

**Alliance Theatre Scene Shop
 COVID-19 RESPONSE PLAN - FINAL
 Updated: 4/16/2021 12:20 PM**

APPROACH

The Alliance Theatre (AT) Scene Shop has no public facing component. All planning for re-entry to the building is dedicated entirely to the safety and well-being of the employees that work in the shop and tailored to the particulars of the specialized work that they do. Work at the AT Scene Shop cannot be done remotely, so all re-entry to this building is part of phase one of the overall Alliance Theatre re-opening plan.

All plans 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 industry leaders including the Event Safety Alliance and the International Alliance of Theatrical Stage Employees.

OVERALL TIMELINE

Prior to Re-entry <i>7-10 days prior to initial re-entry</i>	-Shop management accesses building to assess and prepare for staff return. -Engineering accesses building to complete pre-reopening inspection and engineering needs. -Pre-reopening cleaning scheduled and ongoing cleaning contracted. -Shop supervisors complete on-line training with HR.
Initial Re-entry <i>1 week prior to routine work</i>	-Shop supervisors access building to assist with preparation for staff return. -Shop staff complete on-line training with HR.
Routine work	-All scene shop carpentry and paints workers access building.
Props return	-

PRIOR TO RE-ENTRY

Cleaning

- Initial cleaning of the shop common areas should be contracted and scheduled 1-2 days prior to the initial re-entry of AT Scene Shop supervisors. Subsequent cleaning should be conducted on a recommended schedule. AT Scene Shop management will work with WAC facilities to coordinate this work.

Engineering, IT and Security

- The shop building has been unoccupied for an extended period of time. The building should be inspected and evaluated for needed engineering procedures such as flushing water lines, HVAC filter replacement and AC scheduling. AT Scene Shop management will work with WAC facilities and engineering to coordinate this work.
- Internet access, land lines and printers will be checked for functionality by AT Scene Shop management and any needed work submitted to WAC IT.

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- Security cameras should be checked by WAC security. The shop alarm system will be reviewed for functionality by AT Scene Shop management and any issues reported to Atkins Systems.

DAY TO DAY OPERATIONS

Entry

- Anyone feeling ill is asked not to enter the building. Shop staff will be encouraged to self-monitor for symptoms and to stay home and contact their supervisor if they believe they have symptoms or may have been in contact with a symptomatic person.
- Use of the AT Scene Shop will be limited to shop staff during scheduled work hours. After hours work by shop staff and the use of the shop by other departments or organizations is restricted until further notice.
- All entrants will wear a face covering at all times. Shop staff will be supplied with cloth face coverings to wash and wear. Disposable face coverings, gloves and sanitizer are stocked and available when needed.
- Entry to the AT Scene Shop by anyone not a member of shop staff should occur only if the work cannot be completed remotely and should adhere to the following
 - Be scheduled through AT Scene Shop management prior to the date/time of entry.
 - Follow all shop safety protocols, occupancy postings and directional pathways.
 - Make a concerted effort to maintain 6' of social distance at all times.

Food and communal items

- Food items and utensils of any kind will not be provided or shared. Shop employees should bring their own food and cooler if necessary, to be stored at their individual workstations.
- Breakroom lockers, refrigerator, microwaves, coffee maker and other community appliances will be taken out of use to prevent cross contamination.
- Water cooler will continue to be used under the stipulation that dispenser and handles are sanitized before and after each use. Having drinking water available is a fundamental need of working conditions in the shop.
- Workers will be asked not to share personal items such as phones, ear/eye protection or writing tools. Use of the shop sound system will be allowed on condition that high touch areas of the system are sanitized with alcohol based wipes before and after 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 between workers.
- All meetings with creative teams, other AT departments, outside shops, etc. 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.

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- Design documents and items such as elevations or models will be kept in a designated area and handled using disposable gloves.

Add labor employees

- Add labor carpenters or painters brought into the AT Scene Shop will follow all shop protocols while working. Workers will be sent an electronic version of current shop protocols for review and must complete online entry training before starting work. Protective equipment will be distributed and in person training conducted on worker's first day of entry.
- Working space and workstations will be evaluated before hiring additional labor to ensure effective distancing while working on the shop floor is still possible.
- If work in proximity is required, add labor will work in designated work teams to reduce cross-contamination.

