

COVID-19 Preparedness Plan for The Paul Bunyan Playhouse

The Paul Bunyan Playhouse is committed to providing a safe and healthy workplace for all our employees, artists, volunteers, and patrons. To ensure we have a safe and healthy workplace, The Paul Bunyan Playhouse has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Board members, Artistic Director, employees, and artists are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our board members, Artistic Director, employees and artists. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our venue. *The Paul Bunyan Playhouse will follow current guidelines from the Minnesota's Stay Safe Guidance for Entertainment and Meeting Venues (stay safe.my.gov).*

The COVID-19 Preparedness Plan is administered by Board President, Holly Ward, who maintains the overall authority and responsibility for the plan. However, board members, Artistic Director, employees, and artists are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The Paul Bunyan Playhouse's Artistic Director, Company Manager, and Box Office Manager have our full support in enforcing the provisions of this plan.

The Paul Bunyan Playhouse has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan.

Ensure sick employees, contracted artists, and volunteers stay home and prompt identification and isolation of sick persons

Employees, contracted artists, and volunteers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees, contracted artists, and volunteers' health status prior to entering the workplace and for employees and contracted artists to report when they are sick or experiencing symptoms. Employees, contracted artists, and volunteers will complete a google form health screen prior to entering the venue or any rehearsal space. Employees, contracted artists, and volunteers will submit to a body temperature screening using a non-invasive scan style thermometer prior to entering the venue or any rehearsal space. In the event an employee or volunteer exhibits symptoms of CoVID-19 at home or at the venue, the individual shall notify the box office manager via text message. If the employee or volunteer begins to feel sick or exhibits symptoms while at the venue, the individual will isolate in the upstairs office of the venue until such time that the individual is able to leave the premises. In the event a contracted artist feels sick or exhibits symptoms of CoVID-19 while under contract with the Paul Bunyan Playhouse, the individual will immediately inform the Company Manager via text. If the individual has local housing, the individual will remain at home or immediately return home to isolate. If the individual is residing in housing provided as a part of the contract, the individual will remain at the dorm to isolate or immediately return to the dorm to isolate until arrangements can be made for the artist to safely travel at the artists' expense. In the event a contracted artist is required to isolate in a dorm, the individual will be provided with 3 meals delivered to the dorm room door.

The Paul Bunyan Playhouse has implemented leave policies that promote employees, contracted artists, and volunteers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Should a contracted artist of the Paul Bunyan Playhouse need to stay home due to illness of self, a household member, or recommendation by a health care provide to isolate, the Company Manager will work collaborate with the artist to determine the best course of action based upon the nature of illness, symptoms, health care provider recommendation, and the remaining time of the contract. Should an employee of the Paul Bunyan Playhouse need to stay home due to illness of self, a household member, or recommendation by a health care provider to isolate, the Box Office Manager will find coverage for any impacted shifts until the employee is able to return to duty. The Paul Bunyan Playhouse does not provide paid leave for illness of employees or contracted artists. The Paul Bunyan Playhouse has also implemented a policy for informing employees, contracted artists, and volunteers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. In the event an employee or volunteer has been exposed to a person with CoVID-19 at their workplace, the Box Office Manager will call the employee to notify them of the exposure and required quarantine period within 2 hours of being notified of the exposure. In the event a contracted artist has been exposed to a person with CoVID-19 at their workplace, the Company Manager will call the contracted artist to notify them of the exposure and required quarantine period within 2 hours of being notified of the exposure. In addition, a policy has been implemented to protect the privacy of employees, contracted artists, and volunteers' health status and health information. The Paul Bunyan Playhouse will, to the best of our ability, maintain the health information privacy of employees, contracted artists, and volunteers by never sharing specific names associated with potential or actual exposures to, symptoms of, or diagnosis of CoVID-19.

Social distancing – Employees and volunteers must be at least six-feet apart

Employees - except during show days, no more than two employees will be at the venue at any one time. Work stations are more than the required 6 foot distance. During shows, one workstation will be outside, weather permitting.

Volunteers - During shows, one volunteer will be posted at each door to the interior theatre with a second volunteer stationed just behind the back row of seats to point patrons in the direction of seats and to resolve any confusion about seats.

Contracted Artists - Contracted artists residing in housing provided by the Paul Bunyan Playhouse will be provided with an individual dorm room. Bemidji State University will sanitize the bathrooms and common spaces provided for each floor. When not on stage in performance or rehearsal spaces, contracted artists will need to maintain 6' social distance.

Patrons - Patrons will be encouraged to wait outside until they can be admitted in seated groups which maintain the 6' social distance.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Employees, contracted artists, and volunteers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All employees, contracted artists, and volunteers are required to wash or sanitize their hands prior to or immediately upon entering the venue or rehearsal spaces.

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the venue, rehearsal spaces, and dorms so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. The Box Office Manager is responsible for ordering all hand sanitizer for the company and maintaining supply and access to hand sanitizer in the lobby of the venue. The Company Manager is responsible for maintaining supply and access to hand sanitizer in rehearsal, performance, and preparation spaces. Source controls are being implemented at our workplaces at all times. All employees, contracted artists, volunteers, and patrons of the Paul Bunyan Playhouse will be required to wear face coverings at all times at the venue, in rehearsal spaces, and in common areas of the dorms. Individuals may provide their own face coverings; however, disposable face coverings will be available. For technical rehearsals and performances, clear shields will be provided for all performing artists.

Reminders of etiquette will be included in introductory sessions, stage management reports, and curtain speeches.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented in the work environment. Box office phones and keyboards will be used by one person per shift and sanitized hourly. Sound and light boards will be sanitized after each use. Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Restrooms will be cleaned and sanitized daily. On performance days, public restrooms will be sanitized 2 hours prior to a show, prior to intermission, and after intermission. During technical rehearsals and performances, dressing room area surfaces and restrooms will be sanitized before and after each rehearsal.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated to:

- Board members - meeting (05/03/21)
- Employees - upon initial training with Box Office Manager. Log will be kept for Box Office Manager.
- Contracted Artists - the plan will be provided to contracted artists via email from the Company Manager prior to the contracted artists arrival for the beginning of the contracted period. The Company Manager will be responsible for communicating the contents of the CoVID

Preparedness plan to contracted artists at the first meeting with each company. The Company Manager will keep a log of communication to each artist.

- Volunteers - The Box Office Manager will provide the information to volunteers via email prior to their arrival for a shift. The Box Office Manager will keep a log of communication with all volunteers.

Additional communication and training will be ongoing by the Box Office Manager and Company Manager]. Training will be provided to all employees, contracted artists, and volunteers who did not receive the initial training and prior to initial assignment or reassignment. Instructions will be communicated to all employees, contracted artists, volunteers, and patrons about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) requirements regarding the use of face-coverings and/or face-shields by all employees, contracted artists, volunteers, and patrons. All employees, contracted artists, volunteers, and patrons will also be advised not to enter the venue or rehearsal space if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are expected to monitor how effective the program has been implemented. Employees may provide feedback through the daily activity report. Contracted artists may provide feedback to the Company Manager via text or email. The Box Office Manager and Company Manager will report all concerns to the Board of Directors. The Board President will meet weekly with the Box Office Manager and Company Manager to determine what, if any, adjustments need to be made. All employees, contracted artists, and volunteers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by The Paul Bunyan Playhouse Board of Directors and the plan was posted throughout the venue and rehearsal spaces and made readily available to all employees, contracted artists, and volunteers. It will be updated as necessary by Holly Ward, Board President.