

BECKMEN YOLA CENTER | COVID-19 PROTOCOLS

Welcome

It is our primary goal to welcome our Students and Staff to the Beckmen YOLA Center (“BYC”) following the Health Order, issued by the Los Angeles County Department of Public Health (“DPH”) on August 23, 2021, and revised COVID-19 Prevention Emergency Temporary Standards issued by Cal/OSHA on June 17, 2021. In putting together these protocols, we consulted with Kaiser Permanente and protocols for Los Angeles Unified School District and Inglewood Unified School District. We will update these protocols from time to time as guidance and recommendations evolve.

COVID-19 Vaccination is the First Line of Defense

Achieving a high vaccination rate at BYC is the first and best way to lower the risk of infection and transmission in our YOLA program, greatly decrease risk of severe illness, hospitalization and death in those who are fully vaccinated, and provide an additional layer of protection for those who are not currently eligible for vaccination (e.g. all children younger than 12 years of age). For this reason, in addition to all requirements and recommendations written in this protocol, the LA Phil has adopted policies to normalize, promote and facilitate COVID-19 vaccination for all eligible Students and Staff at BYC. In accordance with the LA Phil’s Vaccination Policy and these protocols, the LA Phil requires all Staff at the BYC to show proof of full vaccination, unless approved for a disability or religious exemption, and be tested at least once a week.

The LA Phil is requiring all Students who are eligible for the COVID-19 vaccination to be fully vaccinated by Monday, January 10, 2022, unless approved for a disability or religious exemption. Proof of vaccination must be uploaded to School Pass.

All Students who are 12 years of age and older must receive their first vaccine dose by no later than November 21, 2021 and their second dose by no later than December 19, 2021. All other Students must receive their first vaccine dose by no later than 30 days after their 12th birthday, and their second dose by no later than 8 weeks after their 12th birthday.

Parent and Students that have questions or concerns regarding the vaccine are encouraged to consult with DPH resources on COVID-19 vaccines and clinics listed [here](#).

The term “Staff” is used in these protocols to refer to individuals who work at the BYC in any capacity associated with teaching, coaching, Student support, or personal assistance to individual Students, facility cleaning or maintenance, administration or any other activity required for the BYC to function. “Staff” may include individuals who are paid directly by LA Phil, paid by entities acting as contractors to the BYC, paid by outside entities in collaboration with the BYC to serve Students, paid by third parties to provide individual services, or unpaid volunteers acting under LA Phil’s direction to carry out essential functions. The term “Parents” is used in these protocols to refer to any persons serving as caregivers or guardians to Students.

A. BYC POLICIES AND PRACTICES TO PROTECT STAFF AND STUDENTS

The BYC has a COVID-19 Containment, Response and Control Plan for a comprehensive approach to preventing and containing the spread of COVID-19. We have a designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that Staff and Students receive education about COVID-19. The team is as follows:

- Elsje Kibler-Vermaas, Vice President, Learning
- Camille Delaney-McNeil, Director, Beckmen YOLA Center
- Julie Hernandez, Facilities Manager, Beckmen YOLA Center
- Emanuel Maxwell, Chief Talent & Equity Officer
- Mona Patel, General Counsel; designated liaison to DPH
- Aly Zacharias, Staff Attorney

All Staff and Students have been advised not to come to BYC if they are sick or have been exposed to an individual who has COVID-19. Staff have been provided information regarding LA Phil or government sponsored leave benefits, including their right to be paid sick leave as guaranteed by the 2021 COVID-19 Supplemental Paid Sick Leave Law.

Staff and Student screenings will be conducted before they may enter the BYC. Entry screenings will include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the individual is currently under isolation or quarantine orders. Temperature checks will also be taken. These screenings may be done in-person upon arrival or remotely via SchoolPass digital application.

