

Tuacahn Interdepartmental Covid Safety Protocols

Administration/Marketing/Box-office/Artistic Offices

1. Employees must wear a mask when not at their own desk.
2. Don't come to work if you are sick.
3. If you have Covid like symptoms or if you have been exposed to someone with Covid, comply with company Covid policy.
4. Maintain social distance at all times.
5. Wash your hands and sanitize work areas frequently.

IT

1. Sanitize/wash hands frequently throughout the day. Especially after touching someone else's computer/keyboard/mouse.
2. If any symptoms of any sickness are discovered stay home and work from home if possible.
3. Masks are not required in our office as long as it is only the three of us. If we have visitors we are all required to mask up.
4. As we visit other areas of campus, masks are required.
5. Keep a distance from each other and other co-workers.

Gift Gallery/Café Space

1. Employees are required to wear masks at all times in the Café, and otherwise while interacting with other employees and customers.
2. Follow local Health Department guidelines in food service spaces.
3. Maintain 6ft distance from one another.
4. Disposable masks for employees are provided and a \$1.00 fee is charged for customers.
5. There are multiple sanitizing stations in the store and work room.
6. Employees are encouraged to wash and sanitize multiple time a day, especially after handling money and credit cards.
7. Door knobs, key boards and other high traffic 'touch items' are wiped down frequently.

8. Tuacahn Company Covid policy is posted in the work room
9. Employees must remain home when experience symptoms of sickness.

Facilities

1. While working indoors employees must wear masks and adhere to the Covid protocols as stipulated by the department or building in which they find themselves.
2. Outside work will allow some discretion in the wearing of masks. Weather conditions and types of project may not be conducive to mask wearing. However, in general when employees must work closely together outside, masks must be worn.
3. Frequent hand washing and equipment wipe downs are encouraged.

Custodial

1. Employees must wear masks at all times and adhere to the Covid protocols between different departments.
2. Maintain distancing at all times.
3. Must not come to work if feeling any illness symptoms.
4. Custodial will provide all departments with sanitizing liquid and wipes. Any other special sanitizing products, tools, accessories etc. must be purchased by its own department.

Child Care

Child Care services must follow state child care protocols, which are detailed in the following:

Effective November 10, 2020, any child care provider must adhere to the following Phase 4, Temporary Emergency Conditions, in addition to the health and safety rules for each facility type, in order to stay open for business:

Emergency Conditions of Operation

1. Each individual three years old and older present during child care hours must wear a face mask while at the facility. This includes any household members in areas where children are in care.

- Face masks must NOT be worn by children younger than two, anyone who has trouble breathing, sleeping children, and anyone who is unconscious, incapacitated, or unable to remove a mask without assistance.
- Consider special precautions and adaptations for children and staff with severe cognitive or respiratory impairments and those who are immunocompromised.
- Face shields are not a substitute for masks. Those who choose to wear a face shield must also wear a mask.
- Face masks can be temporarily removed during feeding and eating times.

2. For center providers, with the exception of school-age children, providers must restrict indoor groups of people to 20 or less. These groups include children and caregivers. Providers must ensure that each group of children has the appropriate caregiver-to-child ratio. When every child in an indoor group is school-age, providers may have up to 20 children and one caregiver in the group.

3. If their approved capacity is for more than 20 children, center providers can allow more than one group of people in the facility only if each group is in a separate room with full, solid walls that are higher than six feet.

4. Center providers must not allow groups to gather together while indoors, even for

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short times or special activities.

5. Outdoor play should be staggered in a way that allows for groups not to be combined.

6. For outdoor activities, providers may allow more than one group of children as long as their outdoor square footage is enough for the number of children to be outside and social distance is maintained between groups. The number of people including caregivers cannot exceed 50, and providers must ensure that each group of children has the appropriate caregiver-to-child ratio.

