), off-limit areas, maximum numbers within rooms, and other safety guidelines and recommendations.
- Masks (disposable paper or reusable cloth) are required to be worn in all indoor spaces at all times. Appropriately fitting masks should fully cover your nose and mouth, secure under your chin, and fit snugly against the sides of your face. A face shield is not an acceptable alternative to a mask.
- Frequent hand washing and sanitation is required.
- A minimum of six feet of distance between yourself and others should be maintained at all times, as much as possible. (This may be adjusted based on the CDC's most current recommendation.)
- No informal gatherings larger than 10 people should take place within any building.
- Special events must meet current San Miguel County Public Health guidelines in terms of numbers of guests allowed to gather indoors or outdoors.
- If you or someone in your party has COVID-19 symptoms or possible exposure, you must stay home. It is your duty to inform Ah Haa of any possible exposure that may have occurred while visiting the school or participating in an Ah Haa program.

## **FAQs**

### ***Are you requiring a negative COVID-19 test or to be vaccinated before attending classes?***

No. Those who register for Ah Haa classes are doing so in good faith, assuming the risks and responsibilities associated with the COVID-19 pandemic.

### ***What is your face covering policy?***

Masks (disposable paper or reusable cloth) are required to be worn in all indoor spaces at all times. Appropriately fitting masks should fully cover your nose and mouth, secure under your chin, and fit snugly against the sides of your face.

### ***What happens if I don't bring a mask?***

A mask will be provided to anyone who does not arrive with one or does not have a proper mask.

### ***Is there hand sanitizer available?***

Touch-free sanitizing stations are located at entrances and bottles of hand sanitizer are placed at key locations throughout the building (in each room, office, common space, etc.)

### ***What happens if one of my classmates or instructors gets COVID?***

In the case of a positive COVID-19 test, the person's privacy will be protected. If an instructor gets COVID, the class will be cancelled. If a student gets COVID, the individual will not be allowed to attend the remainder of class. Fellow participants will be given the option of continuing with the class or not, depending on a number of factors.

### ***Will I receive a refund if I cannot attend class due to a positive COVID-19 test or quarantine order?***

If the Ah Haa School for the Arts is forced to cancel a workshop due to COVID-19, all students will receive a full refund. Refunds to individual students who cancel their registration as a result of COVID-19 exposure or infection will be evaluated on a per case basis.

## **PROTOCOLS FOR STUDENTS ATTENDING CLASSES**

- Liability release and COVID-19 waivers must be completed electronically at the time of registration.
- Students who are not vaccinated should be aware that they are enrolling in Ah Haa/AAB classes at their own risk.
- Upon entry into the building, participants should be wearing a well-fitting mask that fully covers their mouth and nose, and hand sanitizer should be applied.
- A staff member will direct you to your classroom or event space. Please refer to the color-coded signs for designated entry/exit points for specific rooms and studios and associated bathrooms.
- Participants should refrain from bunching up in groups when entering or exiting the building, riding the elevator, or using the stairs. Maintain a 6-foot distance from others as much as possible.

- With a few exceptions (special events, culinary classes, youth classes, inclement weather), no food should be consumed indoors. Snacks must be stored on your person; common area refrigerators, microwaves and dishwashers are not available to non-staff members. Beverages may be consumed indoors as long as containers are kept with a participant's personal belongings and away from common areas. Masks may be removed temporarily for active sipping.
- *Youth Classes:* Students will eat snacks/lunches in a predetermined location within the Silver Jack Building or outdoors (Gondola Plaza, Town Park, Library Terrace, etc.), under direct supervision from staff. All students must be seated and socially distanced per county health guidelines before masks may be removed for eating.
- Only one person is allowed in a bathroom at a time.
- Students are discouraged from sharing materials with other course participants.
- Art making stations are assigned. Participants must only use their designated workspace at all times.
- Per county regulations, any student (even if maintaining 6 ft. distance and wearing a mask) who has been in a classroom for 15 min or more with a student who has tested positive for COVID-19, will be contact-traced.
- In the case of a positive COVID-19 test, the student's privacy will be protected; this is a private medical matter. However, that student will not be allowed to attend the remainder of class.
- All other students and instructors will be notified, along with the San Miguel County Contract Tracing Supervisor, who will receive the names, emails and phone numbers of class participants. Anyone student who is fully vaccinated (2 or more weeks past a second Moderna or Pfizer shot; 2.5 weeks past a J&J shot) will have the option to remain in class. Those who are not fully vaccinated will not be able to return to class. It is advisable to carry your vaccine card, if you have one.
- If a student shows symptoms, they will be asked to seek medical attention and get tested before returning to class. In the meantime, Ah Haa will notify all other participants of the situation. The class may or may not be cancelled pending further information regarding the symptomatic student.
- Should a program participant refuse to comply with Ah Haa COVID-19 Protocols, Ah Haa reserves the right to refuse the individual's continued participation in the program with no refund.