Tool use

- Frequently used hand tools will be distributed to workers according to their role (carpenter, welder, painter.) Tools will be used exclusively use to limit cross contamination and kept at individual workstations to limit the number of trips to the tool room.
- Stationary and large communal tools such as table saws, radial saws or welders will be sanitized per use, i.e. workers will be asked to sanitize high touch areas on tools before and after each use. Tools will also be sanitized daily by a designated shop worker 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 workers will be asked to sanitize tools before and after use. Tools will also be sanitized daily by a designated shop worker 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 wearing heavy duty coated work gloves during end of day clean up. Any re-fill occurring outside of end of day clean up must be done using sanitized heavy duty coated work gloves.

Material handling

- Material should be delivered whenever possible. Curb side pick up is the second preferred method of receiving material. Physical pick up in store will be avoided as much as possible.
- Receiving stock goods and freight delivered to the shop will be conducted in the most contact-free method available. Workers will stand clear while loads are unstrapped or when driver is on the dock. While working in proximity to offload and rack material workers will keep face coverings in place and use heavy duty coated work gloves to be sanitized after use. A designated receiver with a face covering and disposable gloves may sign for receipt if required.
- Packages received at the shop should be handled with gloves, either disposable or distributed protective equipment that must be sanitized after use, 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.

Working in proximity

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- During the course of work staff is often required to work in close proximity in order to complete projects. When this unavoidable circumstance occurs, workers will
 - Keep face coverings in place at all times. The use of a respirator is permissible only if all members of the work team are wearing respirators. Use of gloves and other protective equipment is encouraged on an as needed basis.
 - Sanitize common areas of work according to posted sanitizing guidelines as needed to help limit cross contamination.
- Work teams will be established creating pre-determined groups that will consistently work together on projects to help limit exposure.
- Typical project troubleshooting requiring supervisors to work in close proximity with workers will be conducted with a hyper-awareness of exposure from all parties. All possible distance will be maintained, masks must remain in place throughout, gloves, eye or face protection and sanitizing spray will be used as needed to mitigate cross contamination.

Breaks

- Breaks will be taken regularly every 60 minutes to allow workers to wash hands. Due to the nature of the work, hand sanitizing is not an effective replacement to hand washing. A 40 minute lunch break will be taken to allow time before and after for hand washing.
- Breaks will be staggered between floors (carpentry, paints, office) and groups larger than four (4) to keep congestion at a minimum.
- Other than hand washing, workers will be asked to take breaks either at their individual workstations or in an area that allows for social distancing. The breakroom is not available for breaks, meals or gatherings.

Prompt identification and isolation of sick people

- If a worker who appears to have symptoms 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 clean room until they are able to leave.
- If a worker believes that a fellow worker has symptoms, they are asked to inform the AT Scene Shop COVID-19 coordinator. The coordinator will assess the workers symptoms and decide if the worker is to be sent home.
- Human Resources will be notified of any worker with symptoms or who has reported being in contact with someone who may have symptoms. The COVID-19 Employee Return to Work Safety Protocol written by Human Resources will be adhered to.

OCCUPANCY & SOCIAL DISTANCING

<i>Space</i>	<i>Estimated occupancy</i>	<i>Estimated occupancy for work conditions</i>
Main office	<i>6</i>	4
Personal offices	<i>1</i>	1
Breakroom	<i>1</i>	1
Bathrooms	<i>1</i>	1
Clean room & storage	<i>4</i>	2

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Shop floor	24	12
Tool room	1	1
CNC area	1	1
Paint floor	22	10
Paint mixing area	1	1

Entry/Exit & Parking

- Workers on the shop floor are asked to use 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 office should use the front parking lot and enter through the front door.
- Props workers will park in the front parking lot and enter through the front door. Top of day and end of day times are staggered and will prevent a choke point at the entry/exit door.*

