

# IN-PERSON PROCEDURES



The safety and well-being of our young actors is our main priority.

We cannot wait to have you join us for a wonderful class experience BUT we must work together to safely have fun together. To do that responsibly, all staff, students, and families must follow all health and safety guidelines.

As both our industry and local county guidelines begin to open up, we at Book From Tape have – with great care – been continuing our shift from 100% virtual offerings into safe in-person taping, coaching, and coursework. All staff interacting with students in in-person course instruction have been fully vaccinated & have been trained in Covid-safe protocols at the studio. We are maintaining limited social contact by limiting any audition taping/coaching during the time of in-person camps or classes, as to limit the circle of social interaction outside of the students and parents.

We are aware that daily cases of Covid-19 can shift at any time, and we are prepared to amend any of our operations back to virtual, should that be required.

Thank you so much for your continued flexibility and understanding during this time.



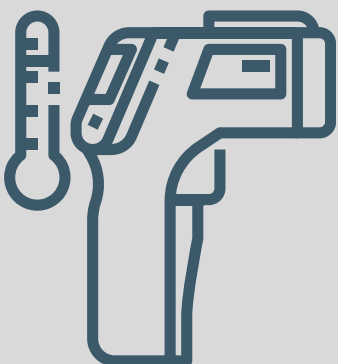
# CAMP PROCEDURES



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## **MASKS REQUIRED**

Masks shall be worn at all times by actors, staff, and visitors.



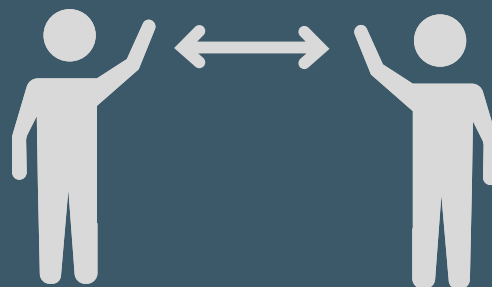
## **TEMPERATURE CHECKS**

At check-in, and hourly throughout the day.

Temps of 100.4 or more will not be admitted.

## **SOCIAL DISTANCING**

Even in this dynamic environment, classes are built to allow for personal space.



# PROCEDURES



## FACE MASKS REQUIRED AT ALL TIMES.

Face masks may only be removed briefly while actively eating or drinking. All face masks must:

- Have two or more layers of washable, breathable fabric
- Completely cover your nose and mouth
- Fit snugly against the sides of your face and not have gaps

Based on guidance from the CDC, neck gaiters, open-chin triangle bandanas, and face masks containing valves, mesh material or holes of any kind are not acceptable face masks.

Please be advised that the use of face masks is not a substitute for social distancing.

## WHAT TO EXPECT UPON ARRIVAL.

Every day at check-in, we will require parents/guardians to answer a [Health Assessment Questionnaire](#), confirming your student is currently feeling well & symptom free. [Consult Center for Disease Control and Prevention \(CDC\) resources](#) to determine if your child or anyone they have come in contact with is showing symptoms of an acute respiratory illness consistent with COVID-19.

- These symptoms include a fever (100.4° F or greater), coughing, and shortness of breath.
- If these symptoms are present, refer to CDC guidelines for COVID-19 testing, and contact Book From Tape for assistance with next steps before your class experience.
- Temperature checks by a contactless infrared thermometer will be required.
- Students with temperatures of 100.4 or greater will not be admitted.
- Students with coughing, or shortness of breath symptoms will not be admitted.
- Students will use hand sanitizer at the start of class.

## WHAT TO EXPECT AT THE STUDIO.

For everyone's safety, we've implemented the following procedures by our staff and studio space:

- All instructors have been fully vaccinated.
- Classes are at limited capacity, capping at 8 students.
- Studio space will have limited use during class/Camp instructional time. Meaning: no additional audition taping will happen as to limit social content with any non-BFT staff.
- Personal belongings and work spaces are socially distanced. Students will not be allowed to touch any belongings that aren't theirs.
- Additional hand sanitizer stations and disinfectant wipes are available to staff and students to maintain a sanitized environment throughout the day.
- CDC and EPA recommended disinfectant and cleaning products to clean high touch surfaces frequently throughout the day.
- Should a student feel ill during the day, they are provided a space away from fellow students to wait until they can be picked up.

# 100 % COMPLIANCE



All students and their families must comply with Book From Tape's health and safety protocols. Individuals that do not follow health and safety protocols will not be permitted to attend in-person classes. Book From Tape continues to monitor updates related to COVID-19 and will inform you of any changes.

If you have any additional questions or concerns, please reach out to us at [Clare@BookFromTape.com](mailto:Clare@BookFromTape.com).

