



## **Pandemic Preparedness and Response Plan**

### **Purpose**

An outbreak of COVID-19 can have severe consequences on human health and economic wellbeing. The Whiting/Capitol Theatre is committed to advance planning and preparedness that are critical in mitigating the impact of COVID-19 on the organization and our employees. This plan outlines the specific steps taken by The Whiting/Capitol Theatre to ensure the safety of our employees and business continuity within the organization. This Plan will be made readily available to employees and customers via website, internal network, or by hard copy.

The Whiting/Capitol Theatre will continue to review and evaluate country, state, region, county, and city requirements and communicate them to employees and revise this plan as deemed necessary.

The Whiting/Capitol Theatre Pandemic Response Plan includes the following sections:

- COVID-19 Task Force/Workforce Coordinator
- Monitoring “Medical” Guidelines/Practices
- Return to Work
- Company Environment
- Training
- Communication
- PPE Training Polices Posters
- Health Risk Assessment Location/Job/Person
- Cleaning & Disinfection
- Screening – Employees /Visitors/ Travel
- Social Distancing
- Symptoms
- Exposure
- Contact Tracing
- Isolation Guidelines
- Response for Concern
- Wellness
- Specific Provisions by area:
  - Backstage
  - Outdoor
  - Whiting
  - Capitol
  - Capitol Café

## 1. COVID-19 Task Force

To further The Whiting/Capitol Theatre's efforts to maintain employee safety and health while also maintaining operations, The Whiting/Capitol Theatre has established a management team to prepare and monitor reopening in Flint, MI. This team consists of:

Ella McAndrew, Director of Operations & Community Engagement, [EMcAndrew@TheWhiting.com](mailto:EMcAndrew@TheWhiting.com)

Chris Everson, Technical Director, [CEverson@TheWhiting.com](mailto:CEverson@TheWhiting.com)

Tina Immink, Director of Ticketing & Analytics, [Timmink@TheWhiting.com](mailto:Timmink@TheWhiting.com)

Shannon Leach, Director of Front of House Operations, [SLeach@TheWhiting.com](mailto:SLeach@TheWhiting.com)

Rachel Preisel, Marketing Coordinator, [RPreisel@TheWhiting.com](mailto:RPreisel@TheWhiting.com)

This team will be responsible for The Whiting/Capitol Theatre's effort to coordinate safety activity, employee and customer communications, facility management, and other pandemic related policies and practices The Whiting/Capitol Theatre must address to maintain safe operations.

Staffing will alternate with each show to limit potential exposure to Covid-19. Employees will know who the designated contact is during any event and during hours of operation. The Whiting/Capitol Theatre has designated the following staff as its COVID-19 Workplace Coordinators that will be at The Whiting/Capitol Theatre during hours of operation and when employees are otherwise present on site:

Jessica Sampson, Director of Finance and Human Resources, [JSampson@TheWhiting.com](mailto:JSampson@TheWhiting.com)

Ella McAndrew, Director of Operation & Community Engagement, [EMcAndrew@TheWhiting.com](mailto:EMcAndrew@TheWhiting.com)

Chris Everson, Technical Director, [CEverson@TheWhiting.com](mailto:CEverson@TheWhiting.com)

Shannon Leach, Director of Front of House Operations, [SLeach@TheWhiting.com](mailto:SLeach@TheWhiting.com)

Kim Tolbert, Ticket Center Manager, [KTolbert@TheWhiting.com](mailto:KTolbert@TheWhiting.com)., 810-237-7333

Nick Lucchesi, Front of House Assistant, [NLucchesi@TheWhiting.com](mailto:NLucchesi@TheWhiting.com)

Task Force Members and Workplace Coordinators will be responsible for but not limited to:

## 2. Monitoring Medical Guidelines / Practices

- Monitoring updates on COVID-19 using EPA, CDC, WHO, federal government, and state government resources.
- Incorporating those recommendations into our workplace.
- Daily communication of updates and determination of necessary changes within the business.
- Training our workforce on infection-control practices, proper use of personal protective equipment, actions required to notify our business of any COVID-19 symptoms or suspected cases of covid-19, and how to report unsafe working conditions.
- Be prepared to answer any employee questions or concerns.
- Reviewing policies and practices to ensure they are consistent with this plan and existing local, state, and federal requirements.

### 3. Notice of Pandemic Plan

The Whiting/Capitol Theatre will promptly notify all internal and external stakeholders about the change in operations due to a pandemic outbreak. This notice will be communicated clearly and conspicuously and will include information about the next steps of action and the anticipated length, as well as information on available alternative information services, facilities, and infectious disease guides.

- All managers/supervisors must be familiar with this plan and be prepared to answer questions from employees.
- All managers/supervisors will set a good example by following this plan.
- Employees are expected to abide by this plan and regular guidelines and leave policies.

### 4. Plan Ownership and Maintenance

This policy and contacts are maintained and updated by The Covid-19 Task Force, coordinated by Jessica Sampson, Director of Finance and Administration for the Flint Institute of Music (FIM). For any questions, concerns, or comments, employees are encouraged to speak to their department manager, or a member of the COVID-19 Task Force via email.

### 5. Return to Work {RTW}

Upon Return to Work {RTW} after a closure due to COVID-19 or when a group of employees have been away from work due to exposure to COVID-19, The Whiting/Capitol Theatre will require a transition plan, communication, and training for all employees.

Prior to returning to the workplace, The Whiting/Capitol Theatre will need to address specific logistics related to the worksite or employees including but not limited to the checklist below.

