

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

# CO-CURRICULAR EVENT GUIDELINES

UPDATED FEBRUARY 2021

ADDISON G. DAVIS, SUPERINTENDENT

 [HillsboroughSchools.org](https://HillsboroughSchools.org)

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**Hillsborough County**

**PUBLIC SCHOOLS**

Preparing Students for Life

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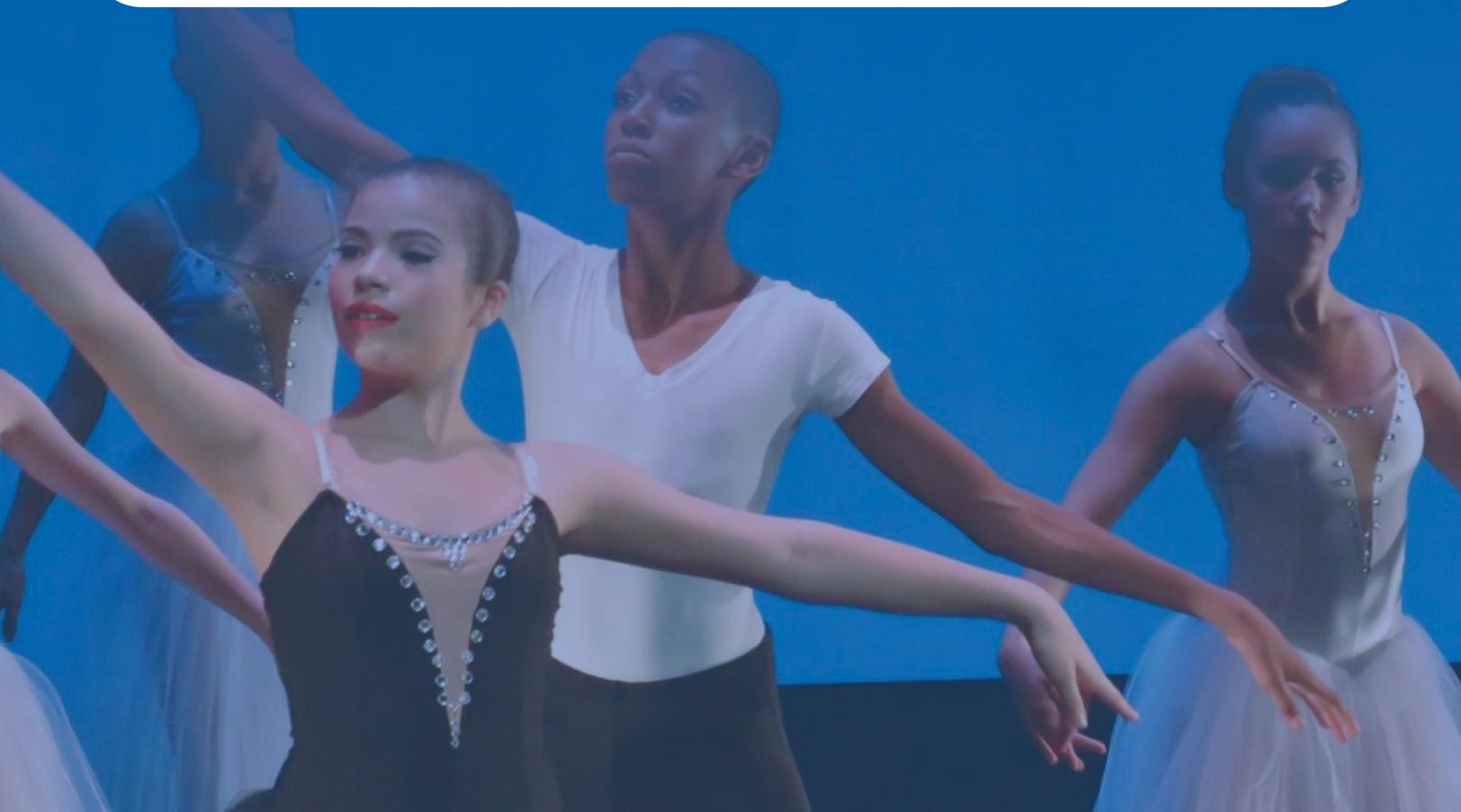
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ADDISON G. DAVIS  
SUPERINTENDENT OF SCHOOLS

# INTRODUCTION

February 24, 2021

This document was first published to help guide the way in which we celebrate our students involved in non-athletic activities, and requires a regular review for changes released by the CDC and state agencies in order to best regulate activities as a way to protect our students and staff. This is especially true as we begin opening up indoor performances.

