



1214 Columbus Ave. Bay City, Michigan 48708

989.893.5555 | info@baycityplayers.com

COVID-19 Pandemic Plan: Office

1) COVID-19 - Do This Every Morning- Operations Administrator

a) Step 1 – Determine your Response

- i) The Operations Administrator will oversee the COVID-19 response for Bay City Players. Every morning, the Operations Administrator needs to decide if they are comfortable with the current operations of Bay City Players. If you are not, change the response and contact the Executive Committee immediately. Update the board within one hour of the decision being made via email.

- (1) Consider the following on whether to be open or closed:

- (a) Staff Vulnerability - Staff who are considered vulnerable to the virus
- (b) Severity - Determine the seriousness of the outbreak in the community of Bay City.
- (c) Government Direction – Determine if government entities have ordered Bay City Players to close. Closure regulations are on your state or county website.

- (2) Based upon these factors, choose one of the TWO OPTIONS below based on the threat to Bay City Players:

- (a) OPTION 1: OPEN BAY CITY PLAYERS – Follow the steps in the plans contained in this plan.
- (b) OPTION 2: CLOSE BAY CITY PLAYERS – If you decide that it is unsafe to open the building, close as per your procedures.

b) Step 2 - Check Your Preparations (Theatre)

- i) Check the following websites:

- (1) CDC website on your laptop for updates on health guidelines:

<https://www.cdc.gov/COVID-19/2019-nCoV/summary.html>

- (2) Michigan State Public Health Department’s website for any alerts or direct guidance: <https://www.michigan.gov/coronavirus/>

- (3) Bay County Public Health Department for updates on health guidelines and social distancing requirements:

<https://www.baycounty-mi.gov/Health/Covid19/Default.aspx>

- (4) Check the daily county-specific number of new positive COVID-19 tests per 100,000 residents: <https://globalepidemics.org/key-metrics-for-covid-suppression/>

Approved by the Board of Directors 08/10/2020



1214 Columbus Ave. Bay City, Michigan 48708

989.893.5555 | info@baycityplayers.com

- ii) If COVID-19 has already struck your staff, immediately stop here, contact the public health department and follow their instructions. Theatres of all kinds, including Bay City Players, must follow all local government guidance. Once you have received their instructions, continue below. No exceptions!
- iii) Your website's COVID-19 information page: <http://baycityplayers.org/>
- iv) Also, check any social media
- v) Do the following basic sanitation:
 - (1) Fill all soaps, disinfectants, wipe stations, and all towel dispensers. Extra supplies are in the Janitor's Closet.
 - (2) Wipe down all commonly used surfaces like doorknobs and countertops as well as other places in Bay City Players and office.

2) Reopening

a) Office Operations

- i) Remember: This plan should NOT substitute for or be construed as medical advice as medical advice. Follow all public health directives.
- ii) The Operations Administrator and the Executive Committee will handle all decisions regarding the execution of Bay City Players' COVID-19 response.

b) Vendors

- i) Collect the vendor list from the digital spreadsheet and call or email each of them. Ask them the following:
 - (1) Are you screening your employees for illness before a visit to our site?
 - (2) What is your policy if we need to send your employee away because we suspect that person is ill?
 - (3) Have you activated your COVID-19 Pandemic Plan? What is now different about your operations since the implementation of a COVID plan?
 - (4) Inform vendors of the following:
 - (5) Plan Activation: "We have a COVID-19 Pandemic Plan and have activated it. Please note that we will visually inspect your employees when they come in, and send away any people that are suspected to be ill."

c) Prepare the Office

- i) Sanitize all door handles and objects that are commonly touched.
- ii) Remove any unnecessary objects on the counter which, may become contaminated

Approved by the Board of Directors 08/10/2020



1214 Columbus Ave. Bay City, Michigan 48708

989.893.5555 | info@baycityplayers.com

- iii) Place disinfecting wipes behind the front counter so staff can easily access wipes.
- iv) Place a flyer on the front of the door that updates patrons with current office hours and protocols.
- v) Lock the door to the office so no one else can enter.

d) Package Deliveries

- i) Retrieve all packages AFTER delivery to the front vestibule. Once inside, leave them for 24-hours to naturally disinfect.
- ii) When opening packages, immediately remove the packaging and discard. Sanitize objects, surface areas, and hands.

e) Food Deliveries

- i) Make food deliveries no-contact by having the food left by a door. Instructions can be customized in most food delivery apps or relayed on the phone to a catering service to reflect COVID policies.

f) Sanitation Supplies (Office)

- i) Sanitation supplies will be available for use:
 - (1) The office will always have a bottle of hand sanitizer ready for use by office staff.
 - (2) The bathroom and kitchen sinks will always have soap to wash hands.
 - (3) The office will always have the disinfecting wipes or spray ready to be used for office staff. These can be used by employees to wipe down areas and items before each use or daily when items may become contaminated.
 - (4) The office will always have no-touch trash cans for employee use.

g) Deep Cleaning

- i) Office and Box Office - Outside of office hours, custodians will deep clean monthly and routinely clean all frequently touched surfaces, such as workstations, countertops, and doorknobs. Use the supplied cleaning and follow the directions on the label.

h) Isolation Procedures

- i) Allow the Operations Administrator to work from home with flexible hours. Ensure that all employees who need them have laptops, essential business equipment, and any other technology or supplies they need to work remotely.
- ii) Allow the Custodial Staff to take time off if sick or caring for a family member who is sick.



