

# ST. ANN'S WAREHOUSE

45 Water Street | Brooklyn, NY 11201 | 718 834 8794 | [stannwarehouse.org](http://stannwarehouse.org)

## COVID-19 Reopening Health & Safety Plan

Effective: August 3, 2020 / Updated March 23, 2021

### Building Maintenance and Office Based Work reopening: **New York State Phase Two**

### Media Production and Low Risk Indoor Arts and Culture: **New York State Phase Four**

Employees, artists, technicians, contractors, vendors (professional visitors) began restricted reopening activities in August 2020. Administration, company management, production and programming staff have returned on-site on an as needed basis only. No public entry and limited in-person business was allowed inside the building in compliance with all safety precautions outlined in this document. Areas of Work: administration, media production and new work development in full compliance with NY State and City government direction and guidelines.

### Flexible Multi-Disciplinary Cultural Space reopening:

### **NY Pops Up Pilot Program and Indoor Arts and Entertainment Venue Reopening as of April 1**

Venue will open to limited public arts and entertainment presentations in April 2021 in full compliance with NY State and NY City health and safety guidelines including social distancing, face coverings, and limited occupancies as required. NY State guidance allows up to 100 attendees for screened audiences and up to 150 for Covid tested audiences.

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**St Ann's Warehouse** is a flexible performing arts and community space with no fixed permanent seating, located in Brooklyn Bridge Park in New York City. Due to the unprecedented public health situation brought on by COVID-19 pandemic, St Ann's Warehouse was closed in March 2020 as per NY State order. Building maintenance operations continued throughout the spring of 2020 and subsequent to the state approved Phase 2 reopening in NYC on June 22, 2020, St Ann's staff began limited reopening activities for the purpose general administration; facilities and equipment maintenance and repair; safety and health, building and operations, capital improvements and staff preparation for phased resumption of activities as a place of public assembly, as well as creation of an outdoor visual arts exhibition on the exterior of the building, All activity both inside and outside the building was in compliance with NY State and NY City guidelines including at all times including 6' social distancing and face coverings.

In February, 2020, subsequent to review and approval by the NY State Department of Health, St Ann's received approval from NY State to resume limited operation under the NY Pops Up health and safety guidelines starting in April 2020. Subsequently, NY State announced the limited reopening of arts entertainment venues for audiences of up to 100 with health screening and up to 150 with Covid testing for the audience. St Ann's will reopen with musical performance by an audience of not more than 54 persons on April 14, 15 and 16 under strict adherence to NY State and NY City guidelines.

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## HEALTH & SAFETY PLAN

### PHYSICAL DISTANCING

#### **Mandatory (Physical Distancing)**

- Total occupancy of the first floor theater and associated spaces shall be no more than 200 and no more than 150 audience (25% of C of O occupancy).
- Total occupancy in Studio shall be no more than 20 persons (10% of CofO occupancy)
- Total occupancy of 2nd floor offices at St. Ann's Warehouse shall be a maximum of 9 persons (<50% of CofO occupancy of 19).
- All employees, artists, technicians, contractors and visitors (Personnel)) shall maintain 6 ft. distance between themselves and other personnel unless the core function of the work activity requires a shorter distance.
- Performers must maintain 12 ft. distance between themselves and others whenever singing or playing musical instruments that utilize human breath.
- Use of a face mask/covering is required any time workers must come within 6 ft. of another. Individuals must be prepared to don a face covering if another person unexpectedly comes within 6 ft. Acceptable face masks must be worn covering both nose and mouth. All employees, technicians, artists, contractors and visitors will wear face coverings when outside their dedicated workspaces/desks or when in common areas throughout the building.
- KN95 or surgical masks are the only acceptable masks for use at work. Personal masks may only be worn in addition to the above when 'double masking'.