## Youth and Teen Participants

- By placing your child in one of our programs, you are doing so in good faith and in agreement with all of Ah Haa's COVID safety protocols.
- Parents/caregivers are asked to review Ah Haa's safety procedures with their children before the start of their session.
- Parents are required to monitor their child daily for key symptoms, which will be noted during check in each day.
- Parents dropping off children at the Silver Jack building should escort students to the appropriate classroom following entry and exit guidelines.
- Hand washing will be required upon arrival, before and after eating, after restroom use, and at regular intervals throughout the program. There are soap dispensers at every sink.
- Participants will be physically distanced within the classroom and maintain a maximum group number of no more than 6-10, depending on the current County Public Health recommendation. At no time will a classroom cohort co-mingle with students in other classrooms.
- Commonly touched surfaces within the classroom will be cleaned and disinfected periodically and at the end of each day. Rooms are deep cleaned after each class week.
- Any child who puts the health of their classmates and/or program staff at risk will be warned. If the behavior continues, the parents will be notified and asked to intervene. Ah Haa reserves the right to refuse the child's continued participation in the program with no refund if the behavior is not corrected.
- Ah Haa will not provide snacks to students; parents must pack snacks and filled water bottles for their kids, which must remain in a backpack or bag until snack time (which will take place outdoors, weather permitting, or in a socially distanced manner in a designated room).
- For children taking both morning and afternoon classes on the same day, a supervised lunch hour is available. Lunch will take place in a predetermined location outdoors or within the building, and may include a short walk for some outdoor recreation time. All trips outside of the building are supervised by Ah Haa staff. Please pack extra snacks; Ah Haa is unable to provide supplemental food. If a child does not have enough to eat, parents will be called and asked to bring additional snacks.
- If a child becomes symptomatic, they will be isolated until a parent or guardian can pick them up. Ah Haa will assess the risk to others and inform fellow students' parents of the situation while maintaining the privacy of the symptomatic individual. Meanwhile, a deep cleaning will be performed and students may be removed to another classroom or outdoors for the remainder of class.
- If a positive COVID-19 case is confirmed, parents of students will be immediately notified and be given recommendations for testing and isolation in accordance with County Public Health guidelines.

- If a class is cancelled due to a COVID-19 incident, registration fees will be refunded in full or part depending on the day or dates of cancellation.

**VISITORS TOURING BUILDING**

Building tours are guided and by appointment only; no one is allowed to freely roam the building. Please call 970.728-3886 or email [info@ahhaa.org](mailto:info@ahhaa.org) to sign up. Visitors are asked to be respectful of Ah Haa’s COVID-19 safety protocols. Hands should be sanitized upon entry and masks must be worn at all times.

**PRIVATE EVENTS**

- All private events at Ah Haa School for the Arts will comply with the above guidelines and protocols.
- An event coordinator must agree to and be responsible for a safety plan for the event. The plan must detail what spaces will be used and how, what measures will be taken to ensure social distancing and good hygiene practices, and names and contact info of guests, caterers, etc. for contact tracing purposes.
- In addition to the event space rental contract and general liability waiver, a COVID-19 liability waiver must also be signed.
- All private event inquiries should be directed to Ah Haa Events Manager, Kathleen Cole, [kathleen@ahhaa.org](mailto:kathleen@ahhaa.org), 970-728-3886.

***Please address any questions or concerns to Jess Newens, Assistant Director and Ah Haa COVID-19 Workplace Coordinator: [jess@ahhaa.org](mailto:jess@ahhaa.org) 970.728.3886***

All Ah Haa School for the Arts participants are required to sign and date this document as an agreement to uphold and follow the safety protocols outlined above:

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_