



**Policies and Protocols**  
***Spring 2021***  
**COVID-19 Liability and Release in the Event of In-Person**  
**Instruction or Performance**

In consideration of being allowed to participate in Haven Academy of the Arts and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist.
2. I willingly agree to comply with the stated and customary terms and conditions for participation in regards to protection against infectious diseases. If, however, I observe any unusual or significant hazard during my child's presence or participation, I will remove my child from participation and bring such to the attention of Haven Academy of the Arts staff.

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The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

Haven Academy of the Arts cannot prevent you or your child from becoming exposed to, contracting, or spreading COVID-19 while participating in its programming. It is not possible to prevent against the presence of the disease. Therefore, if you or your child choose to participate in Haven Academy of the Arts programming, you may be exposing yourself/your child to and/or increasing your risk of contracting or spreading COVID-19.

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\_\_\_ I understand that Haven Academy of the Arts has taken all customary and economically reasonable safety and business measures to mitigate and create a safe environment for my participation in its programming. As anywhere I or my child would be present outside of my home, I understand the risks involved in on-site participation as it relates to possible exposure to COVID-19.

\_\_\_ I agree I and my child will follow all social distancing practices of staying 6-feet away from anyone I or my child encounters at in-person rehearsal sites or performance sites, as well as 10-feet away while singing, and abide by the guidelines of wearing a face covering in all common spaces or be subject to removal from the program.

\_\_\_ I understand that if I see someone not abiding by the protocols and safety measures put in place, I will say something either directly to them or report it to Haven staff immediately.

\_\_\_ I acknowledge that EACH day my child participates in the program they are symptom free of the following list of symptoms related to COVID-19 as defined by the CDC: fever, chills, cough, shortness of breath, recent loss of taste or smell, headaches, muscle pain or sore throat.



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\_\_\_ I also acknowledge that Haven Academy of the Arts may ask my child to leave the program at any time should a Haven Academy of the Arts representative notice, or be advised of by another program participant, any of these symptoms, and ask my child to return home.

\_\_\_ I also acknowledge that should my child become symptomatic while in the program, I will notify Haven staff immediately and self-quarantine. Exposed participants may need to leave the program and self-quarantine depending on state and/or local or CDC guidelines.

\_\_\_ I also understand Haven Academy of the Arts' obligations to report any known cases of COVID-19 to other program participants, staff, partner programs who may be at risk or exposure. Information on specific identify of the individual will be kept confidential and shared only on a need-to-know basis and Haven Academy of the Arts will only share information about when the participant was potentially exposed.

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- If my child develops symptoms of illness such as fever, cough, or shortness of breath, I agree that I will keep my child home and notify Haven Academy of the Arts as far in advance as possible.
  - I am aware that my child and I must follow the safety and hygiene protocols that have been implemented by Haven Academy of the Arts and that are posted in the following document for my review.
  - I agree that at the time of in-person instruction, I will not send my child to rehearsal if:  
My child has traveled internationally in the past 14 days  
I believe that my child has been exposed to a person with a confirmed or suspected case of COVID-19  
My child has been diagnosed with COVID-19 and not yet cleared as noncontagious by state or local public health authorities

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I acknowledge that I have carefully read this document and understand the information therein. I agree to each and all of the terms and acknowledgments above and agree to participate in Haven Academy of the Arts programming.

X \_\_\_\_\_  
(Parent Signature)

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of myself or my child contracting COVID-19 in order to participate. These services are of such value to me that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in Haven Academy of the Arts programming. rather than arranging for an alternative method of participating in the program virtually (e.g., video conference).

X \_\_\_\_\_  
(Parent Signature)



## Policies and Protocols Spring 2021 Keeping Haven Safe: COVID-19 In-Person Protocols Commitment

Haven Academy of the Arts is closely following the Los Angeles County and CDC guidelines. Please take a moment to read our new COVID-19 policies. All policies exist for the safety of our students and staff.