- Actors, singers and performers may not wear masks when engaged in the act of rehearsing or performing provided all social distancing requirements are observed and all other attendees are wearing both masks and face shields.
- A face shield must be worn by all employees when engaged in activities in the theater for any work on any project where performers are maskless for either speaking or singing purposes.
- Workstations shall all be configured so that workers are at least 6 ft. apart in all directions. No workstations shall be shared. Alternative office workstation spaces shall be provided in other higher occupancy areas of the building as necessary.
- Tightly confined spaces shall be occupied by no more than one worker at a time including the elevator and all closets and mechanical rooms.
- Social distancing signs, markings, or physical barriers shall be posted or graphically delineated on floors in commonly used areas, corridors and pathways and entrances/exits that denote proper 6 ft. of spacing.
- Social distancing of 6 ft. should be observed on staircases, and directionality of travel will be designated to specific staircases.
- In person gatherings shall be held in open, well-ventilated spaces with appropriate social distancing among participants. Tele- and video- conferencing shall be used as an alternative to in person gatherings as much as possible.
- Non-essential common areas shall remain closed. Any shared equipment will be sanitized before and after use. Wipes and sanitizers will be available on site.
- The garden vestibule is designated as the employee, artist, technician, contractor and visitor screening entrance. All Personnel shall enter here for screening approval by designated health screener. Employees, artists, technicians, contractors, and visitors shall maintain 6 ft. physical distancing in the garden area before entrance for screening.
- Personnel should use other designated entrances and exits such as the stage door, lobby doors and studio door for subsequent same day entries and exits from the building once they have been screened. The vestibule entry shall be reserved for daily screening entrances only and shall not be used as an exit.
- A designated delivery and pickup hamper for packages shall be placed just inside the stage door. Delivery persons will be instructed to place packages in the wheeled hamper, which shall be regularly moved to a designated unpacking station for unpacking by designated staff using appropriate sanitary practices prior to distribution to intended recipients.
- Subsequent to their daily entry screening, Personnel shall be required to practice safe social distancing, wear face covering and practice safe hand hygiene upon return after leaving the building for any purpose. .
- Rehearsals, workshops and other ancillary live performance activities for filming without audiences will follow these additional NY State guidelines for Media Production:
  - Provided that certain functions during media production require coming within 6 ft. of others (e.g., sound, filming, performing), identify such functions and implement a protocol for mitigation of risk for affected individuals.
  - All employees, cast and crew wear acceptable face coverings at all times.
  - Performers may be permitted to remove face coverings during performances/rehearsals when it interferes with the core activity such as hair,

makeup or wardrobe. Performers must don face coverings following these activities

- Limit the number of employees, cast, and crew to only essential individuals for both indoor and outdoor media production activities. Any non-essential personnel (e.g. friends, family, guests, visitors) must be prohibited.
- Ensure there is sufficient security to limit access to only essential individuals and to disperse anyone who gathers outside.
- Reserve adequate space for employees, cast, and crew to observe a distancing while eating meals.
- If more than one individual rides in a vehicle, ensure that all occupants wear face coverings.

### **Mandatory for Audiences (Physical distancing)**

- Ensure a minimum of 6 ft. distance between audience members, at all times. However, audience members may purchase blocks of seats (up to 6) with no social distancing, as long as blocks are 6 ft. away from another block. Audience members should complete a waiver stating they are in regular contact with members of their group.
- Within public restrooms, ensure a minimum distance of 6 ft. Temporarily close adjacent stalls (if stalls are not completely enclosed) and adjacent sinks to enforce social distancing.
- Use directional floor markings in seating and other common areas (e.g. lobbies, waiting areas, queuing areas, halls to restrooms) to impose social distancing and reduce bi-directional foot traffic. Avoid creating long lines that can accidentally result in contact areas.
- Arrange for multiple entrance points to reduce crowding and ensure social distancing.
- Load seating area to avoid audience members having to cross-over each other.
- Adjust seating layouts entrance times, entrances and exit pathways to avoid crowding.
- Close self-serve bars and samplers; save social and conversation for outdoor spaces or post-show activities.

### **Recommended (Physical Distancing)**

- When possible, the organization will establish a strategy and schedule for staggering staff time and hours in the building or allowing employees to work remotely with organizational approval. This will take into account vulnerable people with pre-existing conditions, people on temporary quarantine at home, and Personnel commuting on public transportation.
- For work that requires ongoing proximity less than 6' apart among Personnel, supervisors shall designate teams to work together for all proximate work, and those Personnel shall limit their proximity to others within their designated team. Common situations that may require less than 6 ft. of personal distancing include for example:
  - Heavy lifting of theatrical equipment or materials
  - Unloading of trucks of theatrical equipment
  - Rigging or installation of theatrical scenery or equipment
  - Cleaning activities requiring more than one employee