Upon being informed that someone tests positive for, or has symptoms consistent with COVID-19, we will do the following:

- If it's a Student, isolate the case under the supervision of the EMT or Staff until the Parent can pick up the Students. We will provide fact sheets and other information
- Send the sick individual home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, we will call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.
- The individual will not be allowed to return until their fever has resolved for at least three (3) full days and their respiratory symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
- An individual that tests positive for the SARS-CoV-2 virus but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.
- We will consider alternative work options to work remotely if the individual can do so.
- Perform a cleaning and disinfection of all areas touched by the ill or infected individual.
- Identify any others that had close contact with the ill or infected individual. The name of the ill employee must not be disclosed, and medical privacy must be maintained. A "close contact" is any of the following people who were exposed to an "infected individual" while they were infectious:

- a. An individual who was within 6 feet of the infected person for more than 15 minutes
- b. An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

"An infected individual is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

All potentially exposed Staff with a close contact will have access to COVID-19 testing at no cost and during work hours. COVID-19 cases and exposed Staff may not enter BYC until they are no longer an infection risk.

If we have three (3) or more cases of COVID-19 within the BYC within a span of 14 days, we must report this cluster to the DPH at (888) 397-3993 or (213) 240-7821, and assist DPH in the investigation and take steps required by DPH to control the outbreak.

If the BYC has a full or partial closure of in-person instruction due to an outbreak at the BYC or in the community, we will resume remote instruction.

For more information, see the **Reopening Protocols – Appendix T-1**, attached as Exhibit A and **BYC Exposure Management Plan – Appendix T-2**, consistent with DPH guidance, attached as Exhibit B which are both incorporated herein to the protocols.

Testing

Regardless of vaccination status, all Staff and Students must get weekly testing and upload a negative PCR test to the designated portal prior to participation in each week's program activities. Test results will be kept private and remain confidential.

Masking

Masking is required to anyone entering the BYC or transports (buses), regardless of COVID-19 vaccination status:

- Students and Staff who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. Upon request, Staff may request a KN95 or N95 mask from Human Resources. The mask must be worn at all times during the workday when indoors and is in contact or likely to come into contact with others. Students and Staff who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
- Students and Staff who are exempt from wearing a mask while indoors, may be subject to testing twice a week in times of high rates of community transmission.



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- All Staff must wear a face mask at all times when indoors, except: when working alone in private offices with closed doors; when they are the only individual present in a larger open workspace for multiple Staff members; or when eating or drinking in a designated space.
- For the most updated LACDPH guidance and information on masking, refer to the COVID-19 Masks page [here](#).
- An N95 mask will be provided to EMT and Staff members who may care for sick Students or who has close contact with any Student with a medical condition that precludes the Student's use of a mask.
- Alternative protective strategies may be adopted to accommodate Students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. Students who present appropriate documentation demonstrating a disability or condition that does not allow them to safely wear a mask should wear a face shield with drape at the bottom if their condition allows it. Students with documented conditions that do not accommodate the face shield and drape may request a reasonable accommodation from the LA Phil.
- Staff are instructed to wash or replace their masks daily and Parents are instructed to ensure that Students have clean masks.
- To ensure that masks are worn consistently and correctly, Staff are discouraged from eating or drinking except during their breaks in designated areas when they are able to safely remove their masks and increase their physical distance from others. Eating or drinking outdoors is best but eating or drinking at a cubicle or workstation indoors is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between Staff.
- All Staff, Students, on-site contractors, vendors, and delivery personnel have been provided instructions regarding required use of masks when around others indoors.
- The drinking fountains will be closed. Please bring a water bottle.
- High touch areas and break rooms, restrooms, classrooms, and other common areas used or visited by Staff are cleaned once per day during periods of operation but may be done more frequently.
 - Break rooms
 - Restrooms
 - Classrooms
 - Counseling and other Student support areas
 - Front office
 - Other offices
 - Concert Hall
- Hand sanitizer effective against COVID-19 be made available to all employees in:
 - Building entrance/s, exit/s
 - Front office
 - Stairway entrances
 - Elevator entry
 - Classrooms
 - Staff breakroom
 - Faculty offices

- Staff and Students will be offered frequent opportunities to wash their hands with soap and water.
- Copies of these protocols have been distributed to all Staff, Students and their Parents.

