

# The Second City®

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## 2020 Summer Comedy Camp

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Dear Parents & Guardians,

Welcome to The Second City Training Center! We look forward to an exciting camp of learning and fun with your child. Below is basic information on our policies. We all know that this summer will be a little different than others, and we are committed to keeping your kids safe while having fun.

Later in this packet you will find some forms that we ask you to complete and fill out before the first day of class. Also, please note that on the evening before your first day (so, usually a Sunday) there will be an online orientation session on Zoom. Please plan to attend this informative meeting with your child, you will receive an invite via email. *The first Orientation session of the summer will be Sunday, July 5th at 4:00pm CT.*

As our nation and city continue through COVID recovery phases, we will update our safety regulations and practices to reflect that. This handbook is just the start of our communication with you, and you will hear from us once again the week before your camp begins to update you with additional information and specifics.

Thank you for sharing your awesome kids and teens with us - we can't wait to see them this summer!

### **PREPARATION FOR CLASS**

- Students should wear comfortable clothing and they should be ready to move. Outfits should not be distracting to other students. Comfortable shoes, such as sneakers, are recommended. Please no short skirts or clothing with profanity.
- Valuables must be left at home. The Second City is not responsible for any lost or stolen items.
- All students must have a face-covering mask. The Second City will provide 1 mask, and has extras in the office if needed. No students will be allowed without a mask.

### **MEALS/SNACKS**

- Students must provide their own sack lunch and snack. They will not be permitted to leave the building to purchase any food. Please make sure your child's lunch is marked with his/her name. As there is no drinking fountain, please provide your students with bottled water. Please provide all snacks and drinks from home.
- When packing lunches, please keep in mind that many students (and some instructors!) have severe nut allergies. We do not allow any nuts in the building during camps.

### **PICK UP/ DROP OFF**

- Pick-up and drop-offs will be within assigned time-blocks to ensure that we don't have a bottleneck or line-up queue at the entrance. We know that traffic and life can always happen, and if you can't make your exact slot every day, we understand.
- All parents and guardians must complete the Sign-In / Sign-Out Authorization form which provides information on those individuals permitted to pick up your child at the end of the day.
- Parents are expected to write a note if their student needs to leave early.
- When dropping your child off at camp, please only use the entrance at 230 W. North Avenue. There is a loading zone for pulling up, and our staff will be on-site to make sure your child enters safely. You won't need to come in the building, and actually we prefer that parents stay outside unless you need to talk with a manager.
- Students are not allowed to leave the building unless they have been signed in/out by their parent, guardian or his/her self if he/she is allowed based on the Authorization form.
- If your child is carpooling, please make sure that we are informed of all persons authorized to pick up your camper and that his/her name is clearly written on the Sign-in/Sign-out Authorization form.
- Temperature checks will be taken daily (additional information below under "Health and Safety Protocols")

### **STUDENT SHOWCASE**

- Student performances will take place on Zoom, with your children performing at The Second City streamed to you at home. Each class will be given a specific day and time for their performance, and communicated to parents and guardians to watch.
- Our performance allows you to invite all friends and family to watch from anywhere, so please share that link as much as you'd like!
- Should we move into a phase in which a live performance (with audience) is allowed and safe, we will update you.

### **BEHAVIOR POLICY**

- Students are placed into classes based on age groups. Students will not be moved into other age groups based on their personal preference, and will not be allowed to switch groups for any reason. To further ensure everyone's health, students must remain in the group to which they are assigned.. Please don't ask to put your student into an older age group, regardless of their experience. In fairness to all students, we must keep students grouped according to their age.
- We aim to create and maintain a safe, fun and creative atmosphere that fosters support for the individual student and ensemble alike.
- If at any point during class, the instructor feels that a student is engaging in behavior which is dangerous or highly disruptive to the classroom ensemble, the instructor may require that the student leave the classroom for the remainder of that day's class. Students dismissed from class in this manner may not return to their regular class until they have spoken with someone from the Training Center office. In such a case, a parent or guardian will be contacted.

- Students may not drink alcohol, smoke, or use any other controlled substances without a prescription, while on the Training Center premises. Any disrespect of this rule is grounds for immediate dismissal from the program.