- In all such cases such as those described above, supervisors will instruct employees, artists, technicians, contractors to wear masks, gloves and any other appropriate protective equipment and to take all due care to limit contact to only necessary designated activities. Supervisors will designate and instruct consistent teams to work together to do such work and limit their exposure beyond the teams.
- To limit contact transmission from outside establishments, Personnel shall be encouraged to bring meals and snacks from home. When that is not feasible, Personnel are encouraged to plan meal orders in groups, whether for pick up or delivery.
- Personnel should use the designated lobby bar area to sanitize any prepared foods brought in or delivered from outside and into the building.
- Staff should eat outdoors at one of the many outdoor tables surrounding the building. In cases of inclement weather, the lobby can be used as a socially distant meal or snack area provided that doors are open for increased airflow.
- Eating at individual workstation is prohibited.
- After eating, people should sanitize their eating area and hands, and clean up their garbage.
- Outdoor meetings and breaks shall be encouraged for all Personnel with social distancing and mask use in place.
- Whenever practicable, and to minimize crew sizes, supervisors will extend schedules for technical work.
- Employees, artists, technicians, and contractors shall have varied start/ stop times and separate entrance/exit doors whenever possible to avoid overlap, entry and exit choke points, and to maintain 6' distancing.
- Employees should limit all non-essential out of state travel.
- Limit commuting travel and use of public transportation as possible.
- For Media Production (Recommended Best Practices):
  - Perform media production activities remotely to the greatest extent possible (e.g. meetings, casting, scouting, editing).
  - Encourage the use of dedicated work zones within the designated media production areas and establish a system that prevents overlapping departments in the same workspace. Consider a color-coded system or other visible indicators to facilitate identification of zones and appropriate employees, cast, and crew.
  - Minors should be limited to two accompanying adults (e.g. one guardian or designated responsible person per 12 NYCRR 186-3.6(a) and one educator). Consider moving minors to a secure offset location, when possible, to limit their exposure.
  - Encourage individuals to drive alone and use private transportation, to the extent possible.
  - Consider taking measures to reduce close or proximate contact between performers, such as amending scripts or using digital effects where possible.
  - Assign production and maintenance staff into fixed pairs/small groups to limit the number of close or proximate contacts where possible.
  - Limit the number to extras on set to the extent possible.
  - Have cast, including any extras, arrive at the media production facility or location "camera ready," to the extent possible (e.g. having completed hair, makeup, and wardrobe off site or through remote instruction).
  - Ensure that employees, cast, and crew are given adequate time throughout the day to periodically clean and disinfect their gear/equipment (e.g. cameras, props) if multiple people use or handle such equipment.

- Digitize all paper documents to the extent possible (e.g. contracts, tech scout packets, scripts, music sheets, sign- in/out, crew lists, call sheets). If digitizing is not feasible, printed materials should be assigned for individual use and not shared.
- Designate an egress(es) for employees, cast, and crew leaving their shifts and a separate ingress(es) for those starting their shifts.

## PROTECTIVE EQUIPMENT

### Mandatory

- St Ann’s Warehouse shall provide all employees, artists, technicians, contractors and professional visitors with acceptable face coverings for use in St. Ann’s at no cost. St. Ann’s shall maintain an adequate supply of coverings in case of replacement.
- Face masks/coverings must be worn in common areas, during any travel around the building, and whenever within 6’ from another person.
- Acceptable face coverings are KN95 or surgical masks. They do not include cloth masks, gaiters, bandanas, quick cut or homemade sewn masks. These masks may only be used in conjunction with KN95 or surgical masks while ‘double masking’.
- Masks and face coverings must be cleaned or replaced after use or when damaged or soiled and may not be shared. All masks must be properly stored in designated areas or discarded when not in use.
- SAW shall maintain an adequate supply of face coverings, masks and other required PPE should any Personnel or visitor be in need of a replacement at any time. Contractors in need of specialized PPE will provide their own in good working condition
- Workers shall be trained on appropriate technique to don, doff, clean and discard PPE.
- All Personnel should limit the sharing of objects such as tools, computers, telephones, touchscreens and writing utensils. All workers must wear gloves and/or perform hand hygiene before and after contact with any shared objects or frequently touched surfaces. Designated facilities staff will be responsible for sanitizing common areas and shared objects on a regular basis, including both daily and weekly schedules.
- St Ann’s will supply sufficient amounts of nitrile gloves, rubber gloves, face shields and other personal protective equipment as necessary for individual tasks.
- All rules pertaining to protective equipment shall apply to hourly employees, contractors or other visitors to the building.
- Rehearsals, workshops and other ancillary live performance activities for **media production** and filming without audiences will follow these additional NY State guidelines for Media Production:
  - Ensure that performers, when off stage and not in rehearsal, wear face coverings even when social distancing.
  - Any time individuals are less than 6 ft. apart; they must wear acceptable face coverings, unless protected by a physical barrier.
  - If face coverings are removed during a performance, appropriate measures must be taken to ensure that performers can maintain social distancing until face coverings can be reapplied.
  - Performers may temporarily remove their face covering during performances or rehearsals or when it interferes with a core activity such as hair, makeup, or wardrobe. Performers must don face coverings as soon as practicable following the above activities.