7. Each provider must ensure that staff, children, household members, and visitors are screened for fever, cough, trouble breathing, sore throat, sudden change in taste or smell, and muscle aches and pains at the beginning of the day and upon arrival, and not allow any individuals with COVID-19 related symptoms to enter the facility.
8. If there is a confirmed case of COVID-19 at the facility, providers must consult with their local health department and follow their instructions.
9. Providers must notify their licensor when there is a positive COVID-19 case at their facility.
10. Anyone who has tested positive for COVID-19 must complete the required quarantine and be COVID-19 symptom free before re-entering the facility.
11. Each provider must ensure that anyone coming into the facility wash their hands with soap and running water or alcohol-based hand sanitizer before touching any facility surface.
12. Each provider must restrict off-site activities to places or environments where social distance and proper cleaning practices can be controlled. Public playgrounds must be avoided. If using public restrooms, the provider must ensure that surfaces are clean before children use them and that handwashing with soap and water or hand sanitizer is available to children and staff.
13. Each provider must ensure that surfaces, items, and areas that are used and touched often are cleaned and sanitized at least daily and before a new group uses the room.
14. Each provider must be in compliance with any applicable local law and ordinance in order to remain open.

Production Management COVID guidelines

The Production Manager under the direction of the Artistic Director, CEO, and HR Director shall oversee, implement and enforce all production department employees to ensure a safe working environment.

The Production Manager shall keep up to date on all current COVID directives and guidelines as produced by the CDC, UDH, and POTUS.

The Production Manager shall be swift to enact any changes as directed by Tuacahn, and government agencies.

The Production Manager shall ensure global measures are enacted such as hand washing stations at all production entrances with the understanding that the first surface that is touched is a hand sanitizer. Masks and cleaning supplies are available as needed and anticipated.

The Production Manager shall be the point of contact for conflict resolution as well as a source for anonymous deficiency reporting.

All production meetings shall be moved to the Hafen theater to accommodate social distancing.

Tech tables shall be spaced to accommodate social distancing with additional com for communications. Production meetings after technical rehearsals shall be in the amphitheatre to accommodate social distancing.

The Production Manager shall monitor the mental health and morale and help to create a stable, healthy, productive working environment.

A/V Department Health Guidelines Regarding Covid-19 and the 2020 Season at Tuacahn

This document was last updated on April 30th, 2020

Microphone Handling

- Prior to half hour, microphones must only be handled by the A2.
- Microphones and body packs must be disinfected before and after sound check, and after any performance.
- Actors will only be permitted to retrieve/return their own microphones before/after each performance. At no time should an actor come into contact with a microphone or body pack belonging to another actor.
- Whenever possible, the A2 must avoid servicing a microphone or body pack while it is being worn by an actor.
- If a microphone requires service during a performance it should be removed and replaced *by the actor*.
- If an actor is unable to remove/replace their own microphone, the A2 must put on fresh PPE before coming within less than 6ft of the actor. PPE must be discarded in an appropriate receptacle immediately after the repair is complete.
- All of the above guidelines shall also be observed in the orchestra pit.

General Guidelines

- All CDC guidelines regarding social distancing and individual hygiene/cleanliness shall be observed by all employees at all times. These guidelines will be posted in the sound office, and other places across campus. Personal copies can be provided upon request.
- The supervisor shall meet with their employees at the beginning of each shift to discuss any changes to current policies, voice any concerns, and get verbal confirmation that employees are feeling healthy and are comfortable to continue working on site.
- Employees must disinfect their hands upon entering the facility using the hand sanitizer stations outside building entrances.
- Any tools, machinery, work surfaces, equipment, etc. should be disinfected before and after being used or otherwise contacted.

- Door handles and workspaces should be disinfected at the beginning and end of each shift.
- Employees must avoid close contact (less than 6ft) with any person throughout the entirety of their shift. If close contact with another person is made inadvertently, the employee must sanitize their hands as soon as possible.