Visitor Policy: Family Members and Siblings

At this time, the following policy is being adopted regarding Family Members and Siblings of “enrolled” Students:

1. Family members and siblings are not allowed in the building except under the following circumstances*:
 - a. Special Performances – to attend special performances, ALL family members/siblings must be fully vaccinated and wear a mask at all times
 - b. Drop off/Dismissal Procedures – family members may not come inside the building to pick up or drop off a Student. Students will be escorted to their designated family member for all dismissals
2. Other Visitors
 - a. Any other visitors of the BYC will be required to be fully vaccinated and masked at all times

*Note: This policy will be re-examined as data regarding the number of COVID-19 cases, vaccination and infection rates meet a threshold that allows for a more inclusive policy. This will be largely informed by the Los Angeles County Department of Public Health and other critical governmental agencies and organizations.

Event Classification and Definition

There are two modes that the BYC will operate under:

1. Event Mode – this pertains to any engagement, performance or event that does not involve Students
 - All audience members, guest artists, and any parties age 12 and up will be required to be fully vaccinated
 - All artists, support teams, Staff, crew, and vendors will be required to be fully vaccinated. This policy will only be limited as required by law. Artists, support teams, Staff, crew, and vendors will receive an email from the LA Phil to initiate a secure transmission of vaccination proof and proof of vaccination which must be sent back to Association at least [one] week prior to an event or engagement. Association is able to accept photos of vaccination cards or digital proof of vaccination. If Association does not receive proof of full vaccination at least [one] week prior to the event or engagement, artists, support teams, Staff, crew, and vendors will not be permitted to attend or provide service and the LA Phil will have no further obligations or liabilities in connection with the ability to attend the event or engagement.
 - For audience members/families of Students: proof of full vaccination will be required for everyone attending events at BYC. If an attendee will not be fully vaccinated by the date of their first visit, they will be unable to attend any event or engagement at the BYC.



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- Masks are required at all times regardless of COVID-19 vaccination status unless eating or drinking in designated areas.
 - Any performances should follow the LADPH's Best Practices for Large Events [here](#).
2. **Learning Mode** – this pertains to any engagement, performance or event that involves Students and is intended to involve family members
- All Staff will be required to be fully vaccinated
 - Family members of Students must be fully vaccinated
 - All audience members for presentations that do NOT involve family members of Students will require full vaccination
 - All vendors, teams, crew, and other personnel are required to be fully vaccinated
 - Masks are required indoors at all times regardless of COVID-19 vaccination status

Standard Operating Procedures – Daily Programming

As a part of daily programming for YOLA at Inglewood, Cross-Site collaborations, and other learning programs, the BYC will adopt these standard operating procedures for health and safety protocols related to COVID-19:

1. COVID Monitoring/EMT
 - a. There will be a designated COVID-19 monitor/EMT for all programming and events at the BYC which will include the oversight of:
 - i. Masking
 - ii. Temperature and Symptom CheckingBefore entering any event or participating in any program, Students, family members and audiences will have to abide by the COVID-19 monitoring system and check-in procedures as set forth above
2. COVID-19 Monitoring for Daily Program
 - a. The BYC will be utilizing an electronic visitor management system that also performs daily health screens. Parents/Guardians will be required to answer health screening questions prior to their Students participating in daily program.
 - i. Specific instructions for completing the health screens will be given to families during program orientation sessions
 - ii. Temperatures will be taken daily as a part of check-in procedures
 - b. Families will need to submit every day by 2:00pm the required screening questions for enrolled Students participating in any form of program
 - c. **Every week by Sunday evening 9pm**, families will need to submit negative COVID PCR tests for vaccinated and unvaccinated Students through January 10, 2022. After January 10, 2022, all enrolled Students will be required to be fully vaccinated to participate in programming barring Students age 12 and under who still may not be eligible for the vaccine.