Role	Activity	Details
<b>Administration</b>	Establish a <b>Task Force</b>	See Section 1, COVID-19 Task Force
	<b>Response Plan -</b> Per Executive Order 2020-92 and Acting under the Michigan Constitution of 1963 and Michigan law Develop a COVID-19 preparedness and response plan	By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be developed consistent with OSHA's Guidance on Preparing Workforces for COVID-19, and the Plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
	<b>Worksite Coordinator -</b> Per Executive Order 2020-92 and Acting under the Michigan Constitution of 1963 and Michigan law Develop a COVID-19 preparedness and response plan -	Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection {a}. The supervisor must remain on-site at all times when employees are

THE WHITING AUDITORIUM AND CAPITOL THEATRE COVID-19 Preparedness and Response Plan

		present on site. An on-site employee may be designated to perform the supervisory role
	Establish <b>daily reports</b> as deemed necessary	Health Screening Reports completed daily and verified on the State of Michigan website. Some staff may sign a document then send to HR on a daily basis. Employee attendance Supplier impacts from Matt Moyer Local and Federal updates by HR
	Identify <b>staffing opportunities</b>	Review skill sets, cross train workers
	Identify any planned <b>travel</b> of staff	Review latest CDC guidelines Assess to ensure business-related travel is essential Review all travel policies and procedures
	Identify any staff already <b>traveling</b>	Review latest CDC guidelines Review travel advisories Assess their health and safety Review all travel policies and procedures to assist them while traveling Ensure they have information for contacting for help while traveling (Travel Insurer)
	<b>Work Environment</b>	Review activity to determine essential business functions.
	Continue to update and develop <b>response plan</b>	Continue to review and evaluate Country, State, Region, County, City requirements
<b>Management</b>	Establish New <b>Safety Protocols</b> and a <b>Communication plan</b>	Review handbook policies, procedures, training needs and workplace signage
	Conduct a <b>Risk Assessment</b> of Environment	Workplace design and safe distancing guidelines
	Establish <b>Workplace Cleaning Protocols</b>	See Section 8, Cleaning and Disinfection
	Establish <b>Testing and Screening Protocols</b>	See Section 12, Screening Employees
	Review and adapt <b>Policies</b> and Procedures	See updated temporary policies for FCCC Handbook
	Assessment of <b>PPE</b> and <b>Cleaning Supplies</b>	See Section 7: Health Risk Assessment Location/Job/Person. Inventory cleaning supplies, PPE, and 3 <sup>rd</sup> party vendor needs.
	Gather all CDC and <b>governmental</b> requirements and guidelines	See Additional Resources
	Determine who will RTW and who will continue to work remotely etc.	See Return to Work Section in Response Plan

THE WHITING AUDITORIUM AND CAPITOL THEATRE COVID-19 Preparedness and Response Plan

	Develop, communicate an <b>RTW policy/procedure</b>	See Additional Resources
	Develop <b>Training</b> for Returning Workforce	See Training Section and Additional Resources
	Develop an <b>Onboarding</b> Plan for First Day Back	See Additional Resources
	Develop policies and procedures for prompt identification and isolation of ill employees	See Additional Resources
	Determine any key recommendations to leadership as they arise.	COVID-19 Task Force will review employee/operational suggestions on a weekly basis.
	Post any new procedures and appropriate <b>State and Federal Guidelines</b>	HR will post as appropriate in break rooms and send electronic copies to employees. Such posters will be in the primary languages common in the employee population.
<b>Human Resources/Safety and Health</b>	<b>Monitor</b> local, state, and federal trends in cases diagnosis and have a preparedness plan for various infection points.	See Additional Resources for sites
	Update <b>policies and procedures</b> to address any additions or revisions to benefits {e.g. guidelines around use of sick days, coming to work sick, work-at-home policies, use of vacation / personal time, FMLA, etc.}.	See updated Temporary Policies for FCCC Handbook.
	Post new <b>state and/or federal guidelines</b> as required by law.	HR will post as appropriate in break rooms and send electronic copies to employees. Such posters will be in the primary languages common in the employee population.
	Update <b>employee handbook/manual</b> with items specific to the COVID-19 pandemic, storms, or other significant workplace impacts.	See updated Temporary Policies for FCCC Handbook.
	Review with, <b>educate</b> and monitor staff personnel activity for EEO, ADA, OSHA, NLRA and Wage and Hour compliance.	All staff trained upon returning to work with regular updates provided as documents change.
	Conduct or monitor staff conducting <b>training</b> and first day back orientations.	See section 17 Training
	Communicate <b>Employee Assistance Plan</b>	EAP not in place at this time

## 6. Company Environment

The Whiting/Capitol Theatre has conducted a risk assessment of our venues, considering federal and state guidance and has made changes that will reduce possible occupational exposure to COVID-19. The Whiting/Capitol Theatre has taken steps to keep everyone on the worksite premises at least six feet from one another to the maximum extent possible. Physical changes to The Whiting/Capitol Theatre include the following:

