

**Holland Community Theatre**  
**Plan for COVID-19**  
**Exposure Prevention, Preparedness, and Response**

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## **Introduction**

Holland Community Theatre (HCT) takes the health and safety of our employees, volunteers & patrons very seriously. With the spread of the coronavirus or “COVID-19,” HCT must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout HCT. HCT has also identified a team of employees & volunteers to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. HCT may also amend this Plan based on operational needs.

## **Responsibilities of Production Team Leads and HCT Board Members**

All Production Team Leads and HCT Board Members must be familiar with this Plan and be ready to answer questions from employees, volunteers & patrons. Production Team Leads and HCT Board Members must set a good example by following this Plan at all times. This involves practicing good personal hygiene and onsite safety practices to prevent the spread of the virus. Production Team Leads and HCT Board Members must encourage this same behavior from all employees, volunteers & patrons.

## **Responsibilities of Employees & Volunteers**

HCT is asking every one of our employees & volunteers to help with our prevention efforts while at on site, working on behalf of HCT or attending HCT events. In order to minimize the spread of COVID-19 at our theatre, everyone must play their part. As set forth below, HCT has instituted various housekeeping, social distancing, and other best practices. All employees & volunteers must follow these. In addition, employees & volunteers are expected to report to the Production Team Leads and/or HCT Board Member if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask a Production Team Lead or HCT Board Member. If they cannot answer the question, please contact Jim Griffin at [jimfrommichigan@gmail.com](mailto:jimfrommichigan@gmail.com)

## COVID 19 Protective Measures and Symptoms

OSHA and the CDC have provided the following control and preventative guidance for all workers & volunteers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees & volunteers must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO THE THEATRE OR A THEATRE EVENT and call your Production Team Lead and healthcare provider right away. In the event that a concessions, usher or house manager show signs of COVID-19, they will contact Jami Vining at [sjrkvining@att.net](mailto:sjrkvining@att.net). If a Box Office worker is ill, they should contact Lynda DeCan at [ljdecan@gmail.com](mailto:ljdecan@gmail.com). Likewise, if you come into close contact with someone showing these symptoms, call your Production Team Lead and healthcare provider right away.

## Theatre Protective Measures

HCT has instituted the following protective measures at all events.

### A. General Safety Policies and Rules

- Any employee/volunteer/contractor/visitor showing symptoms of COVID-19 will be asked to leave the facility and return home. In the event that the person needs to wait for a ride home, they will be asked to wait in the Box Office, or the front emergency exit room (under light booth) if the Box Office is occupied.
- Employees & volunteers must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where offices or internal rooms are used, only necessary employees/volunteers should enter these spaces and all employees/volunteers should maintain social distancing while inside. Only 1 person allowed inside the Box Office at any given time. If there is an issue or training that requires more than one person in the box office, masks are required (but all effort should be made to only have one person in the box office).
- Employees/volunteers should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the HCT will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- If practicable, each employee/volunteer should use the same piece of equipment/prop for each show/rehearsal. Sanitize shared equipment after each use.
- In lieu of using a common source of drinking water, such as a drinking fountain, employees/volunteers should use individual water bottles. Bottle water dispenser will be moved to the kitchen area. During concessions, the concession worker will pour water to each patron.
- Additional HCT specific precautions:
  - Announce in the program (and during directors' speech) that there will be no formal receiving line at the end of the show.
  - Provide hand sanitizer in lobby and backstage area.
  - Box office workers will sanitize equipment/work area.
  - Cleaning supplies and specific cleaning and disinfecting directions will be stored in locked janitor closet (in the men's bathroom) at the theatre.
  - Any patron, vendor or volunteer (any position) with symptoms cannot be in the theatre.
  - Concessions – One person handles cash, the other person dispenses product. Both wear gloves and mask. Display items are on counter. Actual product is held behind the counter and dispensed.
  - Non latex gloves are available for use for anyone with a latex allergy.
  - House Manager will close and open auditorium doors at pre-show, intermission and end of show.
  - If at all possible, exterior doors should be propped open.

*Facility Visitors*

- All visitors will be screened in advance of arrival. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access:
  - ✓ Have you been confirmed positive for COVID-19?
  - ✓ Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever (100.4 degrees and above) cough, or shortness of breath?
  - ✓ Have you been in close contact with any persons who has been confirmed positive for COVID-19?
  - ✓ Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

*B. Personal Protective Equipment*

- In addition to regular PPE for workers/volunteers engaged in various tasks. HCT may provide:
  - ✓ Personal face masks/ face coverings are permitted.