- Ensure that all employees, cast, and crew in close proximity to performers without face coverings (e.g. hair stylists, make-up artists, costume designers, sound technicians, studio teachers, stunt coordinators, special effects technicians) wear both an acceptable face covering and eye protection, such as a face shield or goggles, during the activity requiring close proximity.

### **Mandatory for Audiences**

- Audiences must wear face coverings at all times, even when social distancing. Theaters must provide face coverings to any audience members who do not have them.

## **HYGIENE and CLEANING**

### **Mandatory**

- All Personnel shall adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) and the [Department of Health \(DOH\)](#).
- St Ann's will provide and maintain hand hygiene stations for all Personnel including hand washing with soap, water and paper towels. Alcohol-based hand sanitizer containing 60% or more alcohol will be available in areas where hand washing is not feasible. These areas include:
  - 2nd floor office bathroom
  - Two bathrooms in the dressing room areas
  - 1st floor kitchen sink
  - 1st floor bathrooms
  - 1st floor bar sinks
  - 1st floor studio sink
- SAW will supply individual dispensers of hand sanitizer containing 60% or more alcohol at each employee's workstation strictly for personal use.
- Cleaning/disinfection supplies will be provided for use by all Personnel before and after use of shared and frequently touched surfaces, to be followed by hand hygiene.
- Cleaning and disinfection of the full facilities including office spaces will be conducted by facilities staff at least twice daily during regular working hours (M-F 8a-6p) and/or more frequently as needed.
- All areas, surfaces and equipment used regularly by multiple Personnel shall be regularly cleaned and disinfected as frequently as needed.
- Equip all toilets with lids and post signage to encourage lid closing before flushing.
- Provide sanitizing wipes in bathroom areas for individual use on toilets and fixtures as well as proper disposal bins.
- Equip sinks with touchless sensors where possible (excluding 'slop' sinks and other working sinks).
- Commonly used equipment such as printers and copiers shall be limited to use by designated Personnel where practical and in other cases gloves should be used for that task only and disposed of. When gloves are not practicable, shared equipment should be cleaned before and after each use by Personnel. All Personnel shall be trained in proper cleaning procedure for such equipment before use.
- All tools shall be frequently cleaned and disinfected on a regular basis.
- Cleaning and disinfecting should always be performed using [products registered by the Department of Environmental \(DEC\)](#) and identified by the Environmental Protection Agency (EPA) as effective against COVID-19.

- Employees engaged in cleaning activities will maintain cleaning logs on site that document date, time, and scope of cleaning and products used.
- In the event that an individual is confirmed to have COVID-19, SAW will provide for cleaning and disinfection of all exposed areas, including all heavily trafficked areas and high touch surfaces (including but not limited to elevators, stairways, lobbies, building entrances/exits, door handles, restroom handrails, toilets, sinks etc.)
- All self-serve group food and beverages (e.g. buffet meals) are currently prohibited.
- Rehearsals, workshops and other ancillary live performance activities for **media production** and filming without audiences will follow these additional NY State guidelines for Media Production:
  - Ensure that all production equipment and tools (e.g. cases, cameras, eyepieces, lenses, monitors and touchscreens, dollies) are regularly cleaned and disinfected using registered disinfectants. Refer to Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
  - Ensure all props, costumes, and set materials are cleaned and disinfected between each use and stored in sealed containers between uses.
  - If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, put in place hand hygiene stations between uses and/or supply disposable gloves and/or limitations on the number of individuals using such objects.
  - Prohibit shared food and beverages among employees, cast, and crew (e.g. self-serve meals and beverages) and reserve adequate space for employees, cast, and crew to observe social distancing while eating meals.