- **Creating Barriers**, we are installing Plexiglass shields in the Ticket Center offices.
- **Reconfiguring Space** The majority of the staff will continue to work remotely. Workspaces have been spread apart where necessary to maintain appropriate social distancing, and the Whiting/Capitol Theatre has put in place staggered schedules for employees.
- **Signage** – Signage will be placed at each entrance and throughout the buildings to ensure that masks are worn and social distancing is being followed.
- **Limiting Equipment Use** Salaried personnel are assigned their own equipment. Shared equipment, such as printers, should be used by one person at a time and be wiped down between each use.
- **Gatherings** All large meetings will be continued via Zoom or other virtual platform. Small meetings may take place with a maximum of 6 people, with proper social distancing.
- **In-Person Interaction** In-person meetings are being handled on a case by case basis. Appointments must be set and all persons involved are required to do a health check which includes answering a symptoms questionnaire and temperature check. Employees will be required to wear a mask in shared spaces when they cannot consistently maintain six feet of separation from others.
- **PPE** Masks and gloves are available to all employees and guests (by appointment only) at the various entrances (both front and back of house).
- **Tools/Equipment/Company Vehicles** All equipment will be cleaned and sanitized between uses.
- **Work Sites** Only necessary employees will travel between buildings. Given that The Capitol Theatre is a shared space with other businesses, employees will be expected to complete the health screening upon arrival at the second venue.
- **High Efficiency Air Filters** All air filters have been updated to the highest efficiency available.
- **Increasing Ventilation in Work Environments** Systems have been evaluated, but a decision has not yet been made regarding which direction to go for air purification.

#### **6a. Building Entry**

Whiting Auditorium – employees will enter through the main entrance only.

Capitol Theatre – employees will enter through the side entrance off of Harrison Street.

Signs will be posted at entrances in order to maintain social distancing requirements.

#### **6b. Health Screen Employees, Volunteers, Contractors, and Visitors**

At all employee entry locations there will be a check-in table with gloves, thermometer and disinfectant wipes. Employees will place gloves on, take their temperature, wipe the thermometer, dispose of the gloves and go wash their hands with soap and water. After which, employees will login to the State of Michigan website to take the health screening questionnaire. Employees who do not have computer access will be provided a hard copy questionnaire to complete. Questionnaires will be sent to HR on a daily basis. Health screening records will be maintained as required by Executive Order 2020-175 (and any Order that follows it). Such records will be maintained in a confidential manner.

#### **6c. Isolation Room**

If someone that arrives at work or begins to exhibit symptoms during their shift, the person will be instructed to leave the workplace immediately with his or her mask on. If the person is unable to leave on his or her own, the person will be taken into isolation in The Green Room of The Capitol Theatre and

the Executive Director Office of The Whiting/Capitol Theatre, until such time that they can leave the facility. In the isolation room, the person will be instructed to wear a face mask. Likewise, individuals assisting the sick person will wear a mask and gloves.

When the Whiting/Capitol Theatre learns that an employee with COVID-19 has been in the workplace, the Company will promptly close off the isolation room (if applicable) and any areas the ill employee may have used for up to 24 hours. Then, the Whiting/Capitol Theatre will ensure that both the isolation room and the ill employee's workstation is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee such as: offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and breakroom kiosks. All persons carrying out this cleaning will wear proper personal protective equipment (PPE), such as a mask and gloves, and will discard such equipment prior to resuming normal work functions.

Designated cleaning persons will use EPA-registered cleaning chemicals and disinfectants that are effective against COVID-19 when cleaning potentially contaminated areas. Cleaning persons will consult with cleaning chemicals' Safety Data Sheets and other manufacturer instructions to determine what PPE, if any, is necessary (other than a mask and gloves) to protect employees from exposure to cleaning chemicals. Cleaning persons will avoid using compressed air or water sprays to clean potentially contaminated surfaces, as these techniques may aerosolize infectious material.

**6d. Hygiene**

The Whiting/Capitol Theatre have hand-sanitizing stations throughout the building. There are no automatic hand dryers in either building and all bathrooms will continue to be equipped with paper towels. Trash cans are all no touch throughout both buildings.

**6e. Common Areas**

Common areas such as conference rooms, lobby spaces, hallways, break rooms, etc. will be subject to social distancing procedures. Maintain 6' distance from other individuals in these spaces and wear masks when occupying these spaces. For breakrooms, only one employee at a time should be eating in these spaces and should wipe down their area and any items used before exiting.

**6f. Start Times/Break Times**

Lunch and breaks will be staggered. Start times for employees will be staggered at 15-minute intervals.

**6g. Deliveries**

Staff members accepting deliveries will do so within a pre-determined period of time. Deliveries must be accepted with masks and proper sanitizing.

**6h. Pick-up of Goods**

Prior communication with a staff member is required for pick-up of goods. A time and location should be set for pickup and the person picking up goods should call or text when they arrive. Goods will be brought outside and delivered to staff members to the car or vehicle that is picking up items.

**6i. Visitors Procedures**

All visitors are required to wear masks upon entering The Whiting/Capitol Theatre. No outside food or drink will be allowed. Signage is posted at the doors and all visitors will be expected to fill out a Visitor Screening Questionnaire and complete the health screening following the identical process established for employees. If the Whiting/Capitol learns that an individual with a confirmed case of COVID-19 has visited the premises, the Whiting/Capitol will notify employees.

**7. Health Risk Assessment Materials Location/Job/Person**

The Whiting/Capitol Theatre has made cleaning supplies/PPE available to employees upon entry and will provide time for employees to wash hands frequently or to use hand sanitizer.

