

Holland Community Theatre's COVID-19 Preparedness and Response Plan

In accordance with applicable public health orders and rules, [Holland Community Theatre] (“HCT”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

HCT aims to protect its workforce & volunteers by enacting all appropriate prevention efforts. HCT is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate. This Plan is consistent with guidance from the Centers for Disease Control and Prevention (“CDC”), the Michigan Occupational Safety and Health Administration (“MIOSHA”), and the Occupational Safety and Health Administration (“OSHA”).

Employees/Volunteers with questions are encouraged to contact COVID Safety Coordinators via phone at 616-283-1746 (Lynda DeCan), 616-848-5662 (Marilyn Field) or 616-848-1984 (Jason Reimink).

HCT designates the following worksite individuals to serve as COVID-19 safety coordinators to implement, monitor, and report on this Plan: Lynda DeCan, Marilyn Field, Jason Reimink. HCT will designate additional individuals as needed.

HCT makes this Plan readily available to Employees/Volunteers and their representatives. This Plan is maintained and posted at all HCT locations.

1. Prevention Efforts and Workplace Controls

a. Basic Infection Prevention Measures for All Employees/Volunteers

HCT implements the following prevention measures for all Employees/Volunteers:

- HCT promotes frequent and thorough hand washing and provides Employees/Volunteers, workers, customers, and worksite visitors with a place to wash their hands, antiseptic hand sanitizers, and/or alcohol-based hand towelettes containing at least 60 percent alcohol;
- HCT increases facility cleaning and disinfection in accordance with CDC guidance;
- HCT uses disinfectants approved by the Environmental Protection Agency expected to be effective against SARS-CoV-2, the virus which is the causative agent of COVID-19;
- HCT provides Employees/Volunteers with these cleaning and disinfecting supplies;
- Employees/Volunteers should routinely clean their work stations, tools, and equipment;
- When possible, Employees/Volunteers should avoid the use of other Employees/Volunteers’ phones, desks, offices, or other work tools and equipment;
- Employees/Volunteers must immediately notify HCT of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19 by informing the COVID-19 safety coordinators;

- Employees/Volunteers must immediately notify HCT of any unsafe working conditions by informing the COVID-19 safety coordinators;
- Employees/Volunteers must comply with screening processes and any isolation/quarantine orders; and
- When possible, HCT increases ventilation rates and circulation throughout worksites.

b. Training for All Employees/Volunteers

Employees/Volunteers are trained on the information contained within this Plan, including the workplace infection-control practices, how to report COVID-19 symptoms and/or diagnoses, and how to report unsafe working conditions. Employees/Volunteers are also trained on the CDC’s “How to Wear and Take Off Your Mask” and “Answering Your Questions About the Safety and Effectiveness of COVID-19 Vaccines” posters, attached here and displayed onsite in the primary languages common in the employee population. Employees/Volunteers return a signed acknowledgment to Human Resources, confirming their receipt and review of the information.

HCT’s volunteers will check in at the volunteer log book. As part of this check in, they will indicate that they have reviewed the “Holland Community Theatre’s COVID-19 Preparedness and Response Plan”. This is then kept on file at HCT.

c. Mask and Social Distancing Requirements

Fully vaccinated Employees/Volunteers are not required to wear face coverings or socially distance but per CDC recommendation, masks are strongly encouraged in areas of substantial and high transmissions. This policy is subject to change based on CDC and MDHHS requirements.

Employees/Volunteers are considered “fully vaccinated” when at least two weeks have passed after receiving the final dose of an FDA-approved or FDA-authorized COVID-19 vaccine.

Employees/Volunteers who are not fully vaccinated must comply with the following safeguards:

- Remain at least six feet from other individuals to the maximum extent feasible while on HCT premises; and
- Wear a face covering when unable to consistently maintain six feet of separation from other individuals indoors and on HCT premises.
 - HCT provides, at a minimum, non-medical grade face coverings to Employees/Volunteers who are not fully vaccinated.

HCT administers these mask and social distancing requirements by:

- Posting signs in the work area reminding Employees/Volunteers who are not fully vaccinated to wear face coverings and maintain appropriate distancing.

d. Supplemental Measures Upon Notification of Employee/Volunteer’s COVID-19 Diagnosis and/or Symptoms

An employee/volunteer with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the theatre.