## HEALTH AND SAFETY PROTOCOLS

To ensure you and your child's protection, we have developed and are committed the following COVID-19 Preparedness Plans:

1. A safe physical space
  - a. Safe distancing & Infection prevention measures
  - b. Cleaning, disinfecting and decontamination
2. Safe interactions
  - a. Temperature checks & screening protocols
  - b. Personal protective equipment (PPE) & face coverings
  - c. Hygiene and respiratory etiquette
  - d. Patron and third-party vendor controls
3. Identification, reporting, extended leave and return to work procedures
  - a. Prompt identification and isolation of sick persons
  - b. Internal and external communication strategy

### 1. A Safe Physical Space

#### a. Safe Distancing & Infection prevention measures

For the 2020 camp season, groups will be limited to 9 students and 1 teacher at a maximum at any time. Students will work with two teachers throughout the day (one in the morning, and one in the afternoon), but we will not have more than 10 people in the classroom.

We have mapped out our classrooms to show 6 feet / 2 metres of distancing between students and teachers. **Teachers and staff will do their best to keep** these safe distances while we play and learn.



Camp Assistants will be on-site to assist our faculty and students as needed, but their interactions will be limited on an as-needed basis. Camp Assistants will be assigned to only 2 groups of campers each, to limit cross-exposure.

One Manager on Duty will be in the office at all times, and be the designated Health and Safety Manager. This person's name, photo & contact information will be posted every morning at drop-off, so that all parents/guardians and students know who they can get in contact with if needed.

### **b. Cleaning, Disinfecting, and Decontamination**

Daily/Ongoing Constant wipe down of door handles and other high touch point areas using EPA registered disinfectant cleaner with a kill time of two minutes (checklists will be provided to designated individuals daily). This product is free of synthetic fragrances, bleach and is safe for food contact surfaces. Ideal for decontamination while being mindful of individuals' sensitivities.

Sanitizing stations, with sanitizer containing at least 60% ethanol or 70% isopropanol, will also be placed in central locations throughout the building and bottles of hand sanitizer (following the same guidelines) will be available in each classroom.

Nightly Rigid and structured cleaning of all door handles, surfaces, chairs and common areas. We have worked closely with our cleaning company to ensure the new scope of our nightly cleaning is concentrated in those areas used by students and faculty.

## **2. Safe Interactions**

### **a. Temperature Checking & Screening Protocols**

All employees, faculty, and students will be required to check-in at a touchless temperature checking station, which will be managed by HR, the designated Health and Safety Manager, or a member of the senior leadership team.

Students will also be given a colored sticker or wristband which must be worn throughout the day, confirming your temperature was taken.

If an employee, student or patron's temperature is 100.4 degrees Fahrenheit, or higher, they will be taken to a private area for a secondary screening. If the temperature is confirmed at over 100.4 degrees Fahrenheit, they will not be permitted to return to the building **until symptom-free for a minimum of 72 hours.**

All employees will also be required to answer health screening questions daily as it relates to any symptoms they may be experiencing of COVID-19 and/or their exposure to others experiencing symptoms and/or who have contracted COVID-19. These answers will be logged daily and saved in a confidential health file.

If answers indicate symptoms of COVID-19 and/or exposure, the employee will be taken to a private area for further assessment. Pending the outcome of that assessment, they may not be permitted to work in the building **until symptom-free for a minimum of 72 hours.**

## **b. Personal Protective Equipment (PPE) & Face Coverings**

To reduce the risk of transmission of COVID-19, all employees, students and patrons will always be required to wear a face covering while in the building (see exceptions below). Everyone will be provided with 1 reusable face covering (see “how to wear your mask” at the end of this section for safety instructions). Disposable face masks will also be available at temperature checking stations. Reusable face coverings must be machine washed on a regular basis. Those individuals who are designated to take temperatures will also be provided with a safety mask shield for added protection.

Aside from the exceptions listed below, face coverings are only to be safely removed and stored when eating and/or drinking.

*Limited Exceptions to face-covering policy :*

- Talent will be able to remove face coverings while on stage
- Employees with an individual office may remove face coverings, but only while in the office, with the door closed.
- Theater patrons can only safely remove masks upon being seated
- Individuals with a physical or mental disability that makes wearing a face-covering impracticable or potentially harmful. If you believe you or your student may qualify for this exception, please contact the Health and Safety Manager.

Employees, patrons and students who do not comply with wearing a face covering while in the building (aside from the exceptions listed above), will be asked to exit the building immediately. Employees who do not comply with this policy may be subject to disciplinary action.

### **How to wear a mask**

- Wash your hands with soap and water for at least 20 seconds.
- Make sure the mask is right side up and properly oriented.
- Put the elastic around your ears, or tie the strings behind your head. Make sure the mask fits your face with no gaps.
- Make sure the mask covers your face from bridge of nose to chin.
- If your mask has one, bend the nose fitting to fit your nose.
- Don't touch the mask while you're wearing it.
- Wash your hands again before removing.
- When removing it, grab the mask from the strings or elastic, don't touch the front.
- Clean it if it is reusable or dispose of it in a garbage bag.
- Wash your hands again!

