



SUFFOLK CENTER *for cultural arts*

COVID-19 Guidelines & Procedures

Suffolk Arts Enrichment Program (SAEP)

In response to the COVID-19 pandemic, the Suffolk Center for Cultural Arts staff will proactively follow guidelines issued by the Centers for Disease Control and Prevention.

Before attending the SAEP Guidelines:

- Please do not send any child to the SAEP if anyone in the household is experiencing a cough, runny nose, or temperature of 100+
- All children will have their temperature taken upon arrival and checked for any signs of sickness and any child with a temperature of 100+ will be sent home
- Please pack a refillable water bottle for daily use

Overall SAEP Guidelines

- Social distancing will be observed with chairs/tables spaced 6-feet apart
- Each student will have their own workstation separate from others
- A sanitation station will be available for all students in each room (sanitizer, wipes, etc.)
- All touchable surfaces will be sanitized before, during, and after each day

Student Guidelines during the SAEP

- Materials will be kept separate for each student and not shared with others
- Group interaction will be done while adhering to the 6-feet of social distancing
- Students will receive proper hygiene instruction (hand washing, cough/sneeze in elbow, etc.)
- Students will be assigned to small groups of no more than 10 students around their same grade level and will stay with their group for the remainder of the day
- Students are required to wear masks entering and exiting and when not able to social distance

Staff Guidelines during the SAEP

- Staff will always wear personal protective masks
- Staff will wash hands regularly
- Staff will be completing regular cleaning throughout each day
- Staff will do a deep disinfecting clean at the end of each day
- Staff will have thorough training on procedures and protocol

For more information regarding our safety procedures for our students or to reserve a spot for your child, please call 757-923-0003 or email Gavin Harper at gavin.harper@suffolkcenter.org or Chatia Chalmers at chatia.chalmers@suffolkcenter.org