If You Are Sick

- If you are feeling sick and/or exhibiting any signs of Covid-19 **DO NOT COME TO WORK.**
- If you are on site when you begin to experience symptoms, inform your supervisor and remove yourself from the premises **IMMEDIATELY** until you are instructed to do otherwise.
- If you are not on site when you begin to experience symptoms, notify your department head as soon as possible so that they may plan for your absence accordingly.
- Inform your department head of any employees you've had recent close contact with, and any surfaces or equipment that need(s) to be sanitized.
- Stay in contact with your department head and Human Resources for any additional guidance and to help them determine when it is safe for you to return to work.

Animal Wrangler / Stable COVID-19 Policy

All employees will be given the Tuacahn COVID-19 Policy

All employees will be asked to carefully follow the guidelines put forth by Tuacahn – CDC – State & Local Government.

Employees will all be asked to wash/sanitize hands upon arrival and departure.

Surfaces will be regularly cleaned.

Employees who don't feel well will be asked to stay home.

Interacting with Cast

When interacting with cast/crew for animal training or riding lessons employees will wash/sanitize hands.

Only cast/crew that are assigned to work with animals will come to lessons (A member of SM usually comes to these with cast).

Cast will be asked to wash/sanitize hands – wear masks.

Masks will be worn by all at these lessons as directed by the CDC and UDH

Animal equipment will be kept clean and will receive a disinfecting wipe down before and after use.

Daily Briefing

A daily briefing will be held with employees to discuss travel as well as interaction with others.

Employees are asked to discuss any travel or visitors they may be expecting with department head prior to contact.

Travel and Housing Rules - Covid-19

Travel

- Ask Actors to wear masks and gloves on their journey
- Will utilize individual taxis for travel from their home to their home airport.
- Will utilize individual taxis from the airport to Tuacahn housing. If a taxi is unavailable they will be picked up by a Tuacahn staff member wearing gloves and a mask in a 15 passenger van with seating distance applied. No more than 6 people per 15 passenger van.
- Will not have to interact with anyone upon their arrival at the housing, keys are left under the doormat of each individual unit.

Housing

- Each apartment and all spaces have been sanitized and deep cleaned upon arrival.

- Each resident has their own bedroom and bathroom so will only be sharing living spaces.
- Will have clear and visible safety instructions for the fitness room and outdoor areas, such as pool and hot tub.
- Will have pool chairs set 6 feet apart.
- Will have hand sanitizer available outside the elevator on the bottom floor.
- Company Management has gloves and masks available, if necessary, for each individual.

TCA Costume Shop Covid-19 Response

Costume Fittings

- We will only call 1 performer per show to a fitting at once. (separate fitting rooms per show)
- Women's small dressing room for Count Fittings - Men's small dressing room for Beast Fittings
- The men's and women's small dressing rooms will be a fitting only space. Bathrooms in here are limited to fitting people only.
- The only people in the fittings will be: Designer, Assistant designer, Shop manager (if needed), Draper/Craft person assigned to each project (if needed).
- All people involved with fitting must clean hands before entering.
- All people involved with fitting must wear a mask unless it interferes with fitting a facial piece.
- Hands and space will be cleaned between each fitting.
- No other Costume Shop Staff can come into contact with performers.

Hair & Makeup Fittings

- We will only call 1 performer per show to a fitting at once. Green room dressing room will be used as fitting space
- All supplies shall be new or cleaned between each performer.
- Only people involved will be Designer, Assistant Designer, and Shop Manager (if needed)
- All people involved with fitting will wear masks unless it interferes with facial hair, etc.

- All people involved with fitting must clean hands before entering.
- Hands and space will be cleaned between each fitting.
- No other Costume Shop Staff can come into contact with performers.

Distancing for Shop Staff

- Distancing of 6 ft apart will be honored in all spaces unless approved for fitting purposes.
- Drapers, First Hands, and Count Stitchers will be in Costume Shop space
- Beast Stitchers will be in men's large dressing room.
- Hair and makeup will be working in the green room dressing room not used for hair fittings.
- Crafts will be working in the women's large dressing room.
- Cleaning supplies will be provided and used on spaces daily.
- Hand washing will be very encouraged and required throughout the day.
- Hand sanitizing stations are provided by all doorways to buildings.
- No shop staff, unless designated, should come into contact with performers.
- A daily meeting to discuss the current Covid-19 situation, answer any questions, and talk about any future plans.