Main office

- Desks and furniture in the main office will be arranged to create a one-way directional path from the shop floor to the bathrooms and back again. Direction will be indicated by signage.
- The hallway leading from office to shop is an unavoidable choke point. The office side entrance of the hallway will be designated a ‘stop and look’ area indicated by signage. If a worker is approaching from the shop floor, they are considered to have the right of way. To facilitate this, the window in the entrance door to the shop will remain clear of all postings and obstructions.
- TD, Props Manager, Shop Supervisor and Charge Scenic Artist personal offices will become single occupancy. Interaction with individuals in their office should be done from the door.
- The breakroom will become single occupancy and used as a passthrough for the directional path to the bathrooms to mitigate the choke point in the office to shop hallway. Workers may also use the cooler in the breakroom to re-fill water bottles but should exit using the directional path to the ‘stop and look’ area.

Bathrooms

- All bathrooms will become single occupancy. Bathroom in use will be indicated by the door open or closed depending on location and designated by signage.

Clean room & upstairs storage

- Clean room and storage will be limited to a 2-person occupancy. Entry and exit to the clean room and use of staircase should be done individually and at appropriate social distance.
- Clean room will be used for isolation of sick persons if the situations arises. If the room is used for isolation a sign will be posted at the base of the stairs announcing that all use of upstairs area is restricted until cleaned. If used for isolation the clean room will be deep cleaned prior to a return to regular use.

Shop Floor

* Updated on props return

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- Tool room will become single occupancy. If the door is open, the space is occupied and should not be entered. Signage will be posted to announce this protocol.
- Props shop area will be arranged to allow for social distance while working. Travel through props to the office area will utilize a designated stop and look area and path will be kept as wide as possible to increase visibility along walkway.*
- Each worker will have a designated workstation with enough space to allow for social distancing while working on projects. Workers will remain in these areas as often as possible. Common hand tools, expendables bag and personal items will be kept at individual workstations.
- CNC table and surrounding area will become single occupancy. Designated entrance to the area will be posted, any interaction with a worker in the CNC area must be done from the entrance.

Paint Floor

- Paint deck is open enough to allow social distancing. During the regular course of work, however, accidental choke points are created as the space fills with scenic pieces. These accidental choke points should be avoided, and staff will be tasked with maintaining an awareness of potential hazards to social distance and correcting issues as they arise.
- Paint mixing area will become single occupancy. Mixing table will be used by a single person or a plexiglass divider added to allow for two mixing stations if demanded by the scope of work.

PROTECTIVE EQUIPMENT & SANITIZING

Considerations for protective equipment are based on work routines and the need to limit exposure to the COVID-19 virus. Recommended personal protective equipment for construction such as hearing, and eye protection typically provided by the shop will continue to be stocked. Training on the use of distributed equipment and sanitizing guidelines will be conducted on the first day of entry.

Supply Chain

- Pre-emptive orders of equipment, sanitizer and other needed supplies have already been placed. These items have been sourced from vendors able to supply the AT Scene Shop's needs and a supply chain established that ensures consistent delivery with no gap in supply.
- A supply buyer and schedule will be established to ensure that re-supply of expendables such as respirator cartridges and disposable supplies happens in a timely manner based on use and manufacturer recommended replacement.
- If any distributed item is lost or damaged workers should immediately request a replacement. Use of damaged equipment will be specifically discouraged.

Masks

- Each worker will be provided with a minimum of three (3) cloth face coverings for use during shop hours. Workers are responsible for sanitizing cloth face coverings after daily use.
- Half mask respirators with appropriate filters will be provided to all shop staff. Those staff members that already own a respirator may ask for new filters. Cleaning and maintenance of respirators according to manufacturer guidelines are the responsibility of the individual worker. Respirators should be used when work creates fine particulates such as dust or aerosol liquids.

* Updated on props return

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- Disposable surgical style masks will be available if needed. These are one time use and should be discarded in a trash receptacle after use (see CDC guidelines for donning/doffing masks).

Gloves

- Each worker will be provided one (1) pair of heavy duty coated work gloves that can be sanitized after use for working on projects in proximity to others, receiving materials, refilling expendables, etc.
- Each worker will be provided one (1) pair of heavy duty cleaning gloves that can be sanitized after use. These are for end of day cleaning.
- Disposable gloves will be available for use when the situation demands. Disposable gloves should be removed without being touched (see CDC guidelines for donning/doffing gloves) and placed in a trash receptacle.