- i. For LAUSD or IUSD Students, these can be the same negative test results that are submitted to the BYC district to attend classes
 - ii. Reminders will be sent out each week to submit a negative PCR test result for program attendance. The PCR test must be performed weekly.
 - iii. Students/families who do not submit their weekly negative PCR test will not be allowed to attend program until a negative PCR test is obtained and presented
 - d. Should Association be able to provide weekly testing on site for all Students and Staff, results will be automatically uploaded to their private portal and profile and will not require Sunday evening submissions
 - e. Distancing and Cohort Groups
 - i. Students will be grouped into cohorts for all programming to facilitate proper contact tracing and health monitoring
 - 1. These cohorts will move together as a unit through programming including transitions, rehearsals, lessons and dismissals
 - ii. 3 feet distancing will be kept at all times for enrolled Students participating in programming
 - 1. A distance of 6-8 feet will be maintained for any time food and beverages are served
 - iii. Any activity that requires Students to remove their face masks (e.g., playing wind instruments) may only be done as a group if the activity is held outdoors. Students may practice such activities alone indoors in a studio or practice room when the door closed.
 - iv. Limit the exchange or sharing of any instruments, parts, music sheets or any other items.
 - v. Any activity that requires participants to remove their face masks (e.g., playing wind instruments) may only be done as a group if the activity is held outdoors. We will use bell covers for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.
 - f. PPE
 - i. Students will be required to be masked during the entirety of programming except for active eating and drinking at designated times and in designated areas
 - ii. Masks should be at least two layers and worn over the nose and mouth and under the chin

B. MEASURES TO ALLOW FOR RECOMMENDED PHYSICAL DISTANCING AND REDUCE CROWDING BY STAFF, STUDENTS AND VISITORS

- Maximum number of individuals permitted in BYC is 300.



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- Masks are required at all times on BYC buses and vans.
- Students will be socially distanced, if possible, in buses and vans.
- We have implemented measures that make it easier for Parents to drive Students to the BYC, such as availability of early opening with Staff presence, expanded short-term parking at BYCs, and presence of Staff at drop-off areas to assure safe movement of Students from drop-off to BYC entry.
- Parents have been engaged in working with Staff to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of masks.
- Schedules are adjusted to avoid crowding in common spaces and when possible, allow single classrooms or small groups to move through common spaces (such as hallways and bathrooms) at a given time.
- Staff are deployed in hallways to promote physical distancing and reduce loitering and crowding as Students enter and proceed to classrooms.
- Elevator capacity, if applicable, is limited to reduce crowding. All riders are required to wear masks.
- The following measures may be implemented to avoid crowding on stairways:
 - Designation of up and down stairways
 - Staggering of breaks between classes
 - Monitoring of stairways by Staff
- Students will be assigned to stable groups, in which Staff and Students stay together for as many activities as possible and avoid inter-mingling with people outside of their group in the setting, throughout the program.
- The classrooms are set up to allow for physical distancing within classrooms when possible without interfering with essential operations, including:
 - Classroom furniture is set up to maximize distance between Students and between Students and teachers.
 - Maintain an increased distance as much as possible during times when Students or Staff are not masked (e.g., due to eating or drinking).
- Students will be offered access to locker rooms only when Staff supervision is possible. Staggering locker room access.
 - Creating alternative options for storage of Student clothing, books, and other items.
- There will be physical distancing during snacks when Students will be unmasked, including:
 - Snacks are eaten in classrooms or outdoors, without mingling of stable groups from different classrooms.
 - Staff are deployed during snacks to maintain distancing and prevent mixing of Students from different stable groups.

C. MEASURES THAT ENSURE INFECTION CONTROL

Symptom screening will be conducted before Students, visitors and Staff enter the BYC. Screening should include a check-in concerning symptoms consistent with possible COVID-19 and any other



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symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or in person upon arrival). A temperature check with a no-touch thermometer at entry can be included as part of the screening, if feasible, especially for visitors who may not be part of a systematic at-home screening process.

Students, Staff, and visitors who screen positive at entry or who report symptoms at any point during the BYC day should be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the BYC according to DPH guidance on Symptom and Exposure Screening Pathways at Educational Institutions. Students who screen positive are given an N95 mask and accompanied to a pre-selected isolation space where they can remain, under supervision, while a determination is made on exclusion and arrangements are made for their return home, where indicated.

Per the DPH Symptom and Exposure Screening Pathways, Students, Staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain, under supervision, until arrangements are made for their return home. This space is apart from the one set aside for symptomatic Students. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order.