The guidelines cover best practices for:

- Music and Theater;
- Dance;
- Culinary;
- JROTC and CTSO (Junior Reserve Officers' Training Corps and Career and Technical Student Organizations)

Making decisions about the return to performances, and the return to indoor performances specifically, is no easy task. Whether it is a stage production, culinary event, or military or career development program, our students thrive when we give them opportunities to grow and learn outside of the classroom environment. In making this happen, the school district is proud to maintain a strong partnership with both Tampa General Hospital/USF Health and the Department of Health-Hillsborough as we navigate important decisions when it comes to school and district operations. These relationships, coupled with ongoing consultation with teachers and administrators from across the district, have helped to create and update our Co-Curricular Event Guidelines. It is time to update this guide once again. Specifically, performing arts students are ready to return to the stage in a big way!

**As the year has progressed and schools have adapted their events to the age of COVID, we are excited to bring back indoor stage productions while maintaining the highest regard to health and safety for our performers and production crews, as well as our special guests.**

Arts program performances are critical to the expertise of our students, but also for their families and our community at large. We strongly believe that these programs are more vital than ever given their ability to support the social and emotional well-being of students during this time of disruption and uncertainty.

Thank you for your patience adhering to these guidelines. We look forward to continuing a great tradition of student success in all of our co-curricular programs. For now... Let the show begin!

Respectfully,

Addison G. Davis  
Superintendent

# MUSIC AND THEATER PROGRAMS

Hillsborough County Public Schools has a world-class music education program and is a primary resource for students who wish to enrich their lives through involvement with music. Students participate fully in their choice of many choral or instrumental ensembles, both traditional or jazz, and complete the rigorous academic program in music. Many of our schools have robust drama and musical theater programs. Students are not just involved in the performing of these dramas, but also in the creation of sets, music, sound, and production.

With strict guidelines in place and with guidance from public health experts, we believe that our drama and music programs can safely begin indoor and outdoor performances.

Our mission is to allow these talented students to perform their craft in a way that keeps them and their audience safe.

## Patrons

- Audience totals shall not exceed 25% of the seating capacity of the performance space for each show or presentation. Seating will be limited to 2 guests per performer, not to exceed recommended capacity;
  - Audience members shall be seated 6 feet apart unless they are from the same family. Seating should be staggered to every other row or in a fashion to avoid guests sitting in front of each other;
  - A face covering must be worn over the nose and mouth by all guests. Masks should be at least 2 ply fabric or a disposable mask that is single use. Gaiters will not be allowed. Guests who are not able to wear a face covering will not be permitted in audience;
  - Front row should be no closer than 25 feet from the stage;
  - No programs will be distributed;
  - All ticketing will be electronic. Reserved and advanced ticketing is recommended;
  - No food or drink will be permitted in the auditorium;
  - No intermissions will occur during performances.
- Dressing room capacity will be limited to allow a minimum of 6 foot distancing in between performers;
  - All performers should attempt to maintain a 6 foot social distance onstage and offstage and follow an unidirectional traffic flow to enter and exit the space. They should avoid face to face crossover if possible;
  - During choral or music performance ensure that all performers are facing the same direction and are staggered to avoid projecting onto a performer in front of them;
  - Vocal performances should be conducted with cloth face coverings on and the maximum possible distancing;
  - Aerosol rates increase while singing and masks will not contain 100% of aerosols projected from the mouth and nose. Six feet of distance is the minimum recommendation and 12 feet is preferred when possible;
  - Vocal performances are much safer outside, but if they must be conducted indoors, ensure at least 12 feet distance in between performers;
  - Bell coverings are required on wind and brass instruments. Bell covers should be made of a non-stretchy material with a MERV-13 rating (Minimum Efficiency Reporting Value) and should be cleaned in between use as you clean/disinfect a cloth mask. Even with bell covers, instrumental performances should be conducted outdoors whenever possible, with distancing of at least 12 feet if possible;
  - Spit valves should be emptied away from others into an absorbent, disposable material that can be discarded. Hand hygiene is very important after disposing of this material;
  - Only one student per mic stand;
  - Choreography is minimized to personal space.