PPE – Addnl.

- Face shields, goggle style eye protection and anti-fog eye protection will be available for all workers in addition to standard construction PPE.

Sanitizer

- Each worker will be issued a re-fillable spray bottle of liquid sanitizer. This sanitizer is of high enough alcohol content to be used on hands and surfaces and should be utilized as a per use sanitizer. The spray bottle is colored for identification, workers should not put sanitizer in any other spray bottle.
- Each worker will be issued a personal sized, re-fillable squeeze bottle of gel hand sanitizer.
- Hand sanitizing stations will be present in designated locations around the shop.
- A supply of both liquid and gel sanitizer will be maintained in the main office for refills. Workers will be asked to re-fill their personal supply as needed and sanitize the stock container after use.

Routine Sanitizing

- Per use sanitizing guidelines will be established and posted based on use guides from manufacturers and EPA guidelines for sanitizing. Any surface with contact from multiple workers such as stationary tools or scenic pieces moving through process will be sanitized based on per use guidelines.
- End of day Scene Shop sanitizing guidelines will be established for the last 30 minutes of each workday. Workers will clean up their workstation and then proceed with a scheduled rotation of cleaning and sanitizing tasks focused on high touch areas.
 - With the return of props workers, props shop end of day sanitizing including shop and office area will be conducted according to developed guidelines. Scene Shop workers will continue to clean established high touch areas not already serviced by contract.*
- All supplies used in daily or per use sanitizing will be individual, disposable or set up on a cleaning schedule that ensures daily de-contamination (e.g. re-usable rags washed daily and cycled through use.)

* Updated on props return

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- Sanitizing wipes will be provided in the main office for use on personal items such as desks or cases. Alcohol based cleaning wipes will be provided in the main office and distributed on the shop floor for cleaning electronics and personal safety equipment.

SIGNAGE

Entry points

- Entry postings stating those who have tested positive or have symptoms of COVID-19 are asked not to enter. Those entering the building will be asked to wear a mask at all times and make a concerted effort to maintain 6 feet of social distance. Any persons not a member of regular shop staff will be asked to schedule entry with AT Scene Shop management prior to date and time of entry.
- Designated entrance or exit only will be posted.

Recommended guidelines and informational postings

- Areas such as bathrooms, break room, main office and shop posting boards will include recommended guidelines and infographics geared to inform workers of ways to reduce exposure of themselves and others to the COVID-19 virus.
- Posting boards in the main office and shop floor will include informational postings such as updates from the Department of Labor, nearby COVID-19 testing facility information, and COVID employee return to work safety protocol.

Directional and occupancy

- Where directional paths have been established the direction of the path will be indicated by a combination of signage and floor tape. Areas where workers are asked to stop and look before proceeding will be indicated by signage.
- Areas reduced to single occupancy (offices, bathrooms, etc.) will be posted as such with indications of being in use (e.g. door open or shut) clearly listed. Areas without doors or an obvious entrance (CNC area, etc.) will mark the beginning of single occupancy using a combination of signage and floor tape.

COMMUNICATION

- Shop staff will be alerted to a return from furlough via email. An initial online video call will be coordinated by AT Scene Shop management to communicate established timeline and answer any questions from staff.
- Prior to return, shop staff will complete online re-entry training with WAC HR.
- AT Scene Shop management will coordinate an online video call for all shop staff prior to re-entry to discuss safety protocols, schedule, expectations and to answer staff questions.
- Props shop manager will coordinate an online video call for props staff prior to re-entry to discuss safety protocols, schedule, expectations and to answer staff questions.*

* Updated on props return

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STAFF ACCESS

Name	Position	Role	Date of access
	Technical Director (COVID-19 site coordinator)	Management	Prior to re-entry
	Props Manager	Management	Prior to re-entry
	Shop Supervisor	Supervisor	Initial re-entry
	Charge Scenic Artist	Supervisor	Initial re-entry
	Interim Assistant Technical Director	Supervisor	Initial re-entry
	Carpenter/Scenic painter	Worker	Routine work
	Props artisan / buyer	Supervisor	Props initial re-entry
	Props artisan	Worker	Props Routine Work

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Updated: 9/28/2020 3:28 PM

PROCEDURES IN CASE OF COVID EXPOSURE

Prompt identification and isolation of sick people

- If a worker who appears to have symptoms 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 **clean room** until they are able to leave.
- If a worker believes that a fellow worker has symptoms, they are asked to inform the AT Scene Shop COVID-19 coordinator. The coordinator will assess the workers symptoms and decide if the worker is to be sent home.

