

## COVID-19 Pandemic Plan: YOUTHEATRE

**Introduction-** Bay City Players is holding Youtheatre 2021 outdoors in our fenced in parking lot as a response to the pandemic. Bathrooms will be available in the building. The health and safety of staff, volunteers, and participants is of utmost importance; therefore, we have implemented a COVID-19 Pandemic Plan. Below is information about how we are responding and our plan to keep everyone safe. This document temporarily overrides the Youtheatre Program Safety Policy for Youtheatre 2021.

- 1) **CENTRAL REGISTRY CLEARANCE:** Any person 18 years of age or older shall complete the Michigan Department of Health and Human Services Central Registry Clearance form and pass the background check to participate in the Youtheatre Program. Michigan's Central Registry is mandated by the Child Protection Law and contains a listing of individuals who are verified to have committed child abuse or neglect. This policy applies to all adults who elect to participate in the Youtheatre Program regardless of prior clearances or screenings that the individual possesses. The clearance is valid for one year and must be renewed each year to continue in the Youtheatre Program.
- 2) **DROP OFF:** Students shall only be dropped off at the tent located in the side parking lot, off Columbus Avenue. A responsible adult must physically walk participants to the tent to sign in. No student will be permitted to leave the parking lots and cross the street without an adult. Student Directors over the age of 16 are permitted to drive themselves and check-in without a parent present with prior approval from parents and Youtheatre leadership.
- 3) **PARKING:** Parking is available on the street or across the street in the city parking lot. Our parking lots will be blocked off to accommodate the program.
- 4) **CHECK-IN:** Two adult leaders will be stationed at the white check-in tent. Please review the two COVID-19 screening questions on the sign and check-in form. If you can answer "Yes" to both questions, proceed to sign-in the child for the date of the session in the sign-in column. The adult leader will check the child's temperature while you are signing in. Student directors over the age of 16 can sign in themselves and answer the COVID-19 screening questions with prior approval from parents and Youtheatre leadership. You will be asked to return home if the participant has a temperature above 100.4 degrees Fahrenheit. Please see sick policy for more information. The adult leaders shall be posted at the check-in tent 15 minutes prior to the start of each session and remain at the tent 15 minutes after the commencement of each session. Volunteers and adult leaders must also sign-in and complete the COVID-19 screening questions.
- 5) **PICK UP:** Students shall only be picked up at the tent located in the side parking lot off Columbus Ave. Parking is available on the streets and in the city parking lot. A responsible adult must walk up to the tent and sign the student out. Please sign next to the date of the session in the sign-out column. To ensure safety and a smooth transition between sessions,

students are no longer permitted to be picked up at the front door on Columbus Avenue. Students will be released only to parents, guardians, or a designated responsible person listed on the Sign-in/Check-out Form. Please notify an adult leader if you need to add a caregiver to the list after registration. The person picking up must be over the age of 18. The adult leader may request photo identification. Student directors over the age of 16 are permitted to check themselves out with prior approval from parents and Youtheatre leadership.

- 6) **LEAVING THE PARKING LOT:** Students are not permitted to leave the parking lot after check-in without the notice and permission of an adult leader and parent, guardian, or a designated responsible person. This includes trips to 7-11.
- 7) **CELL PHONE CONTACT:** Parents, guardians, or a designated responsible person shall be provided with the cell phone number of the adult leader for each respective session in order to maintain contact in the event of emergencies, late drop-off/pick-up, etc.
- 8) **TOOLS/EQUIPEMENT/SUPPLIES:** Students are to refrain from using dangerous tools, equipment, or supplies. Any use of tools, paint, supplies, etc. is to be supervised by an adult program leader and used in a manner that will not cause damage to Bay City Players' property (including the parking lot areas) or cause injury to others.
- 9) **FOOD/DRINK:** Due to increased allergy prevalence, all Youtheatre programs shall be nut-free. Students may not bring food or beverages, other than water, into the building or parking lots. If food consumption is required for medical reasons, the student must obtain prior approval from Youtheatre staff. Packed lunches are permitted for final dress rehearsals.
- 10) **FOOTWEAR:** Students are to wear appropriate footwear during Youtheatre Programs to ensure safety while on stage. No bare feet or flip flops will be permitted. Closed toe shoes are highly recommended.
- 11) **FIRST AID:** The Youtheatre Program will be supplied with its own first aid kit to be stored at a location designated by Youtheatre Program leaders.
- 12) **COMMUNICATION:** Communications will be delivered via email and Facebook group posts. Please add [info@baycityplayers.com](mailto:info@baycityplayers.com) to your address book to prevent our emails from going to the SPAM folder. Bay City Players admin will call you if your child has been exposed to a confirmed COVID-19 case.
- 13) **FACE COVERINGS:** Face Coverings are required at all times with an exception to briefly remove for drinking water and eating during final dress rehearsals. Disposable face coverings are available for purchase for \$0.50. Parent, legal guardian, or responsible adults are required to wear face coverings during pick-up and drop-off.
- 14) **SOCIAL DISTANCING:** All participants, directors, volunteers, and leaders must maintain 6-foot social distancing at all times.
- 15) **SUPPLIES:** Please provide the following supplies for each student and have them bring them and take them home each session:
  1. Face covering

2. Bottled water (Drinking Fountains are closed)
3. Lawn chair or blanket
4. Requested props and costumes

Please contact Youtheatre leadership if you need assistance providing the supplies. Bay City Players is not responsible for the loss or theft of these items and will not store the items.

- 16) **WEATHER:** Youtheatre 2021 schedule is subject to change based on weather conditions. Youtheatre rehearsals will be cancelled if there is a high likelihood of rain during the scheduled time. Weather cancellations will be communicated via email, Facebook group post, and group text messages. Performance day will be rescheduled if rain is likely and a new date will be communicated via email and Facebook group post.
- 17) **SICK POLICY:** Youtheatre participants with fevers above 100.4 ° F are required to stay home until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
- 18) **COVID-19 PROBABLE POSITIVE CASE RESPONSE**
  1. Please keep the student home if they have been exposed to a probable or positive COVID-19 case.
  2. If a participant or volunteer is confirmed to have COVID-19, we will immediately pause the program to allow time for the health department to conduct contact tracing, quarantine appropriate parties, and to properly sanitize common areas.
  3. We will immediately inform anyone possibly exposed by phone and email. The infected person's name will not be mentioned, but the confirmation of COVID will be revealed.
  4. Bay City Players will follow all applicable federal, state, and local laws and regulations on confidentiality.
  5. The local health department will be consulted to assist in notifying patrons that were exposed.
  6. Bay City Players does not require a note from a healthcare provider for participants who are ill to validate their illness or return to Youtheatre.