



1214 Columbus Ave. Bay City, Michigan 48708

989.893.5555 | info@baycityplayers.com

COVID-19 Pandemic Plan: Staff

1) STAFF – PLEASE READ

a) Introduction

- i) We are committed to your safety! Making sure you are safe and healthy is our highest priority. We know you are anxious and nervous about the COVID-19 emergency, and we will do whatever is necessary to support you during this difficult time.
- ii) Below is information about how we will respond to the COVID-19 pandemic. We will have meetings as needed to keep you updated.

b) Upon Arrival at Work

- i) **EVERY DAY** prior to arriving at Bay City Players, please complete the online COVID-19 Screening Questionnaire prior to entering the building: <https://docs.google.com/forms/d/e/1FAIpQLSdG1DLQJIRhLDVYf8RESgv-gSXFZIdqLaRvbJrD74zQUtSS4Q/viewform>. Hard copies are available in the front office and at the backdoor if you do not have access to the internet.
- i) Please sanitize hands upon entering the building.
- ii) **Note:** No one is permitted on the property until their assessment is complete. No exceptions will be made.
- iii) If you do not pass the screening, the Operations Administrator will have the final decision to allow people to stay at the theater. Healthcare workers may be exempt with prior approval from the Operations Administrator.

c) Communication

- i) We will call or email to let you know of any changes in policies or operations.
- ii) Bay City Players has implemented a Pandemic Plan in response to the COVID-19 outbreak. The Disaster Hawk™ app will give you the most updated information on what we are doing operationally.

d) Social Distancing (Staff)

- i) When we return and reopen for business, we will institute a social distancing rule for all staff. These include:
 - (1) Please maintain a 6-foot distance between yourself and others.
 - (2) Face coverings or masks are required when not working alone
 - (3) **Note:** The full policies will be developed following the CDC guidelines at the time of reopening.
- ii) **Basic Hygiene**
 - (1) **Wash Your Hands** with soap and water for at least 20 seconds. Use the hand sanitizer when water is not available. Soap and water are preferential if hands are visibly dirty.
 - (2) **Employees Should Stay Home** when they are sick.
 - (3) **Policy on Symptoms of COVID-19:** Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they



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are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify the Operations Administrator and stay home if they are sick.

(4) Avoid touching eyes, nose, and mouth with unwashed hands.

(5) Avoid Close Contact with people who are sick.

(6) Do Not Share Food and Drink

(7) Cover your Cough or Sneeze with a tissue, then throw the tissue in the trash.

(8) Clean and Disinfect frequently touched objects and surfaces.

(9) Limit Contact with Cash and Cards because of how often they are handled. If possible, disinfect credit cards.

(10) Watch for Symptoms. If an employee begins to experience illness, immediately send them home to seek medical advice.

e) COVID-19 Probable Positive Case Response

i) 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.

ii) 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.

iii) 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.

iv) 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.

f) Working Remotely

i) Bay City Players has determined that one of the staff members can work remotely.

ii) Remote work procedures are being developed and will be provided by management.