

Alliance Theatre

AT SCENE SHOP COVID-19 RESPONSE PROTOCOLS

Updated: October 5, 2020

The Alliance Theatre (AT) Scene Shop is committed to limiting the risk of exposure to COVID-19 for anyone that enters the shop. Following the protocols outlined below will lower your chances of exposure and help you protect your fellow workers. Your threshold for risk is your own, if you feel that you or someone that you go home to is too high risk for you to work in the shop environment, tell me, we'll talk through options.

Protocols outlined below are based in guidelines and suggested practices put forth by recognized public health entities including the CDC, WHO, and OSHA as well as leaders in our industry. This is a living document. We'll revisit this regularly to review the most recent developments in the pandemic and how these protocols work in practice.

COVID-19 Site Coordinator

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GENERAL

All entry

- If you are feeling ill, tested positive for, or think that you have been in close contact with someone that has the COVID-19 virus, **STAY HOME** and contact the COVID-19 Site Coordinator.
- All entry to the shop must be scheduled through scene shop management. Shop staff or over hire labor present for day to day work has access to the shop only during scheduled hours.
- **All entrants are asked to wear a face covering at all times.** Workers employed by the shop will be issued cloth face coverings for this purpose and disposable masks, gloves and hand sanitizer are available in designated locations.

Employee entry

- Workers on the shop floor are asked to park in the back parking lot and enter via the dock.
 - The shop side dock door is designated as **entrance only**.
 - The paints side dock door is designated as **exit only**.
- Workers with desks in the front office or shop supervisor's office should use the front parking lot and enter through the front door.
- Shop employees should self-monitor for symptoms and reference the home health checklist (att.) before leaving for work. Current shop protocols do not require that this be submitted to management.

Hygiene

- Wash hands frequently with soap and water for at least 20 seconds. Remember that hand sanitizer is only effective if your hands are relatively clean, which is difficult to maintain in a shop environment.
- Cover coughs and sneezes with a tissue, then throw the tissue in the trash and wash your hands. If a tissue is not available, cough or sneeze into your elbow.
- Avoid touching your eyes, nose or mouth.
- Do not share personal items such as phones or writing tools. Disinfect these articles often!
- Clean and disinfect frequently touched surfaces.

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Breaks

- Scheduled breaks will be taken regularly for workers to wash hands. **Due to the nature of the work, hand sanitizing is not an effective replacement for hand washing.** Ten minutes will be added to lunch breaks to allow time before and after for hand washing.
- Other than hand washing, take breaks either at your individual workstation or in an area that allows for social distancing. The breakroom is not available for breaks, meals or gatherings

IN CASE OF COVID-19

On Site Action Plan

- In all cases of COVID-19 or potential exposure to COVID-19, Woodruff Arts Center Human Resources (HR) will be informed and conduct contract tracing. You may be asked to provide information about your activities and people you have been in contact with, however, this information will be kept confidential.
 - COVID Employee Return to Work Safety Protocol (att.) will be adhered to.
 - Fellow workers who have been potentially exposed will be informed by HR and asked to quarantine for up to 14 days.
 - Work in potentially contaminated areas will be suspended until area is cleaned and disinfected according to CDC recommended guidelines.
- If you or someone you are in close contact with have symptoms of or test positive for COVID-19, **stay at home** and follow CDC recommended guidelines for care. Contact the COVID-19 Site Coordinator and inform them of the situation as soon as possible.
- If a worker who appears to have symptoms of COVID-19 arrives at work or becomes ill during the workday, they will be asked to go home. If they are unable to leave the shop immediately, they will be asked to wear a cloth face covering (**not** a respirator) and remain in the upstairs clean room until they are able to leave.
- If you believe a fellow worker has symptoms of COVID-19, bring these concerns to the COVID-19 Site Coordinator. The Coordinator will assess the worker's symptoms and decide if the worker is to be sent home.

Testing

- Testing for the COVID-19 virus is available through both Kaiser Permanente and Blue Cross Blue Shield. Check your providers website for testing locations and guidelines.
- Testing for the COVID-19 virus is also available through the Georgia Dept. of Health in various locations across the state. Go to <https://dph.georgia.gov/> to find a location near you and make an appointment for testing.