## Performers

- All performers will be temperature and symptom screened upon entry into the theater;
- Drop off times will be staggered to facilitate the ability to perform screening and maintain social distancing;
- Doors at entrance will be propped open during entry/exit times to eliminate a high touch surface;
- All performers must wear face coverings at all times (on stage or off stage) as appropriate to their role. (slit masks may be used for those playing wind or brass instruments);

# MUSIC AND THEATER PROGRAMS

## Staff

- Face coverings are required for all staff members. Hand sanitizing stations will be readily available;
- Staff members will provide social distance seating and signage throughout the venue. These should include graphics for proper hand hygiene, social distancing and appropriate mask usage. Also signage should be posted on entrance to bathrooms to limit occupancy to maximum of 25% of room size limits;
- Extra staff members will be on hand to help patrons find their seats as well as manage and monitor common areas;
- Staff members will check restrooms to make certain they are properly cleaned and have adequate supplies;
- Staff will not share equipment, unless cleaned and disinfected between use;
- Staff will limit the number of performers using the dressing rooms or common areas at the same time to ensure social distancing;
- Staff should consider removing unnecessary equipment for groups that need extra space on stage to socially distance;
- Personal equipment (such as tools, headsets, microphones, and radios) will be cleaned and disinfected before and after each use. They will be issued to a team member for their exclusive use during that performance;
- No intermissions will be permitted during performances;
- Seating areas will be cleaned and disinfected in between performances.

## Capacity and HVAC Considerations

- Consider scheduling two shows to limit the number of audience members;
- Implement appropriate measures for contact tracing. Seating chart/blocking;
- MERV-13 filters are in place for all auditorium spaces. Currently the system provides 7-10 air exchanges per hour and is supplemented by increasing the percentage of outside air to 30%;
- Increasing percentage of outside airflow to maximum limits to begin 2 hours prior to use of auditorium and continue until the auditorium has been vacant for at least 2 hours, if possible. Allow time in between performances to allow for the air exchanges to occur;
- Using the calculator to estimate capacity based on current square footage, masking requirements, HVAC specifications, audience behavior, social distancing requirements, and other items indicated in this plan, the following capacity recommendations are:

### Theater:

- For a 3 hour performance - 207
- For a 2 hour performance - 256
- For a 1 hour performance - 277, assuming 6 foot distancing can be maintained.

### Musical Performance:

- For a 3 hour performance - 119
- For a 2 hour performance - 147
- For a 1 hour performance - 214



## DANCE

Research indicates that healthy, physically active students are more likely to be academically motivated, alert and successful. As a result, Dance and Dance Education is a vital part of our students' education-physically and mentally.

Many of our performers, especially at the high school level and at our performing arts schools, are ready to get back on stage. However, we must do so safely with strict precautions in place.

### **RECRUITMENT & AUDITIONS**

- Schools and Programs will consider video audition options for both program enrollment and in-program audition for teams, companies, and concerts;
- Virtually, pair interested and incoming students with current students to foster relationships, build community, and generate enthusiasm for the coming year;
- Host recruitment events and orientations online.

### **INDOOR AND OUTDOOR PERFORMANCES**

Indoor performances in gymnasiums, auditoriums and cafeterias will be limited to 50% capacity, socially distanced. However, our dance programs are highly encouraged to be flexible with their choice of venue and utilize outdoor spaces whenever possible. Outdoor venues can also allow for 50% capacity. We are allowing for indoor performances of dance due to the necessity of a stage and the fact that our performers can wear face coverings at all times.

### **Performers**

- All performers should maintain a 6 foot social distance onstage and offstage when possible;
- Face coverings are required by all performers onstage and backstage;
- No shared equipment and encourage frequent hand washing;
- Choreography is minimized to allow for personal space.

### **Patrons**

- Face coverings are required;
- There is a limit of 50% capacity for both indoor and outdoor venues;
- Front row should be no closer than 25 feet from the front of the stage.