Updated 4.29.2020

Backstage Guidelines

All backstage crew members will wear a mask or face shield whenever possible.

- Hand sanitizer will be available and used before and after every quick change.

When possible, all costume changes will be spaced 6' (six feet) apart.

- Spaces will be cleaned and sanitized before and after each performance.
- There will be designated spots backstage for actors and crew to wait for their next entrance/quick change. Hand sanitizing stations will be available at each waiting spot. Each spot will have no more than 6 people and socially distanced when possible.
- As costume related issues arise, only those assigned will be allowed to attend to the situation and only one technician at a time.
- Wardrobe heads will be in constant communication with stage management to alert of any necessary holds.
- Daily laundry will be handled with one time use gloves.

Design Alterations

- Quick changes will be cut to minimum where possible. *see predicted quick change list below
- As many garments as possible will be built for the performers to put on themselves. This will not be possible for large or character costumes.
- Shared items will be kept to a minimum. Any shared items will be disinfected with 100% vodka for soft fabrics, disinfectant spray for shoes and hats. *see shared costume list below

Dressing Room Guidelines

- Disinfecting supplies will be supplied for the performer to clean their station and supplies. This will be mandatory daily.
- All hair and safety pins used backstage will be disinfected nightly.
- All other wardrobe/hair supplies used by crew members, including personal items, will be disinfected daily.
- All performers will be spaced every other station. This allows 40'' between each dressing station.

o Mens's large = 15 peoples
o Women's large = 16 peoples
o Men's small = 4 peoples
o Women's small = 4 peoples
o 2 greenroom spaces = 2 peoples each
o Total = 43 available dressing room stations.

- Wardrobe/Hair crew members will only be in dressing room spaces before and after call times. Emergencies are the exception to this rule.
- All presets (wig and wardrobe) will be completed prior to performers arrival so we are out of the dressing room spaces.
- All beginning wigs/facial hair will be preset at the performers station before their arrival.
- Any large or character costumes that require assistance to get into will have a designated spot for performer and dresser to meet to get dressed. This will be socially distanced when possible. Only the needed personnel will be involved.

Updated 4.29.2020

- The Beast will have a dedicated application artist. His makeup will be applied in the Wig Studio apart from all other performers or technicians. They will wear gloves and a face mask/shield as well as clean hands before and after application. All brushes, makeup, and other supplies will solely be used for the Beast and be disinfected before each application. The understudy will not share any prosthetics, makeup, wigs, or application supplies.

- All performers, except the Beast in *Beauty and the Beast*, will be given adequate training to apply their makeup and wig for all performances. Trained Wig personnel will be on site to assist if needed.

Scenic Personnel Procedures

Take temperature on arrival and a simple questionnaire to assess health will be administered by the Healthcare Manager

Fever, fatigue, cough, sneezing, aches, pains, runny nose, sore throat, diarrhea, headache shortness of breath, contact with someone with symptoms, contact with someone testing positive, travel

Clock in using App, or sanitized keypad, preferably phone.

Masks to be worn. Sanitization lanyards.

Designated socially distant holding areas between shifts

Assigned set pieces and pushing places on set pieces. If a change needs to be made handles will be sanitized. Disinfectant spray.

Props

Props sanitized, Props will be placed on a table and picked up, not handed directly to an actor. Props will be returned to the table and not handed directly to the props person. Prop will be sanitized.

Foy

Where possible and approved by Flying by Foy Actors will perform their own hookups, then give a hand signal to assigned crew that they are hooked up. When this is not possible an assigned crew person wearing PPE will hook them up and dispose of PPE in an approved receptacle following. When catching and unhooking an actor PPE will be worn and PPE will be disposed of in an approved receptacle.

In an effort to limit contact, If a dresser needs to be present before a flight we will train the dresser to do the hookup. All the same PPE guidelines would be followed.

Sanitizing restrooms more frequently Crew use Restrooms in booth, shop and lighting Building. Actors use dressing room restrooms. Perhaps need for additional portable restrooms.

