



1214 Columbus Ave. Bay City, Michigan 48708

989.893.5555 | info@baycityplayers.com

COVID-19 Pandemic Plan: Volunteers

1) VOLUNTEERS – 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 keep you updated via your committee chair.

b) Upon Arrival at Work

- i) **EVERY DAY** prior to arriving at Bay City Players, please complete the online COVID-19 Screening Questionnaire and follow recommendations
<https://docs.google.com/forms/d/e/1FAIpQLSdG1DLQJIRhLDVYf8RESgv-gSXFZIdqLaRvbJrD74zQUtSS4Q/viewform>
 - (1) If you do not have access to internet/email, please complete a hardcopy of the questionnaire available at the box office.
 - (2) If you answer NO to all questions, you have passed the screening and can enter the building.
 - (3) If you answer YES to any screening questions, or refuse to answer, you failed the screening. Please immediately do not enter the building and consult a health professional.
 - (4) If you do not pass the screening, please contact your committee chair by phone and stay home. The committee chair should assess the situation and contact the Operations Administrator at 989-964-9665 by leaving a detailed message. The committee chair should advise the volunteer to stay home until the situation can be evaluated by the Operations Administrator and Executive Committee.
 - (5) Healthcare workers may be exempt with prior approval from the Operations Administrator.
 - (6) You will receive an email verifying that you submitted a COVID-19 Screening Questionnaire with a copy of the form.
- ii) Face coverings or masks must be worn until appropriate to remove.
- iii) When you arrive, please call 989-893-5555 and the house manager will meet you at the main entrance. Please show the questionnaire response to the house manager or their delegate.
- iv) Please sanitize hands upon entering the building.
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- vi) Please sanitize hands upon entering the building.



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- vii) Note:** No one is permitted on the property until their assessment is complete. No exceptions will be made.
- viii)** If you do not pass the screening, the House Manager will have the final decision to allow people to stay at the theater.
- c) Communication**
 - i)** We will call 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. A PDF of the Pandemic Plan has been provided to you in your volunteer packet.
- d) Social Distancing (Volunteers)**
 - i)** When we return and reopen for business, we will institute social distancing rules for all volunteers.
 - ii)** Please maintain a 6-foot distance between yourself and others.
- e) Basic Hygiene**
 - i)** 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.
 - ii)** Volunteers Should Stay Home when they are sick.
 - iii)** Policy on Symptoms of COVID-19: Volunteers who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they 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). Volunteers should notify the House Manager and stay home if they are sick.”
 - iv)** If you are determined to be ill, the House Manager will have the final decision to allow people to stay at the theater.
 - v)** Please take your name badge home with you and bring it back next time you volunteer.
 - vi) Avoid touching** eyes, nose, and mouth with unwashed hands.
 - vii) Avoid Close Contact** with people who are sick.
 - viii) Do Not Share Food and Drink**
 - ix) Cover your Cough or Sneeze** with a tissue, then throw the tissue in the trash.
 - x) Clean and Disinfect** frequently touched objects and surfaces.
 - xi) Watch for Symptoms.** If a volunteer begins to experience illness, immediately send them home to seek medical advice.
- 2) 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.



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- 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.
- 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.