In response to a confirmed diagnosis by any individual who worked at or visited the theatre, HCT:

- Informs all Employees/Volunteers, contractors, or suppliers who may have come into close contact (as defined below) with the diagnosed individual
 - Notification is made within 24 hours of a confirmed case of COVID-19;
- Keeps confidential the identity of the diagnosed individual; and
- Implements its response plan and cleaning and disinfecting protocols, including shutting down appropriate areas of the workplace, increasing ventilation, and conducting a deep cleaning of both the diagnosed individual's workstation and those common areas potentially infected by the individual.

- Close contact is defined as any individual who worked within 6 feet of the diagnosed individual for a cumulative total of 15 or more minutes over a 24-hour period in 48 hours prior to the onset of symptoms or diagnosis.

All Employees/Volunteers who are not fully vaccinated and who had close contact with the diagnosed individual are also removed from the theatre for 14 days; however, should these exposed Employees/Volunteers later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report onsite until all return-to-work requirements are met, defined below. If someone who is vaccinated comes in close contact with a positive COVID-19 case, they don't need to be removed from the premise but do need to wear a mask for 14 days from the date of close contact.

In the event that HCT is notified of a Patron testing positive, HCT will do its due diligence to notify surrounding patrons via a telephone call and followed up by a letter via US Mail.

In the event of a positive exposure, a notice will be posted in the HCT lobby as well as notification to the Ottawa County Health Department.

HCT's office maintains documentation related to exposure notifications for at least six months from the date of generation.

2. Identification and Isolation of Sick and/or Exposed Employees/Volunteers

Risk and exposure determinations are made without regard to Employees/Volunteers' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from Employees/Volunteers is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from Employees/Volunteers' personnel documentation.

a. Employees/Volunteers' Self-Monitoring

The following Employees/Volunteers should **not** report to HCT and, upon timely notification to the COVID-19 safety coordinators, will be removed from the regular work schedule:

- Employees/Volunteers who are currently and atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees/Volunteers who, in the last 14 days, have had close contact with any person having a confirmed COVID-19 diagnosis;
 - Fully vaccinated Employees/Volunteers are not required to quarantine, unless symptoms develop;
- Employees/Volunteers who, in the last 14 days, have had close contact with any person who is atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting;
 - Fully vaccinated Employees/Volunteers are not required to quarantine, unless symptoms develop however, they are required to wear a mask for 14 days following close contact.
- Employees/Volunteers who are subject to a recommendation to isolate or quarantine consistent with CDC guidance;
- Employees/Volunteers who have been instructed to remain home by a health or public health professional; and
- Employees/Volunteers who are awaiting a COVID-19 test or the results of a COVID-19 test after having symptoms of COVID-19.

Such Employees/Volunteers may only resume in-person work upon meeting all return-to-theatre requirements, defined below.

b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, HCT screens Employees/Volunteers and contractors on a daily basis.

Employees/Volunteers and contractors are asked to review the symptom check list by the Volunteer Log Book upon entering the theatre. They will mark yes or no in the volunteer log book if they have any symptoms listed. If the answer to any question is “yes” they will be asked to leave HCT.

Employees/Volunteers/contractors who develop symptoms during their shift must immediately report to the COVID-19 safety coordinators.

c. Return-to-Theatre Requirements

Employees/Volunteers who were themselves diagnosed with COVID-19, or experienced symptoms thereof, as defined by the Daily Screening process, may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the symptom-based strategy, and/or the determination of a health care provider.

Under the symptom-based strategy, Employees/Volunteers may discontinue isolation and return to HCT upon achieving the following conditions:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications;
- Improvement in symptoms; **and**
- Sufficient time has passed since symptoms first appeared:
 - For moderate cases, at least 10 days have passed since symptoms first appeared;
 - For severe cases, at least 20 days have passed since symptoms first appeared.

An employee who came into close contact with an individual with a confirmed diagnosis may return to work after 14 days have passed since the last close contact with the diagnosed individual.

Fully vaccinated Employees/Volunteers are not required to quarantine after close contact with a confirmed case of COVID-19, unless symptoms develop. However, they do need to wear a mask at HCT for 14 days.

4. Plan Updates and Expiration

This Plan responds to the COVID-19 pandemic. Company will update this Plan and its corresponding processes as the pandemic progresses.

This Plan will expire upon conclusion of its need, as determined by Company and in accordance with guidance from local, state, and federal health officials.