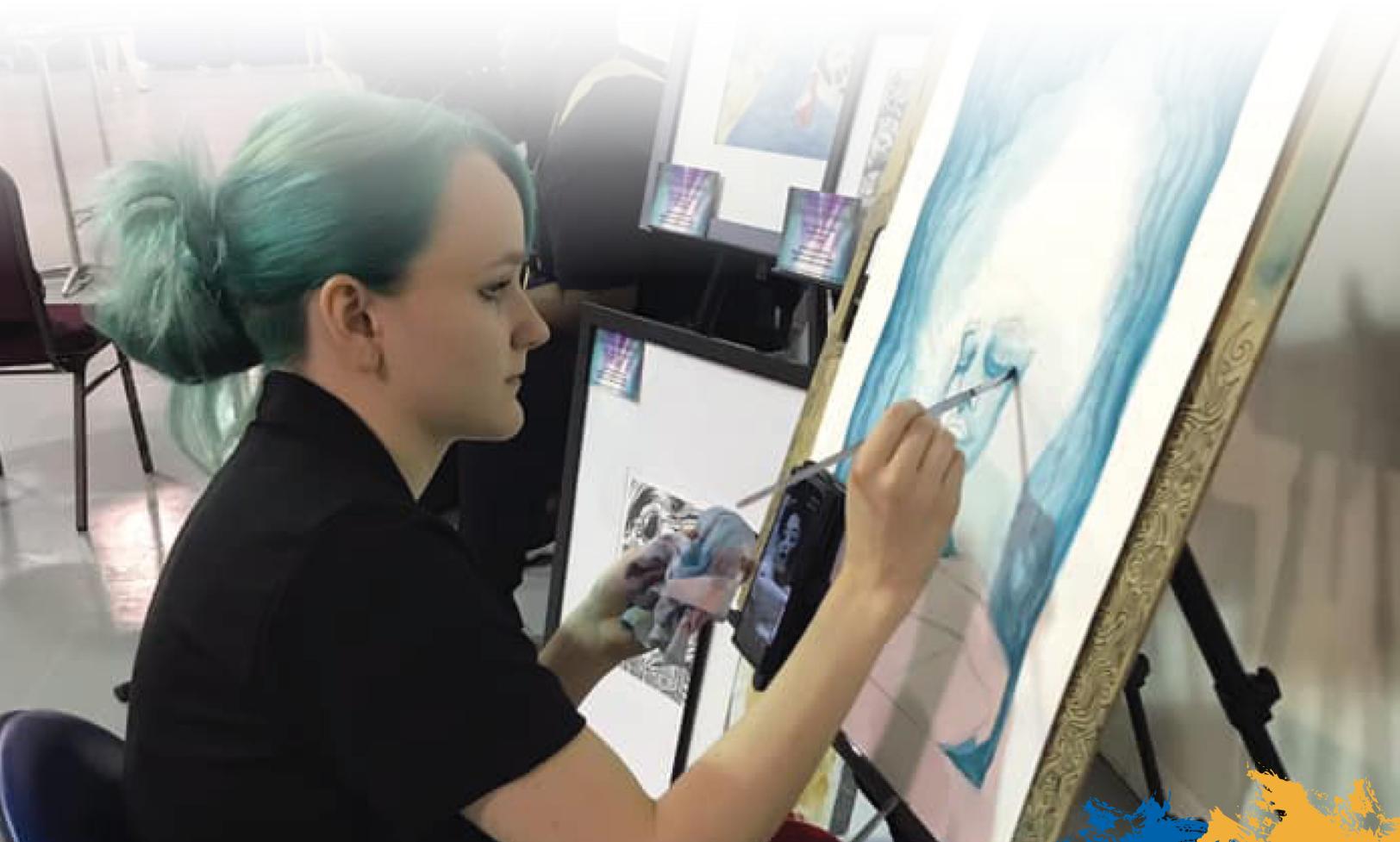
## ART PROGRAMS

Art education is made up of more than paint, markers, and clay. Based on the Florida Standards, certified art teachers implement a balanced and sequential curriculum considering the developmental, social and psychological needs of students.

Our teachers are taking the upmost care in making sure materials are not shared and that materials are sanitized between uses. However, this section is more to address our students K-12 art exhibitions.

### Exhibitions

- Schools will allow for exhibitions only. No “make and take” or collaborative activities are permitted;
- Artwork will be appropriately spaced throughout the venue to accommodate social distancing for viewing;
- One way markers will be displayed throughout the venue to encourage one-way travel through the exhibition venue;
- Consideration of the exhibition label font being larger for better viewing at a distance;
- Venue will be set at 50% capacity;
- Consideration will be given to any outdoor venues;
- Exhibitions could be made into two day events in order for all stakeholders to be able to view the art show with reduced capacity.