1214 Columbus Ave. Bay City, Michigan 48708

989.893.5555 | info@baycityplayers.com

iii) If employees must work in the office, try to provide flexible hours for them to decrease the amount of interpersonal interaction.

i) Sanitation

i) Sanitation Supplies

(1) The extra sanitation supplies are in Janitor's Closet with additional overflow stock in the Office. The Office will be locked.

ii) Deep Cleaning (Theatre)

(1) Stages and Back-of-the-House

(2) At the time of closure each night, the director or delegated individual will ensure there is a single disinfection routine completed for the stage and back of the house areas. All common surfaces must be disinfected each night after everyone is left.

(3) Seats – All 300 seats must be cleaned.

j) Deployed Supplies

i) Sanitation supplies will be available for use:

(1) Backstage, work areas, and back entry door will always have a bottle of hand sanitizer ready for use by cast and crew.

(2) The backstage restroom sinks will always have soap and water to wash hands.

(3) The backstage restrooms and rehearsal areas will always have the disinfecting wipes or spray. Cast or crew delegates will be required to wipe down common areas at the end of each rehearsal.

(4) The backstage restrooms will always have no-touch trash cans for cast and crew use.

3) COVID-19 Probable Positive Case Response

a) Employees and volunteers who are well but who have a sick family member at home with COVID-19 should notify their supervisor or director and stay home. Once home, they should conduct a personal risk assessment and consult a health professional for isolation and testing recommendations. Please notify the Operations Administrator.

b) If a volunteer or employee is confirmed to have COVID-19, we will immediately close the building for sanitization and inform anyone possibly exposed by phone and email immediately. The infected person's name will not be mentioned, but the confirmation of COVID will be revealed. Bay City Players will follow all applicable federal, state, and local laws and regulations on confidentiality.

Approved by the Board of Directors 08/10/2020



1214 Columbus Ave. Bay City, Michigan 48708

989.893.5555 | info@baycityplayers.com

- c) If a patron is confirmed to have COVID-19, Bay City Players will close the building for sanitization and notify employees and volunteers by phone and email. The local health department will be consulted to assist in notifying patrons that were exposed.
 - d) Bay City Players does not require a note from a healthcare provider for employees who are ill to validate their illness or return to work.
- 4) **Crisis Communications**
- a) **Board of Directors**
 - i) Contact each of your board of directors by email to organize a meeting regarding COVID-19.
 - ii) Construct an agenda of items to discuss:
 - (1) Meetings (While Closed- Held on Zoom)
 - (a) Current status of Bay City Players
 - (b) Postponement of shows
 - (c) Financial Forecasting
 - (d) Business Operations
 - (e) Status of remote employees
 - (f) Licensing
 - (g) Major Donors
 - (h) Volunteers
 - (i) Season Ticket Holders
 - (2) Meetings (When reopening- Held in-person at Bay City Players)
 - (a) Resume to normal board meeting schedule.
 - (b) Make sure to review the “Board of Directors – Please Read” Plan.
 - b) **Major Donors**
 - i) Contact each of your major donors with a written letter or email and inform them of the following:
 - (1) Current status of Bay City Players
 - (2) Postponement of shows
 - (3) Status of a potential reopening
 - (4) Business Operations
 - (5) Note: In your first meeting, do NOT request money. Wait until the date of REOPENING has been established.
 - c) **Season Ticket Holders**
 - i) Contact each of your season ticket holders by email or written letter to inform them of the following:
 - (1) Current status of Bay City Players
 - (2) Postponement of shows

Approved by the Board of Directors 08/10/2020



1214 Columbus Ave. Bay City, Michigan 48708

989.893.5555 | info@baycityplayers.com

- (3) Status of a potential reopening
- (4) Business Operations
- d) **General Public**
 - i) Communicate with the public through multiple communication mediums.
 - ii) Flyer – Create a sign and place it on the front door of the office, informing patrons and the public of the closure. It should contain the following information:
 - (1) “For the safety of our staff, cast members, and patrons, we have decided to keep the office closed until further notice. If you wish to call us, please do 989-893-5555. We will return your call within 24 hours of the next business day.”
 - iii) Website – Have the Webmaster or Operations Administrator update the website so that all information is current, along with social media accounts. Your public information should include:
 - (1) Current status of Bay City Players
 - (2) Postponement of shows
 - (3) Financial Implications
 - (4) Tell them about this app and how your plans are updated on here
- e) **Media** – If the media arrives at Bay City Players, instruct them to speak to the Operations Administrator. Direct the media to any public statements and provide information on:
 - i) Current status of Bay City Players
 - ii) Postponement of shows
 - iii) Financial Implications
 - iv) Business Operations
 - v) Offer to assist the reporter in getting any information for their story.
 - vi) If the reporter asks for an interview, conduct it in front of the theatre.