### Parents and Students

- The determination for in-person vs. virtual rehearsals/performances is entirely dependent upon government regulations, and health factors of cast members involved. Haven Staff is not responsible for government regulations limiting in-person instruction. We respectfully request our participating Haven families be flexible in understanding that all or some rehearsals may transition to virtual at any time.
- Haven's physical offices will remain closed until further notice, as our administrative staff continues to work virtually. Please contact staff members via email. While we will periodically be present in the office for tasks such as checking mail, we will not be accepting any in-person visits or meetings with students and parents. Should you need to meet with a Haven staff member, please contact via email to set up a virtual meeting.
- **Parents are *required* to keep their child home from in-person rehearsal if they exhibit any of the following:** fever, cough, sore throat, nausea, or vomiting. This is a no tolerance policy. Please help us keep our casts and staff safe and healthy!

### Parents

- Only students are permitted at rehearsals – absolutely no parents, visitors or siblings.
- Student drop-off is at the front of the rehearsal site, outside; please be on time.
- Payments for tuition and any additional transactions must be done on-line. If paying by check, please mail to Haven Academy of the Arts 343 Coral Circle, El Segundo, CA 90245
- End of rehearsal is **very important**; you **must be on time** to pick up your child. You will meet your child at the front of the rehearsal site, outside.
- Please set an example for our cast members and social distance from other families at drop-off and pick-up.
- **COVID Protocol:** Should my child or anyone in my family test positive for COVID-19 or be in direct contact with someone who has tested positive for COVID-19, I commit to informing Haven staff and keeping my child home from in-person rehearsals for 14 days, as is recommended by the CDC guidelines. I am aware that Haven Academy of the Arts will maintain appropriate student privacy.
- **COVID Performance Testing Protocol:** This Spring, our goal– government permitting– is to allow our students to film their performance on the OCF stage without a mask, which audiences will watch from the safety of their homes. If we are able to record in person and testing improves, students will be required to take a COVID-19 test prior to the filming as a safety measure for staff and students, and will not be able to perform without a negative COVID-19 test. If there is any expense involved with the test, the family of the student is responsible for the cost.

Parents, please go over the list of instructions and make sure you and your children understand how important these rules are. Anyone not able or willing to follow Haven's COVID policies will be removed from the production and/or class with no refund offered.



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**Protocols Commitment Cont.**

**Students**

- Follow all directions from teachers and staff.
- Before admittance, see the staff member on duty to have temperature taken and be given hand sanitizer.
- Maintain social distancing by standing on markers and remaining 6 feet apart.
- **Everyone must wear a mask AT ALL TIMES.**
- Bring your own water bottle as water fountains are not available.
- Please do not bring backpacks, bags, or additional personal items. Scripts, pencils, cell phone, and water bottle only.
- Arrive ready to rehearse – there will be no place to change into rehearsal attire, and bathrooms are to be used for biological needs only
- Keep hands to yourselves: no hugging, high fives, etc. (We know this will be difficult!)
- Students are not permitted at the rehearsal site before or after rehearsal. Please arrive and leave promptly.
- Check your schedule! If you have a break in your rehearsal call times, you will have to leave and come back for your next call.
- Instructors are unable to lend items to students (pens, scripts, etc.)
- No snacks or food at rehearsal. Water bottles only.
- Hold onto your stuff! Our Lost and Found is closed, so anything left behind will be thrown away at end of each day (even if you have your name on it!).

\_\_\_ **As a parent, I have read and understand Haven’s In-Person Instruction COVID-19 Policies**

\_\_\_ **As a parent, I have read and understand Haven’s COVID-19 Testing Policies for Performances.**

\_\_\_ **Should my child or anyone in my family test positive for COVID-19 or be in direct contact with someone who has tested positive for COVID-19, I commit to informing Haven staff and keeping my child home from in-person rehearsals for 14 days, as is recommended by the CDC guidelines. I am aware that Haven Academy of the Arts will maintain appropriate student privacy.**

X \_\_\_\_\_  
(Parent Signature)

**As a cast member, I have read and understood Haven’s In-Person Instruction COVID-19 Policies**

X \_\_\_\_\_  
(Cast Member Signature)