## CULINARY PROGRAMS

The culinary programs in several of our schools are state and local leaders in food service. Allowing our culinary students to restart their service is crucial to their education. Our culinary programs always adhere to the strictest protocols in food safety and will up those protocols even further as we reopen during the pandemic.

We believe the following model will allow our programs to both safely begin food service while protecting our students, staff, and customers. Making everything “to go” and in disposable containers will eliminate the potential for cross-contamination as well as limit the exposure of students around adults with no face coverings due to meal service.

### Classroom Procedures for Labs

- Students must be in full culinary uniform at all times including:
  - Aprons
  - Closed toe shoes
  - Proper hair restraints (hats, hairnets, or hair tied back tightly)
- Aprons should be washed after each use or the use of disposable aprons should be exercised if aprons cannot be washed thoroughly;
- Single use gloves should be worn when handling ready to eat food. Gloves should be changed and hands washed in between activities;
- Students are permitted to taste food only when they are socially distanced from their peers and only single use disposable spoons/forks should be used;
- Students must wear face coverings at all times except when socially distanced to sample food.

### Café Procedures for Labs

- Food service for weekly cafes should be take-out only at this time. All food and beverages should be served in disposable to-go containers and no silverware, tableware, or glassware should be used;
- All food and beverages must be prepared and boxed in the kitchen lab;
- Students are not permitted to handle money at any time;
- Students must wear single use disposable gloves while serving and preparing food at all times. Gloves should be changed and hands washed frequently, especially if there is any suspicion of contamination, or if gloves are torn, or if a non-sanitized surfaced is touched or there is contact with the face;
- Students must wear face coverings at all times.

### Catering

- All catering food and beverages must be served in disposable containers;
- When serving, buffets and plated meal services are not permitted. Students will prepare all food in the kitchen lab and transport it to the event. On-site students will individually box-up meals in disposable containers and allow a grab-and-go style of service. If beverages are offered they will also be distributed for take out;
- The use of flatware, silverware, and glassware is prohibited. Only single use disposable forks, spoons, and knives are acceptable.
- All napkins must be disposable, no linens or cloth napkins are permitted;
- Students are not permitted to handle money at any time;
- Students must wear single use disposable gloves while serving and preparing food at all times.
- Students must wear face covering at all times;
- Condiments, if needed, will be given to the students in single disposable packets. No common areas for condiments or other related food items.

## JROTC & CTSO

Our JROTC and Career, Technical Student Organization (CTSO) programs provide invaluable experiences to our learners to prepare them for life outside high school. Because of restrictions placed on our schools and programs by COVID-19, these students have missed out on opportunities to further their military or career training.

Our district recognizes the importance of resuming some of these important activities.

### Protocols for School Participation in Events

- All students must wear a face covering at all times;
- Comply with social distancing requirements;
- Limit the handling of equipment or supplies to individual students;
- Wear gloves or approved PPE when appropriate;
- Arrival, registration, and departure must comply with social distancing guidelines.

### All Students Participating in CTSO or JROTC Events Off Campus

- All events must be approved by the Director of Career and Technical Education;
- Must wear masks at all times;
- Comply with social distancing requirements;
- Limit the handling of equipment or supplies to individual students;
- Wear gloves or approved PPE when appropriate;
- Travel plans must include social distancing;
- Arrival, registration, and departure must comply with social distancing guidelines.

### CTSO Meeting, Hosting Guidelines for In-County & Out-of-County Competitions

- Must obtain written approval letters signed by the principals of every CTSO program competing;
- The district CTSO Advisor must submit Risk Assessment to their CTE supervisor for review. Following their review, the CTE supervisor will submit the Risk Assessment to the CTE Director for final approval. The Risk Assessment must include COVID-19 mitigating actions that meet all the Hillsborough County Public Schools COVID-19 safety measures;
- A signed approval letter from every principal of every CTSO competing school will be included in the Risk Assessment;
- If CTSO programs come from outside the hosting school district, the hosting school must follow the most restrictive COVID-19 measures required by the participating CTSO programs' school district;
- Field trip approval forms must be submitted and approved for all activities that require travel away from the school campus;
- PPE protection must always be used during practice and competition. All required PPE must be on hand enough for each participant to wear and have access to during practice sessions and competition/events. All members of the CTSO teams must wear protective mask and practice social distancing.



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