## **c. Hygiene and respiratory etiquette**

According to the CDC, regular hand washing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. All employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout their shift, but especially at the beginning and end of their shift, prior to eating and after using the restroom. Night Staff employees should wash their hands at least every 20 minutes. Sanitizing stations will also be placed in central locations throughout the building.

Cover your cough or sneeze All employees, patrons and students are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. Tissues should be disposed of in the trash

and everyone should wash or sanitize their hands immediately afterward. Signage will be placed in designated areas to further reinforce proper etiquette.

Employees, students, and visitors should avoid touching their eyes, nose, and mouth. Microphones, headphones, and other personal equipment should not be shared, and should be sanitized before and after each use.

### **3. Identification, Reporting, Extended Leave, and Return to Work Procedures**

If The Second City has a confirmed case of COVID-19 in the Training Center, a notice to all students who were enrolled in a class within the previous 14 days will be notified. A public notice will be posted on our website as well. The infected person's name will not be disclosed; however, those who have been identified as someone who has been in close contact with that student (within 6 feet / 2 metres for 10 minutes+) will be contacted separately and will not be permitted in the building for 14 days from exposure. They will be offered an online class or the ability to transfer into a similar class upon their return.

The Training Center will remain closed for a minimum of 48 hours for proper sanitization. Classes may be cancelled or postponed, but we will do our best to move the content online to avoid interruption.

If one part of the facility must close, other areas of the facility, including the theater, may remain open. Proper cleaning protocols will be followed.

If The Second City has a confirmed case of COVID-19, and cannot determine a specified exposed area in the building, a notice to all patrons and students who saw a show or who were enrolled in a class within the previous 14 days will be notified. A public notice will be posted on our website as well. The infected person's name will not be disclosed. The entire building will remain closed for a minimum of 48 hours for proper sanitization. Shows will be cancelled and tickets will be credited or transferred. Classes will either be cancelled, postponed or moved online.

Participant Waiver (this is just a copy of the waiver you already signed when registering for camp, but it's important, so we're copying it here as well.)

*ON BEHALF OF MYSELF (OR MY CHILD, IF A MINOR), I HEREBY WAIVE AND ALL CLAIMS OR CAUSES OF ACTION AGAINST THE SECOND CITY, INC., THE SECOND CITY TRAINING CENTER, ITS OFFICERS, DIRECTORS, EMPLOYEES, REPRESENTATIVES OR ASSIGNS (collectively SECOND CITY), INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR ACTUAL OR ALLEGED PERSONAL BODILY OR MENTAL INJURY, DEATH, ECONOMIC LOSS OR DAMAGE, THEFT OR PROPERTY DAMAGE, WHICH ARE CAUSED BY OR ARISE FROM MY (MY CHILD'S) PARTICIPATION IN A CLASS OR ANY ACTIVITY AT SECOND CITY, WHETHER DUE TO THE NEGLIGENCE OF SECOND CITY OR ANY CAUSE WHATSOEVER.*

**Second City's Camp Medical Information Sheet**

Click [HERE](#) to sign this form digitally

Camper: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Phone number to call in an emergency: \_\_\_\_\_

Any allergies or medical conditions we should be aware of?

If yes, how do these manifest so that we are better prepared to help?

Will there be any medication we need to store onsite?

Preferred Doctors contact information: \_\_\_\_\_

Please sign below to consent to a Second City Manager administering your camper's medication when necessary (if applicable)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Second City's Camp Handbook Acceptance**

Click [HERE](#) to sign this form digitally

Parent/Guardian,

Please sign below to acknowledge receipt of this handbook and that you have read all the information within :

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Second City's Camp; Sign-in Sign-out Authorization**

Click [HERE](#) to sign this form digitally

Camper: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Phone number to call in an emergency: \_\_\_\_\_

Who will typically be dropping off your child at camp?

Name :

Relationship to Child :

Phone # :

Make + model of car :

Color of car :

Other drop-off note (ie, we will be walking or bike-riding)

Who else is authorized to pick up your child from camp?

Name :

Relationship to Child :

Phone # :

Make + model of car :

Other drop-off note (ie, we will be walking or bike-riding)

We will only release your child to the parties listed above. Any chances or exceptions need to be discussed with a manager, please reach out to [youthprograms@secondcity.com](mailto:youthprograms@secondcity.com) or call (312) 664-3959 and ask to speak to a Summer Camp Manager.

Please sign below:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date