

September 29, 2020

Attn: Jeff Clark, Nolan Duece & Dwayne Johnson

Subject: Outside User Rental Request/Proposed Safety Plan

I write to you today on behalf of Juan de Fuca Foundation for the Arts (JFFA) seeking your approval for the filming protocols of Ballet Workshop's (BW) 60 minute adaptation of *"The Nutcracker"*. JFFA is requesting permission to film this adaptation on the PAHS auditorium stage October 30, 31 & November 1, 2020. Additional requested filming dates are November 23 & 24, 2020. The filming process will occur in small groups of five local dancers at a time, with **no audience**. Our filmed version of "The Nutcracker" will then premiere at the Port Townsend Drive-in Theater for our community to safely enjoy Dec 5-6, 2020.

JFFA has successfully partnered with the Ballet Workshop for over five years and is very dedicated to the continuation of this successful collaboration which allows local dance and theater students the opportunity to learn and thrive within the format of a professionally produced ballet. Local filmmaker, Jeffrey Giles of Storyworks Films, will handle the filming and editing of this production and will be using all of his own equipment.

Clallam County Health Department Approval 9/22/2020

"Your plan as described below is permissible based on current state COVID guidance for phase 3 activities. Let me know if you have any questions. Break a leg!" - Jason Hart, Environmental Health Specialist, Clallam County Health and Human Services, 9/22/2020

Email: jhart@co.clallam.wa.us

Permission Requests

After assessing our operational needs at PAHS and obtaining approval for this project from Dr. Allison Unthank, Clallam County Health Officer, we are seeking your permission for the following filming scenarios, for which we have already mitigated risk in our casting/planning:

Oct 30, 31 & Nov 1:

- Hour long blocks with groups of (2-5) students onstage
- Maintaining 6 feet apart, masked at all times
- Only removing masks for 3-minute filming sequences.

- These are local PA kids grouped with (2-5) dancers from the same training class that they attend together on a weekly basis, thereby mitigating risk.
- PAHS cleaning procedures executed between all time blocks.
- (4) students, with double face coverings (cloth masks and full costume headpieces covering their entire head)
- Less than 6 feet apart to film one 5-minute sequence onstage.
- Students will also be grouped only with students who they train with on a weekly basis to mitigate risk.
- Filming (3) isolated female students in a 3-minute classical pas de deux (partner dance) onstage, with one male dancer.
- Masks will only be removed for 3-minute film sequences on stage.
- The 3 casted females already train 5 days per week with the male dancer.
- Parents have given their pre-approval (one of the 3 female dancers is the daughter of Brian Smith, Chief of PA Police).
- Daily blocks filming 2 isolated female students (the lead children in the film). The two students already train together in the same class on a weekly basis and are family friends, mitigating risk.
- Less than 6 feet apart, unmasked only during film sequences.
- Parents have given their pre-approval.

Nov 23-24:

- A maximum of 5 dancers on stage anytime
- (1) masked director (Kate Robbins) maintaining distance giving directions off microphone
- (1) masked cameraman (Jeffrey Giles) 30 feet from stage in the auditorium seating
- (1) masked lighting/sound technician (100 feet away from the stage in a technician booth)
- (1) masked crew member backstage (to oversee sets/backdrops)
- (1) masked faculty backstage (to oversee costumes)
- Total occupancy: max 10 people in the PAHS auditorium per day.

Note: *BW student body and staff (both BW & JFFA) have been carefully following COVID-19 safety and social distancing guidelines. Collectively, they are already accustomed to temperature screening, masking, and sanitization requirements. We are confident in the responsible conduct of our cast and crew.*

Filming Project Safety Plan

JFFA & BW staff are adequately trained in COVID-19 safety and disinfection protocols consistent with recommendations from the CDC. BW will have a designated COVID-19

supervisor for each day of filming and production (Oct. 30-31, Nov. 1 & Nov. 23-24).

Area Usage

Ten (or fewer) persons to occupy a common space at the same time.

Participants will enter through the east side backstage access only and exit through the west side backstage access to direct flow and optimize social distancing.

Requested spaces for use at the PAHS auditorium:

- Stage
- Backstage wings, dressing rooms, restrooms
- Music Room (This will be the screening and holding area for the next participating group to cue up while the auditorium spaces are reset and sanitized between filming groups)
- Audience seating area (ONLY the director, cameraman and light/sound technician will use this area, easily maintaining well over six ft. of distance while masked)

JFFA is not requesting use of the lobby or lobby restrooms. The only bathrooms required are those in the backstage/dressing room areas.

PAHS Auditorium will be closed to all guests and to the public. Parents/chaperones of participating students will **NOT** be permitted inside the PAHS auditorium and will be required to remain outdoors while checking in/checking out their student at the designated entrance and exit stations.

There will never be more than 10 total people in the stage/backstage area, or music room at one time, always properly distanced and masked.

Multiple hand sanitizing stations will be available upon checking, backstage, and in the dressing room area, along with access to the two sinks with hot water and soap in the dressing room restrooms.

Wellness Checks

- JFFA will perform daily wellness checks on all participants prior to their entrance to the PAHS auditorium.
- Wellness checks will include symptom review, temperature checks, and

completion of the **COVID-19 SCREENING FORM-STAFF/VISITORS** provided by Port Angeles School District.

- Participants asked to stay home or sent home if they have come into contact with a positive COVID-19 case and/or exhibit relevant symptoms such as:
 - Muscle aches
 - Headache
 - Loss of smell or taste
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Fever or chills
 - Cough
 - Shortness of breath/difficulty breathing
 - Fatigue

Phase 3 Contingency

JFFA recognizes that this project is fully contingent on Clallam County transitioning into Phase 3 by the film start-date of October 30. It is our intent to procure all permissions in advance and begin necessary preparations, in order to be properly equipped to move forward in the event of a favorable Phase 3 transition.

Thank You

We deeply appreciate your consideration in pre-approving our Oct. 30, 31, Nov. 1 & Nov. 23-24 project plan to bring a cherished tradition to our community in a safe and creative way this season. We wish to provide this highly valued tradition to members of our town, and offer significance and hope to our local kids who have been struggling through this season. Both JFFA and BW have made all considerations to mitigate risk with careful planning, and, with your support, are committed to putting in all the work.

Thank you in advance for your time and we look forward to hearing from you.

Kind regards,

Kayla Oakes, Executive Director (JFFA)