June 1, 2021

TO: Deans, Office of Research, Athletics
FROM: Gabe Gates, Interim Assistant Vice President for Clery Compliance & Youth Protection
RE: Restart Guidance for USC Youth Programs

Dear Colleagues,

Many of you have reached out requesting information about how to proceed with summer youth programs. With conditions continuing to improve across Los Angeles County, I am pleased to let you know that our youth programs will be able to resume this summer.

To ensure a safe and successful restart, we have worked closely with USC’s Office of Environmental Health and Safety (EH&S), USC Student Health and USC Facilities Planning and Management to compile a set of guidelines that all units with relevant programs can follow.

In-person youth events can begin on June 1, 2021, providing organizers adhere to the following list of requirements and restrictions, and receive approval from the Office of the Provost:

- Overnight programs are typically not permitted at this time; exceptions must receive CPMC Coordination Group review and approval
- Programming must be conducive to proper physical distancing; 10 feet for activities involving exercise, singing, and cheering and 6 feet for all other settings. To the extent distancing results in capacity limitations, a sufficient number of adults must still be present at the activity to ensure the health, safety, and welfare of the participants. For example, enough adults must be present to ensure that any one-on-one interactions between an adult and a minor participant are appropriately monitored, observable, and interruptible by another adult.
- All participants must be screened for symptoms, through completion of Trojan Check or similar wellness screening by participant and/or guardian, daily. Each participant’s temperature will be taken daily prior to the start of the program. Participants feeling unwell should stay home.
- Program staff should be fully vaccinated for COVID-19 or undergo weekly COVID-19 testing.
- Programs must develop a plan to immediately report any single case of COVID-19 in a participant or staff member who has been present in the 14 days before diagnosis or symptoms onset to USC Student Health as well as the LA Department of Public Health.
- Program participants (and, in the case of minor participants, their parent/guardian) must sign an informed consent form that includes COVID-19 language approved by the university.
- Non-USC program staff must complete the USC Volunteer Agreement.
- Staff and participants must wear proper face coverings where required.
Program participants should bring their own meals, when possible. If USC is providing meals, they must be prepackaged.

The LA Department of Public Health Order: Reopening Protocol for Day Camps: Appendix K must be followed and distributed to all employees and staff. A copy of the completed protocol must be posted at all public entrances to the facility where the camp is being held. Signage and online media (website, social media, etc.) should instruct participants to stay home if sick with respiratory symptoms and provide clear information about physical distancing, use of masks and related information.

To gain approval for any in-person youth program your school or unit is planning, please follow this established roadmap:

1. Planners are required to consult with the Office of Youth Protection when minors are participating in a program, and to direct all COVID-19 safety-related questions to USC Environmental Health & Safety.
2. Register your program with the Office of Youth Protection (OYP).
3. After registering with OYP, you must request approval from the Office of the Provost. To do this, provide a memorandum through Christopher Toomey (ctoomey@usc.edu) and copy Keri DeGraaf (keridegr@usc.edu) to the Provost. The memorandum should outline the details of the program to include scope, dates, and number of participants, the program’s resource commitment and expected benefits.
4. If approved by the Provost, programs will need to complete program registration by ensuring the following:
   a. A successful background check for all adult participants must be completed prior to the program start date.
   b. Adult participants must complete the university’s online training module regarding mandatory reporting of suspected child abuse or neglect.
5. Follow and distribute LA Department of Public Health Order: Reopening Protocol for Day Camps: Appendix K to all program employees and staff.
6. As an additional resource, consult the CDC Readiness and Planning Tool, designed to help protect adults, youth, and communities, and slow the spread of COVID-19.

Should you need further information or support, contact me at gg_795@usc.edu. I will be happy to help in whatever way I can.

Sincerely,

Gabe Gates
Interim Assistant Vice President for Clery Compliance & Youth Protection