I. Purpose

Wide Angle Youth Media ("WAYM") is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, WAYM has adopted this policy to help protect the well-being of staff, students, and the WAYM community. In sharing the task of managing the risk of infection from COVID-19, each of us must act to protect others, including students, many of whom are too young to be vaccinated. For the safety and well-being of everyone around you, we expect you to familiarize yourself and comply with the safety measures and protocols described in this policy. WAYM will continue to observe guidance from the Centers for Disease Control ("CDC") and follow orders and guidance from the State of Maryland, the City of Baltimore, and other applicable authorities, in which case this policy may be updated from time to time.

II. Policy Contact Person

WAYM has initially assigned Keiona Gorham to serve as the primary point of contact with respect to this policy and the safety measures and protocols described herein. All WAYM directors have the authority to stop or alter activities to ensure that all work practices conform to the safety and health requirements applicable to COVID-19. Should you have any questions related to this policy, please contact the Executive Director.

III. Safety and Operating Protocols

1. General Safety Protocols

   (a) Vaccinations. WAYM requires all WAYM employees, interns and other persons acting by or on behalf of WAYM (with the exception of student program participants) to be fully vaccinated (two weeks after your final vaccine dose), including any booster shot if and when recommended, prior to any in-person contact or work for or on behalf of WAYM. As set forth in the COVID-19 Vaccination Policy, (i) any non-vaccinated employee who has been granted an exemption for medical or religious reasons will be given remote work, which may or may not be creative in nature, and (ii) any employee who does not qualify for or has not been granted an exemption and elects to not be fully vaccinated will be permitted to perform remote work only, provided that WAYM does not guarantee that remote work will be available, which may result in a reduction in hours (and compensation) or termination.

   (b) Face Coverings.

   • All persons in the WAYM offices (including, student participants, parents, clients and guests) and WAYM employees and student participants at indoor production sites or other community sites are required to wear a face covering while in the offices or at such indoor production or community site (which shall include any time two or more employees are in a vehicle traveling to and from the production or community site). The only exception for persons in
the WAYM offices is when such person is alone in the office or alone in an enclosed space within the offices.

- All face masks must have two or more layers of washable or disposable, breathable fabric, completely cover the nose and mouth, and fit snugly against the face.
- Wearing a face mask is optional when in outdoor space at the WAYM offices or at an outdoor production site provided distancing of not less than six (6) feet is maintained. If any employee is working one-on-one with a student, face masks must be worn regardless of whether indoors or outdoors.

(c) **Personal Hygiene.**

- All persons should wash hands often with soap and water for at least 20 seconds especially after being in a public or shared space. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid handshakes, hugging, high-fives, or other touches.
- Try to avoid using someone else’s computer, phone, writing instruments, etc. Carry your own pen with you. Use hand sanitizer and wipes often.
- Staff should remind students of personal hygiene practices often.

(d) **Office Use Limitations and Sign-Up Protocol.**

- No more than six (6) persons are permitted in any non-classroom space within the WAYM offices at the same time.
- No more than eight (8) persons are permitted in any classroom space at the same time.
- [Office sign up platform or schedule].
- When working at a production or community site, WAYM employees shall adhere to any occupancy limitations and rules set by such site.

(e) **Lillie May Carroll Jackson Charter School.** With respect to staff working at Lillie May Carroll Jackson Charter School (the “Charter School”) the following provisions shall apply and to the extent the below conflict with any other provision of this policy, the most restrictive provision shall apply with respect to staff working at the Charter School:

- CDC guidelines suggest that schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations, particularly in areas where there is a moderate (5%) to high (equal to or greater than 10%) COVID-19 community transmission over a two week period. Based on such CDC guidance this means that work at the Charter School may be paused if the two-week average at any time moves into such transmission rate. The Charter School will monitor the community transmission rate weekly and will disclose only to the Executive Director and/or the Program Director or any person designated by such individual in writing if the two-week average at any time reaches such community transmission rate.
- WAYM staff at the Charter School will be fully vaccinated and will either participate in pool testing at the Charter School on Monday mornings or
weekly testing at an alternate site while in active service at the Charter School. Test results shall be disclosed to the Executive Director and/or the Program Director or any person designated by such individual in writing and any positive test results may be shared on a need-to-know basis with the Charter School.

- If a WAYM employee actively engaged at the Charter School is exposed to someone in their household who has tested positive and is exhibiting symptoms of COVID-19, such employee shall not report to the Charter School until WAYM has discussed with the Charter School and reached agreement as to whether to such employee shall be permitted to enter the Charter School.
- All persons entering the Charter School as a guest of WAYM shall adhere to the visitor protocol then in effect at the Charter School. For contact tracing purposes, any such visitors must complete the log book that will be maintained at the Charter School.

(f) Daily Symptom Monitoring. If you are experiencing any COVID-19 symptoms (such as fever of 100.4 or above, trouble breathing or shortness of breath, chills, cough, fatigue, headache, new loss of smell or taste, sore throat, congestion or runny nose) you may not enter the WAYM offices, be present at a production or community site and if you are in such place you are to leave immediately.