<b>Item</b>	<b>Specification</b>	<b>Quantity</b>
<b>Mask</b>	Disposable {1-day use}	Minimum 30-day supply
<b>Gloves</b>	Nitrile Gloves	Minimum 30-day supply
<b>Infrared Thermometer</b>	Medical infrared thermometer	1 per 100 employees
<b>Disinfectant Spray / Wipes</b>	Victory sanitizer spray/70% alcohol wipes	Minimum 30-day supply
<b>Sanitation Floor Stand</b>	Hand sanitizer dispenser floor stand	1 per 50-person work area
<b>Hand Sanitizer</b>	Sanitizer refills with alcohol 70%	Minimum 30-day supply
<b>Hand Soap</b>	Hand soap	Minimum 30-day supply
<b>Paper Towels</b>	Paper towel rolls	Minimum 30-day supply
<b>Bio-hazard Container</b>	Sealable bags tagged as contaminated material	Minimum 30-day supply

**8. Cleaning and Disinfecting Venues**

The Whiting/Capitol Theatre has conducted a risk assessment considering federal and state guidance and has made changes that will reduce possible exposure to COVID-19. {Company Locations} will be thoroughly cleaned and disinfected routinely and prior to re-opening after exposure from an employee who is symptomatic or tested positive for COVID-19 using EPA and CDC recommended products and procedures.

**Frequency is based on the level of use and risk assessment.**

<b>Area</b>	<b>Details</b>	<b>Frequency</b>	<b>Solution</b>	<b>Method</b>
<b>Office Area</b>	Desks, chairs, conference rooms	After use for common rooms	Hyperfect; Victory	Staff use designated

THE WHITING AUDITORIUM AND CAPITOL THEATRE COVID-19 Preparedness and Response Plan

		and at least twice daily for individual offices	Sanitizer Spray	wipes; spray used weekly by custodial staff
<b>Work Cell Common Surfaces</b>	Control buttons, tools, and other common surfaces	Start and end of shift (minimum); monthly UV disinfecting of keyboards	Electronic wipes provided to staff	Individual staff cleaning during and end of shift or leaving station
<b>High Touch Surfaces</b>	Door handles, phones, copiers, bathrooms, kitchens, water fountains, Entrance/screening location	Continuously on a routine basis every 2-4 hours or after use if necessary	Hyperfect; 70% alcohol wipes	Custodial staff
<b>Kitchen/Breakroom/Water Fountain/Bathrooms other common areas</b>	Areas of common interaction	Daily, based on number of employees onsite; weekly for spray	Hyperfect; 70% alcohol wipes; Victory Sanitizer Spray	Custodial staff

**9. Symptoms of COVID-19**

The Whiting/Capitol Theatre has taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is learning the symptoms of COVID-19. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor, or contact a member of the Covid-19 Taskforce.

Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or if 14 days after exposure.

**10. Contact Tracing**

If an employee has tested positive with COVID-19 they will be asked to complete a Contact Screening form with a member of management. In particular, the employee will be asked to identify persons (including coworkers, contractors, or suppliers) who may have been in close contact with the employee while the employee was infected and during the 48 hours prior to the employee’s symptoms first appearing (or 48 hours prior to the date on which the employee took a test that yielded a positive

result). The procedure will help ensure safe, sustainable, and effective quarantine of contacts to prevent additional transmission. The procedure will include but is not limited to:

- Trace and monitor contacts of infected people.
- Notify them of their exposure.

The Whiting/Capitol Theatre will maintain records of confirmed cases of COVID-19 in the workplace.

### **11. Social Distancing**

The Whiting/Capitol Theatre has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors by implemented social distancing at both venues. Social distancing will include but is not limited to:

- Restricting the number of workers present on premises to those who are incapable of performing their job duties remotely.
- Promoting remote work to the fullest extent possible.
- Keeping workers who are on premises at least six feet from one another to the maximum extent possible.
- Increasing standards of facility cleaning and disinfection to limit worker exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

### **12. Screening Employees and Visitors**

The Whiting/Capitol Theatre have taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors. Temperature and health screenings will be implemented at both venues.

**Employees** –On-site screenings will be completed prior to entering The Whiting/Capitol Theatre. See below.

**Visitors**- The Whiting/Capitol Theatre have suspended non-essential visitors to either venue. To ensure the protection of both employees and visitors, meetings should take place virtually. Visitors will be required to wear a mask.

Visual indicators and/or barricades will be placed in parking lots, entrances, and walkways of The Whiting/Capitol Theatre to ensure employees and visitors enter the building at the screening location.

- If the temperature is above the medically approved 100.4 F, and/or the employee/visitor exhibits visible symptoms of illness consistent with COVID-19 the employee/visitor should be placed in an isolation room and/or instructed to visit a clinic for a checkup, in accordance with the health department recommendations/guidelines.

## THE WHITING AUDITORIUM AND CAPITOL THEATRE COVID-19 Preparedness and Response Plan

- If an employee does not accept the screening, the employee should be required to leave the building and submit a return-to-work note from a licensed physician prior to returning to work.
- If a visitor does not accept the screening, they will not be allowed in the company building.
- If an employee is confirmed to have COVID-19, the company will immediately notify the local public health department, and within 24 hours, inform employees, contractors, or suppliers who may have come into contact with the confirmed case, keeping the infected employee anonymous.
- Exposed employees should self-quarantine for 14 days since their last date of contact with the infected employee.
- If the Whiting/Capitol Theatre receive notice that a visitor has tested positive, proper procedures should be implemented.
- Communication to all employees needs to be delivered with a preventive approach to avoid alarm and follow ADA guidelines.

Daily self-screening procedures are in place to prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection at work. The Whiting/Capitol Theatre has done the following:

- Distribute daily self-screening protocol to all employees.
- Prepare the HR team to receive reports of symptomatic employees.
- Review and understand protocol and adjust as necessary as guidance changes.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID19.

### **13. Self-Quarantine Guidelines**

The Whiting/Capitol Theatre have taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure. If an employee must self-quarantine the following guidelines must be followed.