### **Recommended (Hygiene and Cleaning)**

- Increase ventilation of outdoor air. HVAC will be reprogrammed to circulate maximum allowable amounts of fresh (non-recycled) air; St. Ann's numerous windows and doors will be kept open when appropriate and the weather allows.
- Use airflow to create transmission boundary between stage and audience (or where useful) and/or physical boundaries or spacing; implement other measures to address general HVAC considerations and guidance (flow directionality, humidity as a way to reduce virus particle dynamics, etc.)
- To accommodate technicians' health and safety, supervisors shall provide a five-minute break for each hour of work to be used for hand washing and other sanitary measures as appropriate.
- Personnel will be encouraged to maintain cleanliness of individual work stations throughout their work day, taking care to wipe surfaces with approved cleansers at regular intervals. Unnecessary clutter should be avoided and 'clean desk' practices used to keep all unnecessary objects stored inside desks when not in use.
- Office supplies will no longer be self-served. All office supply needs should be requested from the designated office supply staff member, who shall ensure that all office supplies are distributed and provided in a sanitized condition.
- Personnel who do not have designated workstations should be provided with designated storage areas for personal belongings. And company owned tools designated for their exclusive use.
- Where possible tools and equipment shall be assigned and marked for individual use each day. Any time a tool is returned to common tool storage areas that employee or

technician shall be required to sanitize the tool with appropriate sanitizing products prior to re-use or storage. Keeping a daily tool use log will be the responsibility of technical staff.

- Personally owned equipment and tools must be clearly marked as belonging to a particular employee or technician and should be kept in a separate, designated place from all shared tools and should be subject to the same regular sanitizing requirements as St. Ann's owned equipment.
- Where possible regularly used tools shall be temporarily marked for use by designated Personnel. Example: a company owned screw gun may be marked "Alice" for use only by Alice in a single shift. Designation procedures will be drawn up by supervisors.
- Kitchen amenities such as toaster oven, microwave and coffee machine shall be moved to the lobby bar, where the equipment and all food shall be handled, adhering to all appropriate hygiene measures, including hand hygiene before and after use, and wiping down shared surfaces after use.
- Encourage all employees to bring meals from home and reserve adequate space for them to observe social distancing while eating.
- St Ann's Personnel will be given designated individual locations in refrigerators for food brought from home/outside. SAW will make available additional small refrigerators for this use as needed
- No commonly used items such as condiments etc. shall be stored in any refrigerator.
- Avoid use of furniture that is not easily cleaned and disinfected (e.g. cloth fabric)

## COMMUNICATIONS

### Mandatory

- SAW affirms that this plan complies with the New York State issued industry guidelines for Phase Two reopening of offices and Phase Four reopening for Media Production and that all required NY State guidelines will be implemented.
- Consistently designed signage will be posted throughout the facility to remind employees, artists, technicians, contractors and visitors to adhere to proper hygiene, social distancing rules, face coverings, appropriate use of PPE, and cleaning and disinfecting protocols. Identifiable signage will also be highly visible at all sanitization station locations, including wall mounted and free standing hand sanitizers, disinfectant wipes in bathroom stalls, for example.
- All Personnel will be trained on new protocols and receive written or digital communications regarding all health and safety guidelines.
- A communication plan will be established to provide all Personnel, contractors, visitors and audience patrons with consistent updated information. These will include email and text communications, printed materials, web based announcements and other outlets.
- SAW will maintain a continuous log of every person, including employees, artists, technicians, contractors, professional visitors and other workers who enter the facility and may have close contact with other individuals at the work site or area, such that all contacts may be identified, traced and notified in the event a worker is diagnosed with COVID-19.

- Personnel shall notify the designated log keeper of any expected professional visitors or contractors prior to arrival.
- During phase two there will be no public audiences allowed in the building and, accordingly, log requirements for the general public do not apply.
- This log shall exclude deliveries that are performed with appropriate PPE or through contactless means. However, deliveries and packages shall be handled and sanitized solely by designated staff. Personnel are discouraged from ordering personal deliveries to SAW.
- A designated employee shall be responsible for supervising the continuous upkeep and storage of this log. The log will be kept near the screening entrance, and proper hygiene protocols should be used any time the log is handled by anyone.
- If any Personnel, outside worker or visitor who has been present at SAW tests positive for COVID-19, SAW will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. SAW will also encourage the infected person to contact his/her medical provider and the local and state departments of health to follow up contact tracing and notifications, as per Flexible Spaces for Culture and Art guidelines.
- This safety plan shall be posted conspicuously on site.

