

COVID-19 WORKPLACE SAFETY PLAN **Syracuse Children's Theatre**

Syracuse Children's Theatre is committed to providing its employees, and students with a safe environment to conduct summer camp. SCT has implemented the following Workplace Safety Plan (the "Plan"), which is intended to comply with applicable federal and state guidance and to reduce the risk of disease transmission of COVID-19.

Industry: Nonprofit Corporation
Address: 700 West Manlius Street East Syracuse, NY 13057
Executive Director: Todd Ellis

Plan for Workplace Safety

To address and minimize the risk of COVID-19 transmission, SCT will take the following steps:

1. Physical Distancing

Staff should remain six (6) feet apart at all times, unless safety or the core function of their work activity requires a shorter distance. Any time staff are less than six (6) feet apart from one another, they must wear acceptable face coverings. Staff will be required to wear masks at all times in common areas such as the kitchen, copy room and when traveling around the office. As discussed below, acceptable face coverings will be supplied by SCT. (see Section II. A, below). In addition, staff may use their own acceptable face coverings.

Until restrictions are relaxed, the occupancy in any enclosed area will be limited to no more than 50% of maximum occupancy, as set by the certificate of occupancy.

Social distancing markers will be placed. They will mark six feet of space will be used in common areas such as kitchen and copy room.

Whenever possible, all SCT meetings/presentations should be conducted remotely, via teleconference or videoconference. If staff or a tenant requires a room to host a meeting, a room request must be submitted to the Executive Office. Furthermore, for any training/workshop that cannot be conducted remotely, SCT will limit attendance to allow for safe social distancing

2. Additional social distancing measures will include:

Parent/guardians will be required to wear a face covering upon entering the building for a scheduled performance only.

Office areas

Work Station Spacing: SCT will work to arrange workspaces so staff are able to maintain safe separation - preferably the required minimum six (6) feet apart. Staff should limit or avoid (through remote work, staggered shifts, etc.) being in a shared office space with others when possible. If needed, use of vacant offices may be temporarily permitted to provide necessary separation, or furniture may be moved to create the required distance. If the required six (6) feet distance cannot be met, safety partitions between workspaces may be installed. All water fountains will be disconnected. Food deliveries are also not allowed.

3. Protective Equipment

SCT will provide all staff with a face covering at no cost. SCT will also maintain an adequate supply of coverings in case of replacement, which will be procured from national or local vendors. Staff may use the SCT provided face covering or their own face covering. Approved face coverings include but are not limited to cloth (homemade sewn, quick cut, bandana), surgical masks, and face shields.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Cloth masks should be washed daily. Cleaning of cloth masks will be completed by the employee. Single use surgical masks should be discarded after each use.

Staff have been discouraged from sharing objects such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces.

4. Hygiene and Cleaning

SCT will follow guidance from Federal and State governments and agencies regarding cleaning and disinfecting its facilities, including Guidance from the Centers for Disease Control.

SCT will maintain a cleaning log for each of its facilities, which will be maintained by Kellie Ellis and Nikita Richards and kept in the electrical room. The cleaning log will identify the date, time and scope of each cleaning, including cleaning and disinfection that is performed following a positive or suspected case of COVID-19.

SCT will encourage good employee hygiene by providing the following: Disinfecting wipes in all break rooms, classrooms, bathrooms and meeting rooms;

Hand sanitizer stations at each building entrance; and
Hand soap and/or hand sanitizer in each bathroom and meeting room.

SCT facilities will be cleaned and disinfected as appropriate daily by all Staff.

5. Communication

SCT will post signage throughout its facilities to remind staff, and students to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

SCT will communicate with its staff via phone, Zoom, and email. . A copy of SCT's workplace safety plan will also be maintained at the Executive Offices. Ask Todd Ellis

All Staff and Students must enter through the front door facing West Manlius. The individual responsible for screening will complete an entry for each visitor in the visitor log. SCT will also keep track of staff working at its facilities on a daily basis.

If an employee tests positive for COVID-19, SCT must 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. Erin Hart will lead this effort.

6. PROCESS

Screening

1-2 weeks prior to employment, all staff will be required to take a COVID-19 test.

Each day, employees will have their temperature taken before entering SCT facilities. If an employee has a temperature higher than 100.4 degrees, they will not be permitted to enter SCT.

Nikita Richards will review all questionnaire results each day and document the information.

Employees who present with COVID-19 symptoms will be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, an employee may only return completing a fourteen (14) – day quarantine.

Employees who present with no symptoms but have tested positive in the past fourteen (14) days may only return to work after completing a fourteen (14) - day quarantine.

Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform Human Resources and may be able to work on site with additional precautions, including but not limited to regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.

SCT has designated Todd, Kellie, and Nikita as the site safety monitors, who will be responsible for continuous compliance with all aspects of this Workplace Safety Plan.

7. Contact Tracing and Disinfection of Common Areas

A SCT employee who has a positive COVID-19 laboratory result and has been at SCT facilities in the fourteen (14) days prior to the positive test is referred to as a “Confirmed Case.”

● Employee Responsibilities

- If an employee is a Confirmed Case, they must:
 - Notify their Supervisor who will then notify Todd immediately. Provide Todd with information regarding their contacts at SCT during the fourteen (14) days prior to the positive test.
 - Provide SCT with a copy of any Order of Quarantine related to the diagnosis; and
 - Communicate regularly with Todd regarding their recovery.

8. Company Actions

When SCT is notified about a Confirmed Case, Todd will Communicate with the local health authority about the Confirmed Case, contact tracing, and return to work;

Communicate with other employees about the Confirmed Case as it deems necessary and appropriate; and Communicate with the Confirmed Case about symptoms, progress, recovery, and discussions with the local health authority and other employees.

Contact Tracing

- Todd will identify employees and visitors who have likely had close contact with the Confirmed Case during the fourteen (14) days prior to the positive test;
- Communicate with the local health authority regarding its contact tracing and follow its guidance and recommendations;
- Notify other SCT employees as it deems necessary and appropriate, discuss recommendations of the local health authority, and determine whether exposed employees can return to work.

Cleaning and Disinfection

- Close off the area(s) where the infected employee was working and wait as long as possible before beginning disinfection; and Perform cleaning and disinfection of all areas where the employee worked and any common areas where they would have been.