Employees should avoid leaving home if possible, but if necessary, should practice exceedingly good hygiene and social distancing. Social distancing is staying 6ft away from any other person. Working from home is expected to continue when possible.

Employees are requested to remain off company property and self-quarantine or isolate if they have:

- Principal COVID-19 symptoms (as defined by Executive Order 172 or any Order that follows it);
- Been in close contact (i.e., within six feet of for at least 15 minutes) with a person displaying principal symptoms of or confirmed with COVID-19; or
- A COVID-19 positive test result

Guidance for employees while self-quarantining:

- Stay away from other people in your home as much as possible.
- Do not allow any visitors.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.

- Wear a face mask if you must be around other people, such as during a visit to the doctor's office.
- When you cough/sneeze, cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds and if that's not available, clean with a hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding. Wash these items thoroughly after using.
- Clean high touch surfaces daily using a household cleaner or wipe. According to the CDC, these include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean surfaces that may be contaminated with blood, stool, or bodily fluids.
- Use an air conditioner or open window to provide good airflow in shared spaces.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, inform health care providers of any medications you will need, so they can arrange drop-offs of prescriptions. If you do not have laundry machines at home, ask health care providers to help with these services.

#### **14. Return to Work after Self-Quarantine/Isolation**

Employees who have been under home self-quarantine or isolation can return to work under the following conditions, consistent with WHO/CDC guidelines and Executive Order 2020-172 (or any Order that may follow it):

Employees who display principal symptoms of or are confirmed to have COVID-19 may return to work when they are released from any applicable isolation or quarantine order by the local public health department and after the following:

- 24 hours have passed since the resolution of fever without the use of fever-reducing medications;
- 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; and
- Other symptoms have improved.

Employees with a confirmed case of COVID-19 may alternatively return to work after receiving two negative COVID-19 tests, at least 24 hours apart (in addition to being fever-free and with an improvement of other symptoms).

Individuals who have been in "close contact" with someone who is positive for COVID-19 or who has "principal symptoms" of the virus must stay home until either of the following conditions are met:

- 14 days have passed since the last close contact with the sick or symptomatic individual.
- The individual displaying symptoms receives a negative COVID-19 test.

Please contact your local HR team prior to returning to work to confirm you have met one of the above for your return and discuss documentation that may be required before you return to company premises. The Whiting/Capitol Theatre will not discharge, discipline, or otherwise retaliate against

employees who stay home or who leave work when they are at a particular risk of infecting others with COVID-19.

### 15. Classifying Worker Exposure

The Whiting/Capitol Theatre have taken measures to help prevent the spread of COVID-19 and reduce the potential risk of occupational exposure.

The Whiting/Capitol Theatre workers' risk of occupational exposure to coronavirus, the virus that causes COVID-19, during an outbreak may vary from medium to low risk. The level of risk depends on the area of the buildings they work and contact with others or shared equipment.

Employees	Risk	Potential Exposure	Mitigation
ALL	Low	Entrance/screening location, kitchen, water fountains, bathrooms, copiers, conference rooms	Marked waiting spots 6' apart, close kitchens, water fountains, and coffee makers, wipes available in bathrooms or install touchless flush and faucets, limit occupancy in copy areas and conference rooms to maintain social distancing, increase cleaning
Patron-facing employees	Medium	Such employees interact frequently with the general public during events	

### 16. Exposure

The Whiting/Capitol Theatre have taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is understanding the exposure of *COVID-19*.

Infected people can spread COVID-19 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching a surface or object that has COVID-19 on it and then touching their own mouth, nose, or possibly their eyes.
- People are most contagious when they are most symptomatic {i.e., experiencing fever, cough, and/or shortness of breath}.

## THE WHITING AUDITORIUM AND CAPITOL THEATRE COVID-19 Preparedness and Response Plan

- Spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus.
- The CDC website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html).

### 17. Training

The Whiting/Capitol Theatre employees will receive various levels of training on the controls, procedures, protocols, and safety requirements being used to prevent the COVID-19 at The Whiting/Capitol Theatre. Our plan ensures employees receive the training and information they need to stay safe while at work. Trainings and posters regarding COVID-19 will be provided in the primary languages common in the employee population.

Training can be made available in small groups, emails, and in some cases by video. Employees are encouraged to ask questions about anything that is unclear to them. The Whiting/Capitol Theatre will maintain training records regarding COVID-19.

Training Topic	
PPE	Use, disposal, storage, or cleaning of PPE
Screening Procedures	As detailed in Section 12
Social Distancing	Follow CDC guidelines or 6' at all times
Handwashing/Hand Sanitizer Procedures	Follow CDC guidelines and Post where appropriate in buildings
Transmissibility of COVID-19 on surfaces or in specific environments	See Additional Resources in this Plan
Symptoms of COVID-19	See Additional Links for OSHA Guide
How COVID-19 Spreads	See Additional Links for OSHA Guide
Steps All Employees can take to Reduce the Risk of Exposure	See Additional Links for OSHA Guide
Changes in Work Environment	Staggered Start Times, shift changes, Break Times, Use of Office Space, Common Areas, Walkways, Smoking areas, Travel
Cleaning Methods	Follow CDC guidelines and Post where appropriate in buildings
Policy Changes	Review new company policies prior to returning to work
Exposure Control Plan	Follow CDC guidelines and Post where appropriate in buildings
Workers' Rights and Protections	See new Temporary Policies; Postings

### 18. Communication

The Whiting/Capitol Theatre has created a communication guide to keep in contact with our employees and customers during this time.