## HCT Cleaning and Disinfecting

HCT has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees/volunteers should regularly do the same in their assigned work areas.

- During rehearsals, auditorium and any other space used, including but not limited to restrooms and kitchen, will be sanitized after each rehearsal. People performing cleaning will use personal protective equipment (“PPE”), such as gloves and facemasks.
- Any trash collection must be done frequently by someone wearing gloves.
- The Disaster Recovery Coordinator will be responsible for cleaning/ disinfecting those areas of the facility that a confirmed-positive individual may have contacted, and it will do so before employees/volunteers can access that work space again.
- The Disaster Recovery Coordinator will ensure that any disinfection shall be conducted using one of the following:
  - ✓ Common EPA-registered household disinfectant.
  - ✓ Alcohol solution with at least 60% alcohol; or
  - ✓ Diluted household bleach solutions (if appropriate for the surface).
- The Disaster Recovery Coordinator will maintain Material Safety Data Sheets of all disinfectants used on site. Cleaning operations will also be logged. Both of these sheets will be stored in the locked janitor’s closet (in the men’s bathroom).

## Facility Exposure Situations

### Employee/volunteer Tests Positive for COVID-19

An employee/volunteer who tests positive for COVID-19 will be directed to self-quarantine away from HCT. Employees/volunteers that test positive and are symptom free may return to HCT when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees/volunteers who test positive and are directed to care for themselves at home may return to HCT when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees/volunteers who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Disaster Recovery Coordinator (may) require an employee/volunteer to provide documentation clearing his or her return to HCT.

### Employee/volunteer Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees/volunteers who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If the Disaster Recovery Coordinator learns that an employee/volunteer has tested positive, the Disaster Recovery Coordinator will conduct an investigation to determine co-workers/volunteers who may have had close contact with the confirmed- positive employee/volunteer in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee/volunteer to self-quarantine for 14 days from the last date of close contact with that individual. If applicable, the Disaster Recovery Coordinator will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee/volunteer. If an employee/volunteer learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a Production Team Lead or HCT Board Member of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

### Determine HCT Current Situation

HCT Production Staff and/or Board of Directors needs to decide before each event at HCT if they are comfortable with the current operations of Holland Community Theatre.

HCT Production Staff and/or Board of Directors needs to consider the following on whether to be open or closed:

- **Staff/Volunteer Vulnerability** – Staff/Volunteer who are considered vulnerable to the virus
- **Severity** - Determine the seriousness of the outbreak in the community of Holland.
- **Government Direction** – Determine if government entities have ordered Holland Community Theatre to close. Closure regulations are on the [state](#) or [county](#) website.

## **Exposure Response**

If COVID-19 has already struck HCT, immediately STOP here, contact the Ottawa County Health Department and follow their instructions. Theatres must follow all local government guidance. Once you have received their instructions, continue below. No EXCEPTIONS!

## **Confidentiality/Privacy**

Except for circumstances in which HCT is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee/volunteer has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. HCT reserves the right to inform other employees that an unnamed co-worker/volunteer has been diagnosed with COVID-19 if the other employees/volunteers might have been exposed to the disease so the individuals may take measures to protect their own health. HCT also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee/volunteer has been diagnosed with COVID-19 if they might have been exposed to COVID-19 so those individuals may take measures to protect their own health.

## **General Questions**

Given the fast-developing nature of the COVID-19 outbreak, HCT may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Jim Griffin at [jimfrommichigan@gmail.com](mailto:jimfrommichigan@gmail.com)



## COVID-19 Checklist for HCT and Employees/Volunteers

### Know the Symptoms of COVID-19

- ✓ Coughing, fever, shortness of breath, and difficulty breathing.
- ✓ Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO HCT and call your Production Lead and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

### HCT Responsibilities

- ✓ Develop a COVID-19 Exposure Action Plan.
- ✓ Access to HCT will be limited to only those necessary for the work.
- ✓ All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- ✓ Employees, volunteers, contractors, and visitors will be asked to leave the theatre and return home if they are showing symptoms.
- ✓ Provide hand sanitizer and maintain Material Safety Data Sheets of all disinfectants used on site.
- ✓ Provide protective equipment (PPE) to any employees/volunteers assigned cleaning/disinfecting tasks.

