



The following is a detailed Safety Plan, outlining the precautions and protocols to ensure that Summer Youth Intensive 2021 occurs with minimal risks to participants and staff.

All measures are compliant with the CDC guidelines and the Massachusetts Department of Public Health and closely cross reference plans implemented by other successful theatrical institutions.

**Guidelines are ever-changing, and this document will be continually updated as more information is obtained to create a plan that reflects the best current practices.**

### **PRIOR TO ARRIVAL**

All families must read through the Safety Plan.

In release forms, all families must confirm that they have read and understood all aspects of this plan and agree to work with ASP to uphold these protocols for the safety of all. Families must further confirm that they understand there remains a risk of contracting Covid-19 by attending an in-person program, and that they hold ASP harmless in the unlikely event of transmission.

### **DAILY SYMPTOM REPORTING**

Each morning all participants must check in with a staff member to complete a Google Form, confirming the following:

- That they do not currently have any symptoms of Covid-19, and that they have not exhibited any symptoms within the last 72 hours.
- That they have not been exposed to Covid-19 by coming in contact with someone exhibiting symptoms within the last 72 hours.

The CDC guidelines of Covid-19 symptoms can be found here: [CDC Covid-19 Symptoms](#)

If a participant or staff member has Covid-19 related symptoms or been exposed to Covid-19, then they must:

- 1 Stay home.
- 2 Seek medical advice from their primary care physician.
- 3 Inform ASP of the absence immediately, and follow all steps on Page 3 before returning.

### **DAILY PROGRAM SAFETY**

#### **Participant Drop-off and Pickup**

- All participants will be met by a designated staff member to complete the Daily Reporting Google Form.
- Guardians may accompany participants to the building but are asked to remain outside unless there is an emergency.
- If a guardian must enter the space for an approved reason, they must also meet with a staff member to complete a Daily Reporting Google Form.
- All participants will use hand sanitizer upon arrival. (Hand sanitizer will be provided by ASP, or participants may use their own.)
- Once inside, participants will move directly to the day's designated rehearsal space.

### **Mask Wearing**

- PLEASE NOTE: In an abundance of caution, our current mask protocol goes above and beyond the safety protocols mandated by the state for July 2021.
- All participants and staff are required to wear masks from arrival to the program through departure, with the exception of meal and water breaks and during the filming of scenes. (Social distancing will be observed during filming.)

### **Social Distancing and Daily Safety**

- Indoor spaces will be configured to maximize social distancing for participants and staff. Any blocking that involves participants being closer than 6 feet will be closely monitored.
- Outdoor spaces will be utilized as often as possible.
- No activity will surpass the state and federal guidelines for attendance.

### **Hand Sanitizer and Hand Washing**

- Each room and entrance will include bottles of hand sanitizer for the use of participants and staff.
- Participants and staff will be asked to frequently wash and sanitize hands, particularly upon entering the building, before and after meal and water breaks, and after using props or costume pieces.

### **Meal and Water Breaks**

- All meal and snack breaks will take place outside. Participants will be distanced at least 6 feet apart while masks are removed. In the event of rain, participants will eat inside with a spacing of 8 to 10 feet.
- All snacks and meals provided by ASP will be individually pre-packaged.
- All participants will be required to bring a clearly labeled water bottle. Disposable water bottles will be on hand for participants who forget their own on a given day.

### **Cleaning and Disinfecting**

- All guidance from the Centers for Disease Control will be followed in regard to cleaning and disinfecting all indoor spaces after each day of program activities.
- Most doors will remain open throughout the day to maintain airflow and decrease constant contact with surface areas.
- Staff and designers will monitor use of props and objects used in rehearsals and only use those that can be properly disinfected and sanitized.

### **TECH WEEK AND PERFORMANCES**

- Currently, we are planning to film the Summer Youth Intensive production, to be streamed for audiences after the official conclusion of the program.
- If a live audience can be considered by July 2021, we will release a more thorough plan that will follow all state and CDC guidelines. This plan would include: distanced seating; mask-wearing; and staggered audience arrival times so as not to overwhelm the lobby.
- All costumes and props required for filming will be carefully separated, organized, and sanitized daily.
- All dressing rooms will follow social distancing protocols.

## **EXPOSURE RESPONSE**

### **Symptomatic Participant or Staff Member**

- If a participant or staff member has any symptoms of Covid-19, they will be asked not to attend the program and to contact their primary care physician, as highlighted above.
- If a participant presents symptoms while at the program, their guardian will be called and asked to pick them up immediately.
- If a staff member presents symptoms while at the program, they will inform their direct superior and, after leaving their group in the watch of another staff member, go home immediately.
- Following reports of symptoms, ASP's leadership team will meet to discuss whether the program shall continue in-person. Symptoms of Covid-19 overlap with many other illnesses so cases will be examined closely before immediately closing all in-person programming.
- If a participant or staff member presents symptoms, they must give proof of a negative Covid-19 test dated after the time of the symptom reported to be allowed back in the building.
- If multiple cases of participants or artists with symptoms occur in the same 24-hour period, all in-person programming will immediately move to an online platform, until testing can be conducted and next steps determined accordingly. (See below.)

### **Positive Covid-19 Test of Participant or Staff Member**

- If a participant or staff member tests positive for Covid-19, all in-person programming will immediately move to an online platform. The ASP leadership team will meet to review the specifics of the case, and to determine if the move to an online platform is permanent or temporary.
- All participants and guardians in our program will be notified of the positive case via phone and email. The identity of the participant or staff member will remain anonymous.
- If programs do resume in-person, participants and staff members may only return to the building by presenting a negative Covid-19 test taken at least 5 days after the initial exposure (or proof of vaccination). The participant or staff member who tested positive for Covid-19 may return after the completion of 2 weeks of isolation and a negative Covid-19 test.

## **ONLINE PROGRAMMING AND RETURN**

All of us at ASP anticipate a safe and healthy summer together in-person. However, we recognize that there remains a possibility of Covid-19 transmission even with all protocols in place, and our first responsibility is the health and safety of our participants and staff members.

Once a program is moved online, the decision to return to in-person will only be made if we feel certain that we have safely moved through any Covid-19 situation in our space. Time will also be a factor, as the program dates cannot be moved.

When evaluating whether to return to in-person programming, we will consider the factors of safety and the artistic and educational needs of our participants. No decision will be made lightly and without the full consideration of our staff, participants, and families.