Type of Communication	Activity	Details
Determine Communication Plan During Emergency for Employees	Weekly Team Meetings COVID-19 Task Force Meetings	Use ZOOM for all virtual meetings

Update Company website	Post new COVID-19 Guidelines as needed	TBD
Determine any exterior or interior signage for customers or employees	Signage posted as appropriate	Signage at entrances and throughout both venues.
Determine Pre-Start Communication prior to Return to Work	This document will be distributed to employees prior to returning onsite.	Additional updates and changes as required.
Determine First Day Back Communication	Managers conduct review of protocols prior to first day back.	As noted.

**19. Response to Concerns**

The Whiting/Capitol Theatre expects employees to have questions and concerns upon their return to work. We will do everything we can to ensure that your concerns can be dealt with effectively and efficiently. Employees are to email their direct supervisor or a member of the Covid-19 Task Force with any concerns regarding return to work or any other policies and procedures that have been put into place.

All concerns will be addressed during the Tuesday Manager’s Meeting as a standing agenda item.

Responses to all concerns will be posted weekly via email to all staff.

If you feel that your work area is unsafe, we encourage you to speak with your manager or any member of the Company’s Task Force. If you raise a safety issue, the Company will investigate the matter and take appropriate action as necessary. The Company will not retaliate against employees who, in good faith, report unsafe working conditions and/or work practices.

**20. Wellness**

Currently, the Flint Cultural Center Corporation does not provide a formal Employee Assistance Plan (EAP).

**21. Specific Work Practices by Area**

**BACKSTAGE**

**A.** All backstage individuals are to wear PPE.

- Masks – employees may wear their own but for show positions they need to be black. Masks will be passed out as people arrive for their call if needed. At the end of the night staff will wash the masks and other items used for disinfecting.
- Latex/Nitrile Gloves are to be worn when handling laundry, disinfecting surfaces or handling any catering. All others areas gloves are voluntary as they may cause potential for a larger hazard.
- Eye protection must be worn when dealing with laundry.

**B. Social Distancing**

- IATSE teams must maintain 6-8’ of distance as much as possible.
- No Handshakes, Hugs or High Fives.

**C. Hand Washing**

- Equipment will be regularly disinfected where possible. Individuals should also avoid sharing equipment where possible. Once specified work is complete, immediately wash hands before moving to the next project. Examples of specified work:
  - Truck unpack/pack
  - Soft goods
  - Staging
  - Weight loading
  - Light hangs
  - *This list may be expanded as these protocols are fleshed out*

**D. Hand Sanitizer**

- Hand sanitizer will be available in the following areas:
  - Backstage entrance
  - Laundry Room
  - Dressing Rooms
  - Entrances to the Stage
  - Booths (including spot booth)
  - Catwalks
  - SM Console
  - Rail
  - Grid
  - Green Room
  - Alternate Rooms/Catering Spaces
  - Hallways

**E. Disinfecting Work Spaces**

- Staff *should be* added to the calls to go through the building constantly and disinfect high touch items and all flat surfaces.
- All staff will be required to participate in end of shift disinfecting practices to include:
  - Laundering of disinfecting rags, mop heads and PPE items as well as any table coverings – Skirting will not be washed and will be treated as an infectious item. Staff will have to wash their hands after skirting tables and staging.
  - Disinfecting backstage pass holders
  - Disinfecting all surfaces used onstage including stage floor and/or Marley flooring
  - Tables and podiums
  - Stage manager console
  - Light panel board surfaces
  - Phones
    - Mics and com boxes/headsets, radios
    - Backline gear
    - Rail surfaces
    - Washing machine/dryer touch points, laundry baskets
    - Chairs – wipe down metal surfaces, steam the fabric surfaces

**F. Breaks** – staggered as much as possible to eliminate crowds gathering in single areas.

**G. Scheduling Practices and Impact**

- Performances/Productions require four hours between when the **load out/tear down ends** and the next event **loading** begins.
- When developing the Day Schedules anticipate opening the house an hour early rather than 30 minutes.

**H. Guests Backstage Access and Perimeter Security**

- “Guests” (contract employees, volunteers, performance groups, clients etc.) will be subject to self-assessments similar to what the FCCC deems appropriate for Contractors.
- “Guests” will have to enter through the backstage entrance. A backstage pass (or use tour passes) is to be worn at all non-performance times.
- Proper signage will be displayed on doors should the space be closed.
- All doors on the perimeter of the backstage area must remain locked unless needed. Unlock times will be determined by the Technical Director and the House Carpenter. These may be specific times or situational times.
- Any rooms backstage not used will be locked for the day and will not be made available.
- During days/events where backstage traffic is high, a door monitor will be situated at all backstage entrances.

**I. Catering/Hospitality**

- General Guidelines
  - Packaged or wrapped food – no buffet or large capacity open snack items. No vegetable, fruit, dessert or deli trays anymore unless they can be served.
  - Only pre-wrapped serving ware
  - Drinks to be in individual serving containers. Including water. No water coolers.
  - Green Room access will be minimized and capacity will be reduced in accordance with applicable state or local orders. Additional catering locations may need to be setup depending on the individual event.
  - Social distancing will be maintained during break periods.
  - Guests providing their own catering to their groups will have to adhere to these catering protocols.
- Coffee Breaks
  - Coffee Breaks will be staggered
  - Coffee/Tea will have to be served in multiple locations for larger calls
- Catered Meals
  - Should the performer allow for the organization to buyout the option to provide a catered meal (which is the preferred method), there may still be some requirements for the venue to assist in transporting the meals back to the artists.
  - Any meal required by the performer must be in individual containers along with prepackaged dinnerware including drinks.