Screening of adults and of middle and high school age Students will include a question about close contact with anyone at home, BYC or elsewhere in the past 10 days who has tested positive for COVID-19. Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the BYC, return home to initiate self-quarantine, and get testing for COVID-19. Any middle or high school Student who is screened for exposure and reports close contact with an infected person is provided with an N95 mask and accompanied to a predetermined space in the BYC, under supervision, while arrangements are made for them to be picked up by Parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.

Visitors will be registered in a visitor log that includes a visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor Students) their information should also be captured in the visitor log.

Movement of visitors within the BYC will be limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible, in order to reduce unnecessary interaction with any stable learning groups.

Visitors arriving at the BYC will be reminded to wear a face mask at all times while inside the BYC. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of Staff and other visitors, a face mask will be made available to visitors who arrive without them.

We have implemented measures to promote optimal ventilation in the BYC, including:

- Movement of classroom learning, meals, and activities to outdoor space is maximized whenever feasible and weather permitting.
- The BYC HVAC system is in good, working order. Prior to BYC reopening, consider having the HVAC system evaluated by an appropriate engineer familiar with the Guidance for Reopening BYCs as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE).
- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- Doors and windows are kept open during the day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
- Air filters have been upgraded to a higher efficiency (MERV-13 or higher rating is preferred).
- Other:

We have implemented measures to promote appropriate cleaning of space, surfaces, and objects throughout the BYC, including:

- A cleaning schedule have been established in order to avoid both under-and over- use of cleaning products.
- Buses are thoroughly cleaned daily and disinfected after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route.
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are cleaned at least daily and more frequently as resources allow using appropriate products (see below). Where individualized alternatives are not feasible, some equipment may have to be used by multiple Students, objects and surfaces are sanitized between users.
- Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N”) are used according to product instructions. Custodial and other Staff responsible for cleaning and disinfecting BYC surfaces and objects are trained on manufacturer’s directions, Cal/OSHA requirements for safe use and as required by the Healthy BYCs Act, as applicable.
- Custodial Staff and other Staff responsible for cleaning and disinfecting will be equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- All cleaning products are kept out of Student’s reach and stored in a space with restricted access.
- Ventilation will be maximized during cleaning and disinfecting to the extent feasible. Enhanced cleaning and disinfection of BYC premises, when indicated, will be done when



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Students are not at BYC with adequate time to let spaces air out before the start of the day.

- Hand sanitizer will not out in the open and should be used with adult supervision for children under age 9. Staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a Student has consumed hand sanitizer.
- Hand sanitizer, tissues and trash cans are available at or near the entrance of the BYC, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

D. MEASURES THAT COMMUNICATE TO THE COMMUNITY

Information will be sent to Parents and Students prior to the start of BYC concerning BYC policies related to:

- Isolation and quarantine policies as they apply to Students who have symptoms or may have been exposed to COVID-19
- Options for COVID-19 testing if the Student or a family member has symptoms or has been exposed to COVID-19
- Who to contact at the BYC if Student has symptoms or may have been exposed: Elsje Kibler-Vermaas
- How to conduct a symptom check before Student leaves home
- Required use of masks
- Importance of Student compliance with any physical distancing and infection control policies in place
- Changes in academic and extracurricular programming in order to avert risk
- BYC policies concerning Parent visits to BYC and advisability of contacting the BYC remotely
- Importance of providing the BYC with up-to-date emergency contact information including multiple Parent contact options

A copy of these protocols is posted at all public entrances to the BYC and uploaded to a public facing page on the BYC. Signage has been posted throughout the BYC reminding Staff and Students of policies concerning use of face masks and importance of hand washing. Signage is posted at each public entrance of the BYC informing visitors that they should not enter the facility if they have symptoms of COVID-19.

The BYC has a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases. You can visit the BYC website for clear, up-to-date information about building hours, visitation policies, changes in programming, and requirements concerning use of masks, physical distancing, and hand washing.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

A Spanish language version of these protocols and supporting materials is available.



You may contact the following person in case of infection or exposure as well as any questions or comments about this protocol:

Contact Name: Elsje Kibler-Vermaas, Vice President, Learning

Email: ekiblervermaas@laphil.org

Phone Number: 213-972-7000

Date Last Revised: September 17, 2021