



## FACE MASK POLICY

The health and safety of our community is our highest priority. All employees, staff, instructors, students, families, and guests are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times\* while in the premises of Evergreen City Ballet.

**Employees, Staff, and Instructors** - You will be offered a reusable cloth face mask or disposable face mask, while supplies last. When you receive your mask, we'll also provide instructions on how to wear, clean and dispose of it. Should you require a replacement mask please contact our Office Manager, Carmel Bodle at [officeadmin@evergreencityballet.org](mailto:officeadmin@evergreencityballet.org).

**Students, Families, and Guests** - One-time use, disposable face masks are available at the front desk or at our office while supplies last. We ask that you bring and wear your own face mask or other face coverings while at Evergreen City Ballet.

**Everyone** - Please abide by our pre-screening process which includes a mandatory temperature and symptom check at the front desk. Anyone with a temperature of 100.4 F and showing fever symptoms will not be allowed to enter the building.

\*Please note the following exceptions:

- A person's health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so. If this applies to you, please email us at [officeadmin@evergreencityballet.org](mailto:officeadmin@evergreencityballet.org).
- Employees, staff, and instructors who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.
- Anyone in the building who wishes to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace their mask when they are done.

This policy is an addition to our previous communications regarding preventing the spread of COVID-19. We encourage everyone to follow the guidance of CDC and local health authorities. Consult your doctor or primary care physician on steps you can take to stay safe and healthy. Please continue to practice social distancing even when wearing a mask.

Thank you,  
Evergreen City Ballet