Crew has No access to the greenroom or dressing rooms.

Possibly adding additional portable hand washing stations outside

Tuacahn Electric Department COVID-19 Prevention Plan

As a whole, the Electric Department will remember and follow these procedures to help maintain and ensure a safe and healthy work environment. The procedures are as follows:

Daily Briefing

The Master Electrician and/or the Assistant Master Electrician will be responsible for asking a series of questions to each worker at the beginning of his/her shift.

1. Have you come into contact with a person who has been diagnosed with COVID-19 within the last (14) days?
2. Have you traveled outside of Southern Utah?
3. Have you come into contact with someone who has recently traveled outside Southern Utah?
4. Have you experienced coughing, difficulty breathing, or a fever of greater than 100°F (37.7°C) within the last (24) hours?

Hand Washing

All Electric personnel will wash their hands for a minimum of (20) seconds with soap and warm water upon arrival to the workplace, as per CDC standards. Hand sanitizer with a minimum alcohol content of 60% may be used when hand-washing is not an option.

Coughing/Sneezing

Electric employees will cover coughs and sneezes with their elbow or tissues. Hands must be washed/sanitized afterwards.

Distancing

Electric personnel will be mindful of everyone's space and maintain a minimum distance of (6) feet from other employees. Any and all physical contact should be avoided. All Electric spaces will be kept clean and as open as possible.

Sharing

There will be no sharing of food, drink, or other personal belongings among employees.

Disinfecting

Before the beginning setup for each show all door knobs, lights switches, and AC remotes will be disinfected. Any machinery/vehicles used by Electricians personnel will be disinfected before and after use. Followspot operators will sanitize their hands before and after handling the followspots. All trash cans will be emptied and disinfected at the end of the day.

Illness

If any employees get sick they will remain home and work with the Master Electrician, Assistant Master Electrician, and/or the Human Resource Department to determine when it is acceptable to return to the workplace

Tuacahn Music Department Covid Policies

4/30/2020

1. All music department employees will adhere to Tuacahn Company Covid, CDC and Utah state guidelines. Those using company housing and/or travel will adhere to the Company Management Travel guidelines.
2. All musicians need to have a qualified sub prepared as a backup should they become sick or need to quarantine.
- 3.. If an employee is sick, has symptoms, or has come in contact with a covid positive person, do not come to work, notify the Music Coordinator immediately.
4. Good hygiene and distancing practices are to be employed by all. This includes:

- a. Washing hands and/or sanitizing hands upon arrival. Hand sanitizer will be available.
- b. Wearing of masks with the exception of wind players during performance
- c. Keeping a distance of at least 6' from other people
- d. Not touching anyone else's equipment (Instruments, headphones, stands etc)
- e. Equipment that is used by more than one person (computer keyboards and mice, Avioms etc) will be wiped down and sanitized. Cleaning supplies will be available and used.

5. To help musicians maintain proper distancing, the pit orchestra will be split into two rooms. Players will be set up at least 6' apart. Screens will be used around wind players, as they cannot wear masks. Screens between sections may also be set up as needed.

- a. The orchestra pit- conductor, keyboards, drums, guitar, bass
- b. Dance Studio- Reeds, Brass, Strings

6. No guests or patrons will be allowed in the orchestra pit areas during musician call times. Only music, administration, sound, and stage management may enter pit areas.

7. Any rehearsals with other performing company members will be done with appropriate social distancing of 6' or more. Actors and artistic staff who need to communicate with the Music Directors in the pit will be asked to use the orchestra pit window rather than entering the pit itself.

Pool Rules for Covid-19

- Pool chairs and regular chairs and tables are set 6 feet apart.
- Residents are firmly asked to shower before and after entering the water.

- Use the anti-bacterial wipes that are in the fitness room to wipe down anything you have touched outside after each use.

Fitness Room Rules for Covid-19

- Wipe down equipment after each use using the anti-bacterial wipes in the room.
- Use the gloves and masks that are left in the fitness room.