COVID-19 Site Coordinator Procedure (in order)

- When notified of symptoms, positive diagnosis of or a potential exposure to COVID-19 by any staff member, the initial conversation, either on the phone or in person should be:
 - Assess, gather information regarding symptoms or exposure.
 - If symptoms only, assess severity and likelihood of COVID-19.
 - Any other, treat as an exposure incident.
 - Isolate worker
 - If at home, tell them to remain at home, if in the shop follow protocol.
 - Tell worker that they'll be contacted soon for contact tracing.
 - CDC, Emory Health Care and others have a symptom checker on their website with suggestions for next steps.
 - Testing is available through the AT health care providers, Kaiser Permanente, Blue Cross Blue Shield, as well as the GA Department of Health.
- Following this notification, contact Human Resources (Eleanor Tarvin or Alex Desiderio).
 - **DO NOT INFORM CO-WORKERS OF POSSIBLE EXPOSURE, HR WILL DO THAT!**
- Determine and close areas that were occupied by the concerned worker until cleaning can be conducted.
 - In our case a contagious worker will have occupied all areas of the shop. Shop will be closed for the day and all workers sent home.
 - Workers should be asked to check email and text messages regularly throughout the day for notifications and updates.
 - Before the day is out, workers should be informed of their work schedule, if any, for the following day via email and text message.
- Notify other concerned parties
 - Costume Shop (Spencer)
 - Any other depts. with links to Scene Shop staff.
 - Mike Schleifer
- If asked by HR, collect information to inform contact tracing.
 - Use COVID-19 Incident Log to assess exposure, submit to HR.
- Abide by return to work protocols developed by HR for worker's return. Be sure workers on quarantine are informed of these protocols.
- Determine ongoing plan (deep clean? re-open short staffed? Bring in add labor? Etc.)

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Updated: 10/5/2020 2:57 PM

PROPS SHOP RETURN

The return of props workers does not exceed overall estimated occupancy of the AT Scene Shop for social distancing. Entry to and work in the building will be conducted under the already determined COVID-19 Response Plan and all protocols already in place. The over-arching response plan has been updated to include the increased number of workers and active workspaces.

Props specific day to day operations

- Use of the AT Scene Shop is limited to scheduled work hours. After hours work by shop staff and the use of the shop by other departments or organizations is restricted until further notice.
 - Props work schedule will be maintained and made available by the Props Manager. Workers are asked to abide by hours scheduled or to notify shop management of changes.
- Props work area has been re-arranged to accommodate up to 4 (four) workers in the space at appropriate social distance. Accidental choke points should be avoided, and staff is tasked with maintaining an awareness of potential hazards to social distance and correcting issues as they arise.
- Props office space has been arranged to accommodate 2 (two) workers at social distance from any pathways or other workers. The clean room has been modified to accommodate 1 (one) props worker for office type work.
 - In the event that the clean room is used for the isolation of sick persons, the worker in the space will be asked to leave the room and the room will not be used again until it has been deep cleaned through a contracted service.

Protective equipment & sanitizing

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.

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Props specific protocols

- Props will take on the end of day cleaning and sanitizing of the Props Shop workspaces, including sweeping, emptying trash, disinfecting common touch areas in the shop, personal items on desks in the office, clean room, and handrails leading up to the loft.
- Props workers are asked to sanitize hand tools, both in props area and borrowed tools from the scene shop tool room using per use sanitizing guidelines and return them to their storage locations after use.

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WORK SITE

Work conducted on site, i.e. any location not the AT Scene Shop, will be conducted under the same general working protocols outlined in the AT Scene Shop response plan and addendums. Where protocols deviate from the original response plan, protocols outlined in this addendum will supersede.