FOOD AND COMMUNAL ITEMS

- Food items and utensils of any kind will not be provided or shared. Workers should bring their own food, water bottle and cooler if needed, to be stored at their individual workstations.
- Breakroom lockers, refrigerator, microwaves, coffee maker and other community appliances have been taken out of use to prevent cross contamination. The breakroom computer is no longer available for common use.

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- Water cooler will continue to be used under the stipulation that the dispenser and handles are sanitized with a food safe sanitizer before and after each use. Having drinking water available is a fundamental need of working conditions in the shop.
- Do not to share personal items such as phones, ear/eye protection or writing tools. Use of the shop sound system is allowed on condition that high touch areas of the system are sanitized with alcohol based wipes before and after each use.

SOCIAL DISTANCING

General

- Bathrooms, break room, offices and other common areas are posted with occupancy limits. Please practice good social distancing etiquette and stay out of spaces that are at capacity.
- Directional paths and ‘Stop and Look’ areas indicated by signage have been established in the shop and main office to help mitigate distancing choke points. Please utilize these tools to help maintain social distance.
- Every worker is asked to keep an awareness of the need for social distancing and watch for accidental choke points created as the space fills with scenic pieces. These accidental choke points should be avoided, and all workers are tasked with correcting issues as they arise.

Working in proximity

- During the course of work, you will sometimes have to work in close proximity with others. When this unavoidable circumstance occurs, workers will:
 - Keep face coverings up at all times. The use of a respirator is permissible only if **all** members of the work team are wearing respirators. Use of gloves, face shields and other protective equipment is encouraged on an as needed basis.
 - Sanitize common areas of work as needed to help limit cross contamination. Use ‘per use’ sanitizing guidelines.
- Work teams will be established as possible creating pre-determined groups that will consistently work together on projects to help limit exposure. When you need help, ask someone from your work team only.
- Typical project troubleshooting that requires supervisors to work in close proximity with workers will be conducted with a hyper-awareness of exposure from everyone involved. All possible distance should be maintained, masks must remain in place throughout, use gloves, eye or face protection and sanitizing spray as needed to mitigate cross contamination.

PROTECTIVE EQUIPMENT

Supply Chain

- Initial orders of protective equipment and sanitizer needed to maintain these protocols are in place at the shop, and a re-stock plan has been established to make sure there is no gap in supply. **If you see a possible re-stock issue notify the COVID-19 Site Coordinator.**
- Expendable protective equipment will be re-supplied based on outlined re-stock criteria and manufacturer replacement guidelines.

Equipment

- Workers may use personal equipment from home provided it meets recommended guidelines.

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- Fabric face coverings must meet CDC recommended guidelines.
- If you would prefer to use your own half mask respirator you may request filters.
- Equipment listed below is for limiting exposure to the COVID-19 virus. Recommended personal protective equipment for construction such as hearing, and eye protection should continue to be used regularly.
- Protective equipment will be issued, and training on use conducted on workers' first day in the shop. If any distributed item is lost or damaged, notify management and get a replacement. **Do not continue to use damaged equipment.**
- Distributed equipment:

Three (3) fabric face coverings	To be washed and worn daily.
One (1) 3m series 6000 half respirator	Sanitize regularly according to manufacturer recommended guidelines
One (1) pk of 3m P100 filters	Replace after 40 hours of use or 30 days or for reasons of hygiene, damage or increased breathing resistance
One (1) pair of coated work gloves	For use as needed, working in proximity and material handling, sanitize before & after use
One (1) pair cleaning gloves	For use as needed when cleaning, esp. end of day cleaning duties, sanitize before & after use
One (1) fine mist spray bottle *AMBER*	AMBER spray bottle should be filled with LIQUID SANITIZER ONLY . No other container should be filled with liquid sanitizer, nor should AMBER spray bottles be filled with any other liquid.
One (1) personal squeeze bottle	For use with gel hand sanitizer, available at sanitizing stations and in the main office.
Face shields, anti-fog / goggle eye protection	Also available, use as needed.

