

SCHOOL OF THEATRE  
COVID 19 Protocols and Class/Rehearsal Information  
Matthews Playhouse of the Performing Arts  
Updated September 2021

\*Please note that policies are in compliance with Matthews Community Center  
and the Town of Matthews

Thank you for being a part of our classes and camps at Matthews Playhouse and thank you for trusting your young people with us! We have put several precautions in place to prevent the spread of Covid19. Please note: Even with the precautions, we cannot guarantee that you will not contract Covid-19.

Matthews Playhouse is committed to ensuring a healthy and safe environment for our students and staff. We are closely monitoring official health recommendations and taking precautions and appropriate actions to provide safe classes, rehearsals and programming for everyone. It is our full intent to operate classes and rehearsals as normal, however, Matthews Playhouse reserves the right to cancel classes, productions, rehearsals or programs due to circumstances beyond our control or for safety reasons.

**Please note our general policies below:**

- If any student or actor is feeling ill before coming to class or rehearsal, we ask that individual to refrain from attending class or rehearsal.
- If a student or actor begins to feel symptomatic during class or rehearsal, they will be isolated from the group and parents will be notified so that they can come pick them up. Adult actors will be asked to return home.
- Students and actors must be symptom-free for a minimum of 24 hours before returning to the playhouse. Symptoms include fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell, nausea, vomiting or diarrhea.
- Please note our policy that should the Community Center be forced to close, Matthews Playhouse will also be closed. We are unable to offer any refunds for classes, tickets or performance opportunities. Should the closure last longer than one week, we may choose to move to an online/virtual format for classes and rehearsals.
- As best we are able, and weather permitting, we may hold part or all of class outdoors to help lessen the possibility of the spread of Covid 19 and its variants while allowing for fuller participation.
- All participants, instructors and directors are required to wear a mask unless eating or drinking.
- If any student or actor is required to quarantine, please refrain from returning to class or rehearsal until you have tested negative and/or completed the quarantine time frame.

**In Person Classes and Rehearsals**

- To limit contact with individuals, you must pre-register for your class on our website at: [matthewsplayhouse.com](http://matthewsplayhouse.com).

- For actors, please see the audition requirements prior to auditions or rehearsals.
- We do not offer any refund should the Community Center close after classes have begun to meet. We are doing our best to find an alternative option for in person classes, but inevitably, health and safety will remain paramount and we may move to a virtual option.
- If schools are closed for a holiday or close unexpectedly for inclement weather, Matthews Playhouse may still remain open. Please check our calendar for classes and rehearsals, as well as watch for communication via email and text for updates.

### **Class Arrival**

- When you arrive for class, please drive around to the rear of the building to what is the Matthews Elementary Bus Parking lot. Please drive the perimeter of the lot and pull up (driver's side) to the sidewalk. You will be greeted by a Matthews Playhouse staff member. Please remain in your car until the Staff member has spoken to your driver.
- Only students, actors and instructors are allowed in the building at this time.
- As soon as your student enters the building, he/she will be asked to wash their hands or use hand sanitizer.
- Hand sanitizer is provided in every room.
- All students and actors, regardless of age, as well as ALL staff are required to wear a face mask while inside the building. Students, actors and instructors do not have to wear a mask outdoors.
- Group size is limited to 20 or less students per room. Restroom breaks will be staggered, and students will be reminded to wash their hands. Classrooms will be thoroughly cleaned between classes.

### **Class Pickup**

- Class pickup will be in the same location, in the rear bus lot of Matthews Elementary School. Please line up along the sidewalk, driver's side closest to the sidewalk.
- IF YOU ARE LATE: For Arrival or Pick-Up, please call the office at 704-846-8343

### **Virtual Class**

- IF the State of North Carolina, the County of Mecklenburg, or the Town of Matthews puts in place a stay at home directive or mandate we will be required to comply. Our building is a Town-owned building. We will continue class via ZOOM and no refunds or credits will be given.

### **Refund Policy**

- If Matthews Playhouse cancels a class prior to it's start date, a full refund for the class will be provided. In the event Matthews Playhouse should ever have to close the campus for any unanticipated reason after School of Theatre has started, MPH will either find an alternative meeting location or pursue an online format for class. Once classes have begun, no refunds or credits will be given.