Travel

- Workers are asked to arrange their own transportation to site locations whenever possible. Workers will assemble on site for a morning safety meeting at scheduled top of day.
 - Typical workday will start and end on location with some exceptions.
- Travel to location using the AT Scene Shop van is limited to no more than four (4) workers.
 - Each worker will occupy a separate row, including the driver's seat, and distance themselves as much as possible.
 - Masks will be maintained AT ALL TIMES with no exception.
 - Workers are encouraged to keep windows open and avoid using air conditioning or heating. Exceptions will be made based on weather conditions, but floor vents should be used (vs. fan vents).
- Truck rental and travel is limited to one driver. Driver is encouraged to use gloves and sanitizing spray while in the cab of the vehicle. Travel to rental location will be in a personal vehicle with 2 persons, masks should be maintained during travel and gloves are encouraged.
- One (1) designated person will travel to the location in a personal vehicle for ALL work calls. This is necessary for the *prompt identification and isolation of sick people. *see below*

On location operations

- When available, site specific health and safety protocols will be collected from the location's Site Coordinator and reviewed prior to travel.
- Workers are asked to follow any signage or guidelines posted at the work location. When postings differ from AT Scene Shop protocols workers should follow the protocol that is most stringent.
- Typical work operations will be conducted under already established protocols for working in proximity. **See response plan*
- Breaks and lunch should be taken in an area that allows for social distancing. Weather permitting, workers are encouraged to take breaks in outdoor areas.
- Handwashing stations or sink locations will be determined and relayed to crew before travel. When possible, postings indicating these locations will be prominently displayed on site.
 - Regular breaks will be taken for handwashing.
 - Workers should wash hands before and after lunch breaks.
 - **Due to the nature of work, hand sanitizing is not an effective replacement to hand washing.**

Protective equipment required

Half mask respirator w/ P100 filters Must travel, even if not used on location

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Fabric face covering	To be worn at all times, must be washed between work days.
One (1) pair of coated work gloves	For use as needed, working in proximity and material handling, sanitize before & after use
One (1) fine mist spray bottle *AMBER*	AMBER spray bottle should be filled with LIQUID SANITIZER ONLY .

Sanitizing supplies trucked to location

- Face shields, anti-fog / goggle eye protection
- One (1) gallon size jug of liquid sanitizer
- Three (3) ea heavy duty work gloves (S, M)
- One (1) 10pk ea of disposable gloves (S, M, L)
- One (1) pk disposable surgical style masks
- One (1) pk alcohol prep pads

Tool use

- Workers should bring individual frequently used hand tools distributed by the AT Scene Shop. Hand tools taken from the road box should be sanitized before and after use and returned immediately after use.
- Large communal tools should be sanitized before and after use and be returned immediately after use.
- Expendable bins should travel when needed for proposed body of work.

Prompt identification and isolation of sick people

- Site Coordinator of the work location will provide a designated isolation location. This location will be open and available and out of common use.
 - The AT Scene Shop COVID-19 Coordinator will know the location, know the path to that location and will communicate that information to workers.
- If a worker who appears to have symptoms arrives at work on location or becomes ill during the workday, they will be asked to go home. If they are unable to leave immediately, they will be asked to wear a cloth face covering (**not** a respirator) and remain in the designated isolation area until they are able to leave.
 - If worker traveled to the location in the AT Scene Shop van or truck and is unable to arrange other transportation, they will be returned the shop by the designated driver in a personal vehicle. Designated driver will then be considered exposed and must follow HR return to work protocols.
- If an AT Scene Shop worker believes that a fellow worker has symptoms, they are asked to inform the AT Scene Shop COVID-19 coordinator. The coordinator will assess the workers symptoms and decide if the worker is to be sent home.
 - The AT Scene Shop COVID-19 Coordinator will notify the Site Coordinator of the situation immediately and next steps will be decided in tandem.
- Human Resources will be notified of any worker with symptoms or who has reported being in contact with someone who may have symptoms. The COVID-19 Employee Return to Work Safety Protocol written by Human Resources will be adhered to.