#### **Mandatory for Audiences**

- All the requirements below should be clearly communicated to the prospective theater-goer early in the ticket buying process:
- Contactless temperature checks will be performed at the door.
- Access will be denied to any party who has a member with a temperature over 100.4 degrees and full ticket refunds shall be provided.
- Mandatory health screening assessments (e.g. questionnaire) will be given before entry to the venue asking about
  - (1) COVID-19 symptoms in past 14 days,
  - (2) Positive COVID-19 test in past 14 days, and/or
  - (3) Close contact with confirmed or suspected COVID-19 case in past 14 days.
  - Assessment responses must be reviewed daily and each review must be documented.
- A person who screens positive for COVID-19 symptoms will not be allowed to enter the venue and sent home with instructions to contact their healthcare provider for assessment and testing.
- Any person who is sick must stay at home
- A negative Covid test shall be required for all audiences in excess of 100. All members of household group must present proof of the negative test within 72 hours of entry for anyone from the household group to be admitted.
- Anyone refused entry for either health screening or Covid testing reasons shall be offered a full refund.

#### **Recommended (Communications)**

- Develop webpages, text and email groups, and social media campaigns to provide information to Personnel, audiences and visitors that include instructions, training, protocols, signage, and information.

- Facilitate building-wide communications.
- Post consistently designed signage inside and outside of the building to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Consistently designed signage promoting good hand washing hygiene shall be placed at each hand washing station and in other hand sanitizing locations inside the facility.

## **EMPLOYEE, ARTIST, TECHNICIAN, PROFESSIONAL VISITOR and CONTRACTOR SCREENING**

**(No audiences or public in building in Phase Two and Phase Four)**

### **Mandatory**

- Employees who are sick should stay home, or return home if they become ill while at work.
- SAW will implement a daily mandatory temperature check and health screening assessment for Personnel, professional visitors and contractors that includes the following questions, subject to change based on the scientific data:
  - Have you had COVID-19 symptoms in the past 14 days?
  - Have you tested positive for COVID-19 in the past 14 days?
  - Have you had close contact with confirmed or suspected COVID-19 cases in the past 14 days?
  - Responses must be reviewed and documented daily.
- If a person has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR has not received a test, the individual may only return to work after being seen by a medical practitioner and completing at least 14 days of self-quarantine.
- If a person does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the individual may only return after being seen by a medical practitioner and completing at least 14 days of self-quarantine.
- If a person has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the individual should follow the above protocol for a positive case and consult with a medical practitioner.
- If a person has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the individual must see a medical practitioner, receive a test, and complete a 14 day self-quarantine
- Temperature checks will be conducted per Equal Employment Opportunity Commission or DOH guidelines
- On site screeners shall be trained by employer identified individuals familiar with CDC, DOH, and OSHA protocols including hand hygiene and will wear appropriate PPE, including at minimum, a mask or face covering
- SAW shall designate an employee as the point-of-contact for Personnel and visitors to inform if they later experience COVID-19 related symptoms, as noted in the questionnaire
- Personnel designated as the primary screeners will be stationed at a position that allows them to regulate all entrances to the building. This station shall be set up so as to respect social distance requirements for people waiting to be screened before entering the premises, according to protocols consistently stated elsewhere in this plan.

- Screeners shall keep a daily log of every person entering the building and enforce facemask rules for everyone. Log shall include name, contact information, date and proof of screening
- Professional delivery people wearing facemasks in the normal course of making simple deliveries shall not be entering the building or being recorded in the logbook.
- Health screenings shall be conducted daily via temperature taking and a self-reported questionnaire prior to any employee entering the building. The designated health screener may conduct the health-screening questionnaire verbally when necessary.
- Personnel must report known exposures to COVID-19 in or outside of the workplace immediately to SAW, their medical providers and the State and local depts. of health.
- Any employee facilitating health questionnaire screening that necessitates interaction with the screened person will be required to wear gloves and a mask/face covering and to wash or sanitize his/her hands before and after any such screening.
- Rehearsals, workshops and other ancillary live performance activities for filming without audiences will follow these additional NY State guidelines for Media Production:
  - Ensure that employees, cast, and crew members, whose job functions or roles involve close or proximate contact with cast members, have been tested for COVID-19 through a diagnostic test, prior to their participation in media production activities, and at least once per week thereafter, when on site or location.
  - In cases where personnel from outside production companies may be fulfilling any job descriptions that meet this criteria, the production companies shall be responsible for obtaining testing and reporting tests appropriately to St Ann's Health and Safety supervisor.