DAY TO DAY WORK

Shop floor

- Each worker will have a designated workstation with enough space to allow for social distancing while working on projects. Workers should remain in these areas as often as possible.
- Frequently used hand tools will be distributed to workers according to their role (carpenter, welder, painter) Keep these tools at your individual workstation. Do not share these tools.
- Stationary and large communal use tools such as table saws, radial arm saws or welders must be sanitized per use, i.e. sanitize high touch areas on tools before and after each use. Tools will also be sanitized daily during end of day cleaning.
- Power hand tools and hand tools too large or expensive to be distributed individually will be stored in the tool room. **These must be returned to the tool room when not in use** and must be sanitized before and after use. Tools will also be sanitized daily during end of day cleaning.
- Bags for commonly used expendables (drywall screws, tek screws, glue, etc.) will be provided to each worker depending on role. Expendable bags will be refilled daily by a designated worker

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during end of day clean up. Any re-fill occurring outside of end of day clean up must be done using sanitized coated work gloves.

Material handling

- Receiving stock goods and freight deliveries at the shop will be conducted in the most contact-free method available. Workers should stand clear while loads are unstrapped or when driver is on the dock. Face coverings must remain in place and coated work gloves used and sanitized after use. A designated receiver wearing disposable gloves may sign for receipt if required.
- Packages received at the shop should be handled with disposable gloves until opened and the box discarded, or 24 hours has passed.
- When material pick up requires the use of the AT Scene Shop van, the trip should be limited to one worker whenever possible. Trips with more than one worker requires the use of face coverings at all times. Hard surfaces in the van must be wiped down before and after each use.

Office work

- Office work will be conducted in a personal office or desk space at a minimum of 6 feet from any common area or pathway. No computer, laptop, phone or other equipment will be shared.
- All meetings will be conducted via video call whenever possible. Those workers attending meetings will use an individual screen, microphone and camera.
- Construction drawings for distribution on the shop floor will be printed in duplicate and distributed by drafters to 1.) the shop supervisor and 2.) the carpenter taking on the project. Distribution will be conducted with disposable gloves.
- Design documents and items such as elevations or models will be kept in a designated area and handled using disposable gloves.

ROUTINE SANITIZING

Per use

- Per use sanitizing guidelines based on use guides from manufacturers and EPA guidelines for sanitizing are posted. Any surface with contact from multiple workers such as stationary tools or scenic pieces moving through process will be sanitized using per use sanitizing guidelines.
- General per use sanitizing should be done with liquid sanitizer unless otherwise specified. For use in AMBER spray bottles only!
 - Liquid sanitizer **should not** be used on unpainted metal components, untreated MDF, near heated metal or flame.

End of Day

- The last 30 minutes of each workday is reserved for end of day clean up. Workers will clean up their workstation and then proceed with a scheduled rotation of cleaning and sanitizing tasks focused on high touch areas. Guidelines for each area and a rotation schedule will be posted.

Contracted cleaning

- Cleaning of common areas has been contracted with an outside vendor and will occur daily. To facilitate this, keep countertops, floor and other areas clear to be cleaned and sanitized.

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AT SCENE SHOP COVID-19 DAILY HEALTH CHECK

Updated: June 30, 2020

Name: _____

Date: _____

Have you tested positive for COVID-19 in the last 14 days? Yes No

Have you had close contact with or cared for someone diagnosed with or with symptoms of COVID-19 within the last 14 days? Yes No

Have you recently developed any of the following symptoms?

Fever or chills Yes No

Cough (new or worsening) Yes No

Shortness of breath or difficulty breathing Yes No

Body aches or headache Yes No

Congestion or runny nose Yes No

Nausea, vomiting or diarrhea Yes No

Sore throat Yes No

Loss of sense of smell or taste (new or worsening) Yes No

If you have answered yes to any of these questions, stay home and contact the COVID-19 Site Coordinator as soon as possible.

COVID-19 Site Coordinator

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Technical Director

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If you have any of the following emergency signs for COVID-19 seek emergency medical care immediately.

- *Trouble breathing*
- *New confusion*
- *Bluish lips or face*
- *Persistent pain or pressure in chest*
- *Inability to wake or stay awake*

Call 911 or call ahead to your local emergency facility: notify the operator that you are seeking care for someone who has or may have COVID-19

Testing is available through Kaiser Permanente, Blue Cross Blue Shield and the Georgia Dept. of Health. Check your providers website or go to <https://dph.georgia.gov/> for testing locations and guidelines.