



**UNITY's**  
**Reopening Strategy,**  
**Policies and Procedures**

**September 2020**



## **A Message from the Crisis Planning Committee Chair**

When the COVID-19 pandemic emerged, UNITY had to function differently to sustain engagement and comply with state mandates. As a result, we launched UNITY's online learning platform. It was a huge learning curve, but we were able to be flexible and move quickly.

UNITY CEO Marshall White wanted to extend our regularly scheduled classes to accommodate the times, which allowed Oratory, Expression, and the Youth Leadership Program to continue. In the place of the Voices of UNITY rehearsals, Mr. White launched each weekend a conversation with the youth called **Let's Talk**. We also sponsored the first virtual empowerment weekend and our fundraiser event, **Heroes: Rising Up For Good**. In addition, we created several activities, such as the financial wellness workshop, a virtual dance party, and the art of the spoken word poetry presentation to provide summer programming to our members and the community.

Not only did we provide online opportunities, we sought ways in which UNITY Performing Arts Foundation would be prepared for UNITY's reopening. We were able to do this because of our Crisis Planning Committee's dedication and availability. The committee spent time researching and being informed about the pandemic in order to open safely. The hard work has paid off.

We are now able to present UNITY's reopening document. It is a working document, which means as more information becomes available, the document will be revised and updated to comply with state regulations, pending board approval.

The policies and procedures contained in this document are designed to keep our members safe, but no plan is 100 percent infallible; there is always potential risk when people gather.

As chairman of the planning committee, I'd like to thank the work of the committee members: Paula Bridges, Rick Farrant, June McCulloch and Sonja Woods.

Finally, we'd like to hear from you. Please take a moment to take UNITY's Health Survey Assessment. This five-question survey will only take 1-2 minutes. Visit [UNITY HEALTH SURVEY ASSESSMENT](#). If you have any questions or concerns, please don't hesitate to contact me at [www.upaf.com](http://www.upaf.com).

Sincerely,

*Shadwaynn Curry*



## **UNITY Procedures during COVID-19 Pandemic**

*Note: Before departure, parents will need to wait until all students have been cleared from the building.*

### **Prior to entering the building:**

All students will be checked in one at a time. At Ivy Tech, they must enter through **Door 3**. Students will remain in their car until staff or a volunteer motions for the student.

Students will wear a mask at all times in the facility. If a mask is needed, there will be a \$1 charge per mask.

The staff member or volunteer will observe students for visible signs of illness.

Students will also be asked if they are feeling ill (sneezing, coughing, etc.).

Students and/or their parents will be asked to self-monitor before arriving, including taking their temperatures.

*(Students who report temperatures of 100.4 degrees or higher will not be allowed to enter UNITY. Students who are exhibiting signs of an illness or share that they have symptoms of an illness will also not be permitted to enter.)*

Students will be reminded of social distancing policies.

Once students have been cleared, they may enter and will be escorted to the Unity space.

### **If students are unable to pass the clearance check:**

They will be invited back when the symptoms subside.

When the student returns, they will need to go through the same checks to ensure they are not exhibiting signs of illness.

### **Upon entering Unity:**

Students will stand at the door with masks on and wait to be invited in.

Students, one at a time, will receive hand sanitizer upon entering the facility.

Students will give the receptionist their name.

The receptionist will check in each student individually.

Students will then be escorted to their assigned area for class.

Students will remain in their assigned area for the purposes of social distancing.



Masks will remain on throughout the entire time on campus.

### **In classrooms/rehearsals:**

UNITY will limit class sizes to accommodate 6-foot social distancing.

Students will remain in their designated area or spot.

PTC office restrooms will be unavailable for public use during the COVID-19 pandemic.

Ivy Tech and PFW restrooms are available for use.

### **Restroom breaks:**

Restroom breaks will be staggered.

Before leaving the restroom, students will wash their hands with soap and water for 20 seconds.

Students will use hand sanitizer upon entering the restroom and upon returning to the classroom.

### **Dismissal procedures:**

Once a parent is present, staff will summon individual students to dismiss them.

Students will be given hand sanitizer before leaving the room.

### **Cleaning procedures before and after event or class:**

The room will be sprayed with disinfectant.

The door knobs/handles will be sanitized.

All countertops will be wiped down.

Computer screens and keypads will be wiped down.

Seats will be wiped down.

### **Unity scheduling:**

1. A **student rehearsal schedule** will be created to allow staggered participation.  
*This means every rehearsal will **NOT** consist of all students.*
2. If families do not want their child to participate in person, Zoom opportunities will be available.
3. Attendance is **optional** for in-person rehearsals.



4. If a student chooses not to participate in person, they are required to participate virtually.
5. If they are unable to participate virtually or in person, they are required to call the attendance line (**260-481-6719**). This would be considered an excused absence.

### **Failure to follow procedures:**

All students need to respect social distancing and follow UNITY precautionary policies and procedures during the pandemic. Failure to do so will result in the following:

1. If a child violates the rules, a warning will be given.
2. If a child receives three warnings, a parent or guardian will need to meet with the program supervisor to discuss their child's continuation in the program.
3. A fourth occurrence will result in the child participating virtually until there is a vaccine.

### **Staff and volunteers:**

Staff and volunteers will also be checked for noticeable signs of illness and asked to self-monitor, including taking their temperatures.

If a staff member or volunteer feels sick or has noticeable signs of sickness, they will need to stay home, without any consequences.

If a staff member or volunteer will be absent, they must call the program manager as soon as possible so plans can be made for a replacement.

### **If someone appears to have COVID-19 symptoms:**

Ivy Tech and/or PFW will be notified immediately.

The affected person should immediately separate themselves from other people and be sent home.

They will not be allowed to return to the building for 14 days.

They will be required to present negative COVID-19 test results before returning to the facility to ensure the safety of others.

Upon returning, they will **also** need to clear all health checks UNITY has put in place.

The area where the sick person was located will be sanitized and vacated for a period of time.



## **If someone has COVID-19:**

Ivy Tech and/or PFW will be notified immediately.

The affected person should immediately separate themselves from other people and be sent home.

They will not be allowed to return to the building for 14 days.

After the 14-day period, they will be required to present negative COVID-19 test results **before** returning to the facility, which will ensure the safety of others.

Upon returning, they will **also** need to clear all health checks UNITY has put in place.

The area where the sick person was located will be sanitized and vacated for a period of time.

### Committee Members

Shadwaynn Curry, chair & co-editor

Rick Farrant, co-editor

Sonja Woods

Paula Bridges

June McCulloch

### **Reference List**

<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>

<https://backontrack.in.gov/>

<https://www.coronavirus.in.gov/>

<https://totalhealth.parkview.com/totalhealth/covid-19-resources/resources-by-industry>

### **Hospitals**

**Dupont Hospital**

**2520 E. Dupont Rd**

**260-416-3000**

[www.lutheranhospital.com](http://www.lutheranhospital.com)

**Parkview Regional Medical Center**



**11109 Parkview Plaza Drive Entrance 1**

**260-266-1000**

**[www.parkview.com](http://www.parkview.com)**

**St. Joe Hospital**

**260-425-3000**

**700 Broadway**

**[www.lutheran.com](http://www.lutheran.com)**

**Lutheran Hospital**

**7950 West Jefferson**

**260-435-7001**

**[www.lutheran.com](http://www.lutheran.com)**