### **POSITIVE COVID CASE PLAN**

- Any person found to have tested positive for COVID-19 will be sent home or to a medical practitioner immediately.
- All current recommendations from NY State and US federal government concerning quarantine and other directives shall be complied with in the case of an active COVID-19 case.
- State and federal regulations concerning employment, paid sick leave and other COVID-19 related policies shall be complied with in all cases.
- In any case where an employee, artist, technician, or contractor tests positive for COVID-19, SAW will immediately review the Personnel logs, interview co-workers and create a detailed report on the employee's known SAW contacts.
- Anyone deemed to have been within less than 6 ft. without a mask or face covering or sharing common tools or work surfaces with the person who has tested positive will be notified directly by SAW and directed to cease work, leave the facility and be sent to receive a COVID-19 test.
- Any person deemed to have had close contact or exposure will be required to have received a recent negative test for COVID-19 before being able to re-enter the building.
- Persons not deemed to have had close contact, but who nonetheless have had contact protected by PPE or shared other objects or activities of concern, will be strongly encouraged to seek a COVID-19 test immediately.

- In the event of a positive case of COVID-19 being reported or discovered by any person who has been in our facility, a full cleaning and disinfection of any areas occupied by that person shall be conducted immediately. This cleaning will use products identified as effective against COVID-19 as listed in the [NYS state registered products list](#) and shall be kept in stock in sufficient quantities in case of such an event.
- In the event of a positive case of COVID-19 being reported or discovered to have been connected to SAW Personnel or facility, a 24 hour time out shall be called to cease all Personnel activities in the building while a thorough cleaning takes place.
- A detailed cleaning log shall be created in which a record of this cleaning will be kept, describing all actions taken and all areas covered.
- Personnel assigned to this cleaning and disinfecting shall be provided with all appropriate PPE, which shall be kept in reserve for such an event.
- An emergency supply stock of PPE will be kept in a designated storage location separate from the usual PPE storage stock location to prevent inadvertent use of emergency supplies in non-emergent situations.
- The building shall not be reopened to non cleaning personnel prior to review and approval of the cleaning effort by the Director of Production and Operations.

**ADDITIONAL AUDIENCE Protocols under consideration**

- In Phase TBD, we will provide a system for general public/audience members to voluntarily register personal data for contact tracing in accordance with industry best practices at that time and in compliance with governmental guidance and regulation.
- Box office records shall be made available for contact tracing purposes as appropriate and legal with precautions in place to protect patron privacy.

**FACILITIES IMPROVEMENTS**

**STAFF FACILITIES**

- 2nd floor bathroom, dressing rooms and dressing room restrooms will be retrofitted with toilet lids, sanitizing wipe dispensers, touchless faucets, soap dispensers, and touchless paper towel dispensers for use by employees, artists, technicians, and contractors.
- Hand sanitizer stations, either wall mounted or freestanding, will be distributed frequently throughout the building, near entrances, restrooms.
- HVAC air handling in the building will be programmed to provide a maximum amount of fresh air mix within the limits of the system.
- HVAC system will be outfitted with Merv13 grade filters.
- HVAC system will be outfitted to ionize, magnetize and enlarge small virus molecules to help reduce aerosolized particles in the air. First phase of outfitting will happen at the end of August 2020 and the second/final phase at end of September 2020.

**PUBLIC FACILITIES**

- Toilets and sinks in public restrooms will be retrofitted with toilet lids, touchless sinks and soap dispensers.

- Waiting lines outside public restrooms, Box Office and performance will have delineated 6' markers and directional pathways on the floor for patrons to keep social distances of 6'.
- Box Office windows will be retrofitted to accommodate ticket pick up and verbal interaction through holes in the glass or a speaker system, although online ticket purchase will be encouraged.
- Cash will not change hands for ticket purchases, and a contactless ticketing system will be implemented.

#### FACILITIES IMPROVEMENTS

- St Ann's HVAC system has been outfitted with bipolar ionization units.
- Electrostatic sprayers are supplied for recommended daily sanitization procedures for effective disinfection of COVID-19. These are used to daily sanitize Personnel furniture and audience seating.
- Where possible self-sanitizing products have been installed on high touch surfaces like door handles and elevator buttons.
- UVC cleaning wands are available for tool and equipment sanitization.
- Alternative seating options for an anticipated period of socially distant public performances at 25-50% capacity will be implemented.
- Hygiene practices for artists and technicians in working environments and onstage will be implemented in keeping with State guidelines for media production and live performance as well as trade union recommendations for actors, musicians and technicians. These include individualized microphone, clothing, wig and prop disinfecting as well as social distancing practices for unique theatrical working situations.