### Employee/Volunteer Responsibilities

- ✓ Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- ✓ Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

### Cleaning/Disinfecting Job Sites and Other Protective Measures

- ✓ Clean and disinfect frequently used tools, equipment & props on a regular basis. This includes other elements of HCT where possible. Employees/volunteers should regularly do the same in their assigned work areas.
- ✓ Clean shared spaces at least once per day when HCT is occupied.
- ✓ Disinfect shared surfaces (i.e., door handles, light switches, etc.) on a regular basis.
- ✓ Avoid sharing tools with co-workers/volunteers. If shared, disinfect before and after each use.
- ✓ Trash collected from the jobsite must be changed frequently by someone wearing gloves.
- ✓ During rehearsals at HCT, the producer is responsible to delegate cleaning personnel – volunteers, cast & crew.
- ✓ During HCT shows at HCT, the House Manager is responsible for front of the house cleaning; Stage Manager is responsible for back of the house cleaning; Box Office is responsible for box office cleaning; HCT Board is responsible for auditorium.
- ✓ During non-show events at HCT, the chairperson of the event will be responsible to delegate cleaning personnel.
- ✓ Regular deep cleaning will be done by the custodian weekly as specified in the custodian job description.
- ✓ The custodian is responsible for cleaning the bathrooms daily during show runs.

### Personal Protective Equipment

- ✓ Provide and wear the proper PPE.

## COVID-19 Prevention and Work Practice Controls

### Worker Responsibilities

- ✓ Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- ✓ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- ✓ Avoid touching your eyes, nose, or mouth with unwashed hands.
- ✓ Avoid close contact with people who are sick.
- ✓ Employees/volunteers who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO HCT.
- ✓ Sick employees/volunteers should follow [CDC-recommended steps](#). Employees/volunteers should not return to HCT until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and [state](#) and [Ottawa County health departments](#).

## Show Specific COVID 19 Protocol

### Prior to Auditions:

- Chairs set up in the lobby. Each sanitized. Sanitize bathrooms and all metal surfaces
- HCT to provide sanitizer and have masks available.

### Auditions:

- Utilize Sign Up Genius. 5 auditionees at any given time. Time slots will be 40 minutes (30 to audition; 10 to clean)
- Once signed up, each person will be sent: Bio form, calendar, request for headshot, readings for audition. Will request that they return the bio form, calendar & headshot back to HCT. They can either print the reading or use their phone/tablet to read from
- We will have copies of the readings for those that don't have copies. These will be thrown out once used. They will NOT be used for others.
- Masks will be requested to be worn
- Parents and others will not be allowed to attend
- If weather allows, keep front door open so people don't need to use their hands to open the door
- Temperatures taken for all entering theatre.

### Rehearsals:

- Read through will have the entire cast. Masks will be required. Social distancing will apply.
- Each rehearsal will be limited to only those in the scene that is being rehearsed.
- Temperatures taken for all entering theatre.
- Masks will be encouraged
- When not on stage, the actors will be in the auditorium in specific seats (they will have to stay in a couple of rows – which will prevent us from having to clean ALL the seats). It would be best to have most of the seats stacked.
- Cushions will be removed from all chairs.
- Tech rehearsal meal will be served by masked and gloved volunteers.
- Once backstage, we will social distance as best as possible in our area. Masks will be utilized.
- During rehearsals at HCT, the Producer will be responsible to delegate cleaning personnel – volunteers, cast and crew.

### Shows:

- 1<sup>st</sup> row of audience will be blocked so no one can sit in it.
- No cushions on seats
- Auditorium sanitized after each show (either at night or the next day) Board to arrange for workers.
- No formal receiving line after shows.
- Upholstered chairs in lobby removed or taped off so not in use
- House Manager is responsible for front of the house cleaning including to wipe down lobby chairs after intermission. Also wipe down all metal surfaces (i.e. door handles)
- Box Office worker to wipe down box office - including counter, door handle and keyboard
- Each cast member will be responsible for sanitizing their props before putting back for the night
- Stage Manager responsible for sanitizing backstage area (or delegating to cast/crew members). This responsibility includes makeup area, door handles, stage manager area.
- HCT Board is responsible for cleaning of auditorium.
- If at all possible, cast party will be held outdoors which will allow for more social distancing. Meal will be served by masked & gloved volunteers or gloves will be available for cast members to get their own food.