

The Second City®

2021 Class Safety Packet

Dear Students,

Welcome to (or back to) The Second City Training Center! We look forward to inviting you into our space this year, safely and consciously, as we all come back together to laugh and learn. Below is basic information on our policies. We all know that this year will be a little different than others, and we are committed to keeping you 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 term begins, there will be an online orientation session on Zoom. Please plan to attend this informative meeting, you will receive an invite via email.

As our nation and city continue through COVID recovery phases, we will update our safety regulations and practices to reflect that.

HEALTH AND SAFETY PROTOCOLS

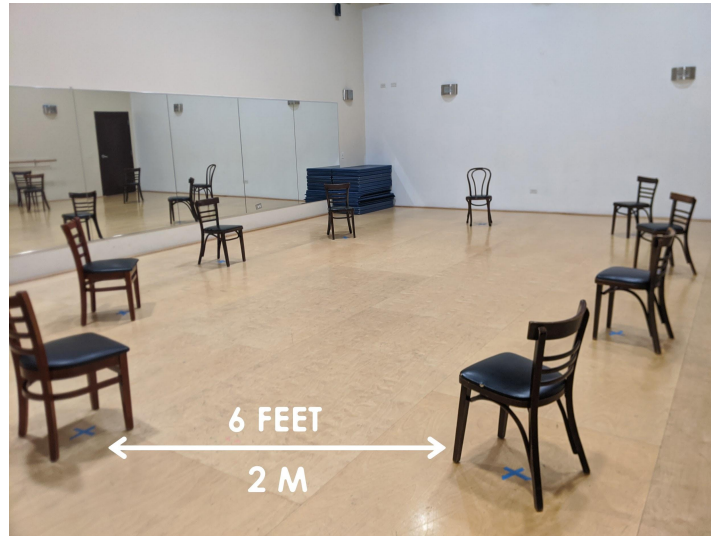
To ensure your protection, we have developed and are committed the following COVID-19 Preparedness Plans:

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**

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.



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. *Currently this station is located on the 3rd floor of Piper's Alley, but we will notify you before your class begins where to report for your safety check.*

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.

Face coverings are only to be safely removed and stored when eating and/or drinking. There will be no medical exceptions for face coverings.

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 10 days will be notified. 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 10 days from exposure. They will be offered an online class or the ability to transfer into a similar class upon their return.

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.