## CLEANING AND DISINFECTION PROTOCOL

**All cleaning staff must wear gloves and masks at all times during cleaning and change after each cleaning area.**

**Disinfectant solvent = 99% isopropyl alcohol mixed with water. (90% alcohol to 10% water)**

**3x a day = morning 8am, afternoon 1pm and evening 4pm.**

**All spaces are sanitized with an quaternary ammonia via electrostatic prior to any production entry. The HVAC system is outfitted with Merv13 filters and the bipolar ionization. Ionization typically measures at 800 to 2200 negative ions per square feet throughout the building.**

#### Admin Offices (upstairs)

- Disinfect all door handles, tabletops, countertops, light switches, desks, chairs, couches, phones, keyboards, refrigerator, water fountain, and printer. (3x a day)
- Mop floors with disinfectant solvent. (1x a day)
- Disinfect toilet, faucet and sink. (3x a day)

#### Production Office (1st floor)

- Disinfect all door handles, tabletops, countertops, light switches, desks, phones, keyboards, refrigerator, and printer. (3x a day)

- Mop floors with disinfectant solvent. 1x

#### Dressing Room

**\*\*if public in space disinfecting occurs every hour\*\***

- Disinfect all door handles, tabletops, countertops, light switches, desks, furniture. (3x a day)
- Mop floors with disinfectant solvent. 1x
- Disinfect toilets, faucets and sinks. (3x a day) **\*if public has access this occurs every hour\***

#### Theater

3x a day depending on the production. **\*\*If public in space disinfecting occurs every hour\*\***

- Disinfect all door handles, tabletops, countertops, light switches, small kitchenette, and refrigerator.
- Disinfect each set up, seating area, staging area, and tabletops.
- Mop floors with disinfectant solvent. 1x
- Vacuum all entry rugs. 1x
- Disinfect both staircase A & B and handrails.

#### Lobby

3x a day depending on the production. **\*\*if public in space disinfecting occurs every hour\*\***

- Disinfect all door handles, tabletops, countertops, light switches, bar area, barstools.
- Disinfect each set up, seating area, staging area, table set-ups.
- Mop floors with disinfectant solvent. 1x
- Vacuum all entry rugs. 1x
- Disinfect staircase C and handrails.

#### Studio space

3x a day depending on the production. **\*\*If public in space disinfecting occurs every hour\*\***

- Disinfect all door handles, tabletops, countertops, light switches, small kitchenette, and refrigerator.
- Disinfect each set up, seating area, staging area, and table set-ups.
- Mop floors with disinfectant solvent. 1x
- Vacuum entry rug. 1x

#### Patrons Restroom

3x a day. **\*\*If public has access this occurs every hour\*\***

- Disinfect all door handles.
- Disinfect toilets, faucets and sinks.
- Mop floors with disinfectant solvent. 1x/day or as required.

#### Box Office

- Disinfect all door handles, tabletops, countertops, light switches, desks, chairs, phones, and keyboards. (3x a day)
- Mop floors with disinfectant solvent. 1x/day or as required.

#### Storage Room

- Disinfect all door handles.
- Mop floors with disinfectant solvent.

#### Control Booth

- Disinfect all door handles, tabletops, countertops, light switches, desks, chairs, phones, and keyboards. (3x a day)
- Mop floors with disinfectant solvent. 1x/day or as required.





## **ADDENDUM**

### State and Federal Resources for Businesses and Entities

#### ***New York State Guidelines for Re-Opening***

- [NY State Guidelines for Offices](#)
- [NY State Guidelines for Media Production](#)
- [NY State Guidelines for Low Risk Indoor Arts and Entertainment](#)

#### ***General Information***

- [New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)
- [Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)
- [Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

#### ***Workplace Guidance***

- [CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)

#### ***Personal Protective Equipment Guidance***

- [DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)
- [OSHA Personal Protective Equipment](#)

#### ***Cleaning and Disinfecting Guidance***

- [New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)
- [DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)
- [CDC Cleaning and Disinfecting Facilities](#)

#### ***Screening and Testing Guidance***

- [DOH COVID-19 Testing](#)
- [CDC COVID-19 Symptoms](#)