**J. Transportation –**

- All transportation required by the venue on behalf of the artist that will be driven by venue employees, will be as large as possible as to provide as much distance between driver and passenger...unless a professional car service including driver is used, at which time, the professional car service will determine policy.
- Drivers will be required to disinfect the vehicle before and after every run.
- Passengers will be required to wear masks or the run will not happen. This is to be clearly communicated in the advance.
- Vehicle capacities may be lowered so additional runs will need to be scheduled. If the show cannot work with those restrictions additional drivers and vehicles may need to be added.
- Drivers must ensure that vehicles are adequately ventilated when transporting. Windows should be open and/or air vents should not recycle air.

**K. Event Safety Plans**

- In the case of events with “Guests” it will be crucial to work together to have a plan to work safely backstage. As each event flow is unique to that event and client the “guests” will be responsible for providing a draft plan that addresses the items listed below. The Technical Director will work with them (or contract/volunteer providers, where appropriate) to ensure that their procedure adheres to all current FCCC Policies and maintains a safe workspace for the tech staff while maintaining the integrity of the event.
  - Dressing Room usage at possible reduced capacity. This will be determined on an event basis and in accordance with applicable state or local orders.
  - Ingress and Egress maintaining a reduced capacity backstage
  - Event Flow to determine any areas of concern to be addressed including location of Stage Management
  - Event Staging and Social Distancing
  - PPE and Contact Tracing
  - Spot, Lighting and Rail needs re: ability to social distance and possible adjustments to the event to address this

**L. Training/Communication of Standards**

- Staff Training
  - Trained on all procedures upon hire or return to work. Trained each time there is an update or annually after that.

**ORGANIZED OUTDOOR EVENTS**

- A.** The Whiting Auditorium and Capitol Theatre will only permit organized outdoor events that are permissible under the Governor’s Executive Orders.
- B.** Any organized event will be limited to one hundred (100) people, including staff, contractors, and patrons, and will be designed to ensure that all persons not part of the same household maintain a distance of at least six (6) feet from one another.
- C.** The Whiting Auditorium and Capitol Theatre will establish crowd-limiting measures to meter the flow of patrons. Those measures will depend on the location of the event, and will include parking instructions, social distance markings, traffic-flow markings, and delineated waiting areas.
- D.** The Whiting Auditorium and Capitol Theatre will permit remote ticket purchasing and touchless check-in.

## THE WHITING AUDITORIUM AND CAPITOL THEATRE COVID-19 Preparedness and Response Plan

- E. Any individuals working at an outdoor event must wear a face covering and maintain six (6) feet of separation between other individuals. If an individual working at any outdoor event is within three (3) feet of patrons, they must wear a face mask with their face shield.
- F. The Whiting Auditorium and Capitol Theatre will post signs at entrance point(s) informing patrons not to attend if they are, or have recently been, suffering from any symptoms associated with COVID-19 or if they have been exposed to someone with a suspected or confirmed case of COVID-19.
- G. The Whiting Auditorium and Capitol Theatre require patrons to wear face coverings. The Whiting Auditorium and Capitol Theatre will use dividers, markings, or other physical cues to require all patrons to maintain a six (6) foot distance from anyone not in their household.
- H. The Whiting Auditorium and Capitol Theatre will establish entrance and exit protocols as necessary, based on the location of the event, to ensure that patrons are able to maintain at least six (6) feet of distance from anyone not in their household.
- I. Any patron showing signs associated with COVID-19 will not be permitted to remain at the event.

### **WHITING AUDITORIUM**

- A. Upon the opening of The Whiting Auditorium, the following provisions will be enacted:
  - o Face coverings must be worn at all times by patrons and employees.
  - o Security personnel will be on hand to assist in the enforcement of the policy.
- B. Ticket purchases can be made in person safely as ticket center representatives are behind plexi-glass barriers and credit card terminals are external. Employees who handle ticket purchases will wipe down their workstation between customers.
  - o Should employees need to handle cards, they will wear gloves and sanitize in between. The cards are to be set down on the counter space and not directly handed back and forth to patrons.
  - o Credit Card terminals will be disinfected between customers.
  - o Patrons are encouraged to print tickets at home.
- C. All venue staff and patrons will be required to wear masks throughout the event.
- D. Elevator will have an attendant assigned and will ensure proper disinfecting in between uses.
  - o Elevator capacity will be reduced to no more than four individuals per car.
- E. Capacity will be limited to the current legal threshold; allowing for 6-foot distancing for individuals in different households.
  - o Seating map is created by “section”, with a maximum capacity for each section.
  - o Patrons will reserve seats as “unseated” within a specific section
  - o Ticket Center will assign seats 24 hours prior to each performance. Print at home tickets will be emailed to each ticket buyer.
  - o Patrons who purchase online tickets within 6 hours of the performance will be advised to pick up their tickets at the Ticket Center.
  - o No aisle seating initially. Patron groups will be seated 6’ away from each other as much as possible, keeping to the maximum allowable capacity.
  - o Seating capacity will be determined by the MI Safe Start requirements
  - o Patrons will be excused by ushers’ row by row to ensure proper social distancing.
- F. Restrooms will be cleaned and sanitized multiple times throughout the day.
  - o Marked with capacity expectations.
  - o Social distancing markers and directional arrows will be placed.
  - o A restroom attendant will be placed to assist in ensuring protocols are followed.
- G. Proper social distancing and directional arrows will be placed to ensure safe traffic flow.