- Employees who experience symptoms must quarantine consistent with then applicable CDC guidelines or obtain a negative COVID-19 PCR test (rapid test results not acceptable).
- If you are fully vaccinated (two weeks after your final dose) and have had direct contact with someone who has tested positive for COVID-19 or is suspected to have COVID-19, you must wear a mask in indoor settings for 14 days after exposure or until you receive a negative test result and should get tested 3-5 days after such exposure.

(g) Visitors to WAYM Offices. All persons (excluding student participants and delivery persons) entering the WAYM offices for more than 10 minutes must be vaccinated and must be free from COVID-19 symptoms. For contact tracing purposes, you must log the name of the individual, the date of the visit and their contact information (telephone and email) in the log book that will be located at the reception desk in the WAYM offices.

(h) Student Participants. Prior to participating in any in-person WAYM activity (whether at the WAYM office or any production or community site), each student participant (and the parent of such student if a minor) must complete and adhere to the Participant Social Agreement/Assumption of Risk.

(i) Illness Policy; Testing.

- Assess health daily and not physically attend any WAYM in person program and/or access the WAYM offices or any production site if you (i) are experiencing COVID-19 symptoms (such as fever of 100.4 or above, trouble breathing, shortness of breath, cough, loss of smell or taste, fatigue) or other flu-like symptoms, or (ii) have tested positive for COVID-19.
• Depending on the circumstances, WAYM will notify affected people if there is a confirmed case of COVID-19 in the office or at any production site.
• Each employee working in-person at the WAYM offices, on a production site, at the Charter School, or elsewhere in the community shall be required to obtain at least one COVID test on a weekly basis and provide the results of such test to the Program Director. WAYM will provide 1 hour of paid leave for you to obtain each such test. Employees are to work with their manager to schedule appropriate time to obtain such test.

2. **Workspaces and Equipment**

   (a) **Office Cleaning.** The building owner’s cleaning staff will clean the office once a day. If you are working in a common or shared area you are expected to wipe down all surfaces before you leave the area. In particular be cognizant of high touch communal items such a copy machines and wipe down surfaces after each use. In addition, staff using a classroom area is responsible for cleaning the classroom and all computers and equipment in the classroom both prior to and after such use. There will be an adequate supply of wipes in the WAYM office.

   (b) **Equipment.** Production equipment will be shared. WAYM is working to replace all soft or foamy materials on equipment with rubber to make cleaning more viable. Where possible, before you pick up a piece of equipment, you must sanitize your hands and you must wipe down the equipment when done and re-sanitize your hands. Staff should remind students of the cleaning protocol for production equipment often. There will be an adequate supply of sanitizer in the WAYM office and at production sites.

3. **Food and Beverages**

   • Refrigerator and microwave will be available. Please wipe down all contacted surfaces after each use.
   • Student participants will not be permitted to eat in the WAYM offices or at production sites but will be given “grab and go” options when they leave.
   • Employees may eat at their desk, in the kitchen, or outside.
   • No food sharing.

4. **Production**

   (a) **General.** To the extent viable, the policies and procedures set forth shall be adhered to when working at a production site; provided, however to the extent the provisions of this Section 4 conflict with other portions of this policy, the provisions of this Section 4 shall govern with respect to production activities. In addition, all WAYM employees at a production site will adhere to any policies and procedures put in place by the host location and/or client. Any failure to do so will result in the immediate removal of the offending employee from such production site, and may lead to other disciplinary measures. All WAYM employees (excluding student participants) at production sites must be vaccinated and must be free from COVID-19 symptoms; it being expressly acknowledged that clients and other non-WAYM employees at production sites may or may not be fully vaccinated. All persons entering a production site as a guest of WAYM must be vaccinated and must be free from COVID-19 symptoms. For contact tracing purposes, all such persons must complete the log book maintained for such production site.
(b) **Travel.** Only paid staff and interns above the age of 18 who are fully vaccinated may travel to production sites. Persons may carpool to production sites provided that all such persons shall remain masked while in any vehicle traveling to and from the production site and each person should wipe down the area immediately surrounding them in the vehicle when they enter the vehicle and again when they exit the vehicle. There will be no eating within the vehicle by any person and drinking shall be kept to a minimum. To the extent feasible outdoor dining will be utilized while on remote productions sites. If overnight stays are necessary, depending on the comfort level of the staff involved, up to two staff members may share a room.

(c) **Production Equipment.** At production sites, WAYM employees will use and share production equipment on a regular basis. When cleaning and/or sanitizing prior to use is not feasible, employees will continually and generously use hand sanitizer during filming.

(d) **Student Participants.** Students may participate in production activities at outdoor production sites within walking distance of the WAYM offices. Wearing a face mask is optional when in outdoor space provided distancing of not less than six (6) feet is maintained. If any student is working one-on-one with a staff member face masks must be worn.

**IV. Conclusion**

The COVID-19 pandemic has created difficult and uncertain times. The above policy and procedures are intended to promote the safety of the WAYM community and should be taken seriously. If you do not comply with the procedures, you will be asked to leave the WAYM offices or production site, as applicable, and you may be subject to disciplinary action.