## THE WHITING AUDITORIUM AND CAPITOL THEATRE COVID-19 Preparedness and Response Plan

- Ushers will be placed throughout the venue to ensure proper flow.
- H.** Ushers will use ticket scanners to scan tickets therefore creating a touchless entry
- I.** See provisions for backstage crew including catering.
- J.** Meet and greets will not be allowed.
- K.** Concessions remain closed initially.
- L.** Patrons will not be allowed to congregate in spaces. Upon entry to venue, they will be taken directly to their seats.
- M.** Valet is not available initially.
- N.** Training is provided 30 days prior to the venue opening.
  - Reiteration of training will be done the night of event.
  - Updates will be provided as necessary.

### **CAPITOL THEATRE**

- A.** Upon the opening of The Capitol Theatre the following provisions will be enacted:
  - Face coverings must be worn at all times by patrons and employees.
    - Security personnel will be on hand to assist in the enforcement of the policy.
- B.** Ticket purchases can be made in person safely as ticket center representatives are behind a plexi-glass barriers and credit card terminals are external. Employees who handle ticket purchases will wipe down their workstation between customers.
  - Should employees need to handle cards, they will wear gloves and sanitize in between. The cards are to be set down on the counter space and not directly handed back and forth to patrons.
  - Credit Card terminals will be disinfected regularly.
  - Patrons are encouraged to print tickets at home.
- C.** All venue staff and patrons will be required to wear masks throughout the event.
- D.** Elevator will have an attendant assigned and will ensure proper disinfecting in between uses.
  - Elevator capacity will be reduced to no more than four individuals per car.
- E.** Capacity will be limited to the current legal threshold; allowing for 6-foot distancing for individuals in different households.
  - Seating map is created by “section”, with a maximum capacity for each section.
  - Patrons will reserve seats as “unseated” within a specific section
  - Ticket Center will assign seats 24 hours prior to each performance. Print at home tickets will be emailed to each ticket buyer.
  - Patrons who purchase online tickets within 6 hours of the performance will be advised to pick up their tickets at the Ticket Center.
  - No aisle seating initially. Patron groups will be seated 6’ away from each other as much as possible, keeping to the maximum allowable capacity.
  - Seating capacity will be determined by applicable state and local orders
  - Patrons will be excused by ushers’ row by row to ensure proper social distancing.
- F.** Restrooms will be cleaned and sanitized multiple times throughout the day.
  - Marked with capacity expectations.
  - Social distancing markers and directional arrows will be placed.
  - A restroom attendant will be placed to assist in ensuring protocols are followed.
- G.** Proper social distancing and directional arrows will be placed to ensure safe traffic flow.
  - Usher’s will be placed throughout the venue to ensure proper flow.
- H.** Ushers will use ticket scanners to scan tickets therefore creating a touchless entry
- I.** See provisions for backstage crew including catering.
- J.** Meet and greets will not be allowed.

- K.** Concessions remain closed initially.
- L.** Patrons will not be allowed to congregate in spaces. Upon entry to venue, they will be taken directly to their seats.
- M.** Valet is not available initially.
- N.** Training is provided 30 days prior to the venue opening.
  - Reiteration of training will be done the night of event.
  - Updates will be provided as necessary.

#### **CAPITOL CAFÉ**

- A.** Capitol Café Reopening as a Retail Space
  - The Capitol Café will open as a retail space at 20% capacity.
  - Stanchions will be placed outside along with social distancing markings as to allow overflow to wait until a previous customer exits the space.
    - A team of customer service individuals will assist in communicating to customers when they may enter.
    - Customers are required to wear face coverings while in line outside.
- B.** Entry and Exit points are clearly defined by signs and directional arrows within the Café.
- C.** Once inside the Café, customers will be in a line on clearly defined social distancing markings.
  - Customers are required to wear face coverings while inside the Café at all times.
- D.** Purchases can be made in person safely by the cashier who is behind a plexi-glass barriers and credit card terminals are external. Employees who handle ticket purchases will wipe down their workstation between customers.
  - Should employees need to handle cards, they will wear gloves and sanitize in between. The cards are to be set down on the counter space and not directly handed back and forth to patrons.
  - Credit Card terminals will be disinfected regularly.
- E.** Once purchase is made, customer must immediately follow the directional arrows out of the Café.

**Additional Resources**

- [Contact Traceability Questionnaire](#)
- [Employee Screening Record](#)
- [Symptoms at Work Template](#)
- [Visitor Self Screening Questionnaire](#)
- [Michigan Safe Start Plan](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA Poster – Reducing Risk in the Workplace](#)
- [ASE COVID-19 Resource Page](#)
- [ASE COVID-19 FAQs for Employers](#)
- [ASE COVID-19 Related Events](#)
- [ASE COVID-19 Employer Response Survey Results](#)
- [ASE COVID-19 Business Impact Survey Results](#)
- [ASE COVID-19 Return-to-Work Preparations Survey Results](#)
- [ASE Virtual Work Resources](#)
- [Return-to-Work Checklist](#)
- [Multinational Employer Checklist](#)
- [Johns Hopkins Dashboard](#)
- [Employer Checklist for COVID-19 Positive Employee](#)
- [Michigan Unemployment Fact Sheet](#)
- [Payroll Protection Program Fact Sheet](#)
- [CDC/EPA Cleaning & Disinfecting Guidance](#)
- [Michigan.gov](#)
- [CDC](#)
- [OSHA](#)