

SANTA MONICA COMMUNITY COLLEGE COVID-19 EVENT/PERFORMANCE SAFETY PLAN

Event/Performance Name: _____

Performance Date(s): _____

Event Coordinator's Name: _____

Date: _____

Dept/Location: _____

Telephone #: _____

E-Mail Address: _____

Purpose: To help mitigate the hazards related to the spread of COVID-19, each performance/event will evaluate their processes and implement safety controls to curb the spread of COVID-19. This will serve as your event's COVID-19 safety plan.

Instructions: **Step 1:** Event coordinator will fill out this form. Check **Yes** or **No** for each item. Provide details in the Comments regarding how safety controls will be implemented. **Step 2:** Provide additional safety plan details in Addendum section for processes/activities not covered in the table. **Step 3:** Submit safety plan to Daniel Phillips **4 weeks** prior to first rehearsal date for review.

SAFETY RESPONSIBILITY		Y	N	N/A	COMMENTS
1.	A workplace COVID-19 Compliance Officer (C19CO) or Officers has been designated. The C19CO is responsible for establishing and enforcing COVID-19 safety protocols, and monitoring compliance. Each day will begin with a safety talk to reinforce safety protocols. The C19CO will walk through the full location space constantly to monitor all activity and direct any changes necessary to ensure all Covid-19 safety protocols are enforced. SMC staff will support this monitoring.				
2.	All production participants are required to be vaccinated. All guests are required to show proof of vaccination or negative test results within the last 72 hours.				
3.	Have all participants completed their daily health questionnaire each day they come to campus?				

4.	Training sessions on COVID-19 are provided and documented for all employees and students – including information about the virus and all required safety measures.				
SCREENING/TESTING		Y	N	N/A	COMMENTS
5.	Employee and student health screenings are conducted before employees, and other support personnel may enter the workspace.				
6.	Student performances that cannot feasibly be done while wearing a mask are permitted as long as any additional performers and stage crew working in close proximity to musical performers during the live events test twice weekly starting at least 72 hours before they begin working together with the performance ensemble until the end of the production and performance schedule				
7.	If the group includes singers and/or wind instruments, then all individuals are being tested at least three times per week.				
SAFETY CONTROLS		Y	N	N/A	COMMENTS
8.	Each worker is assigned their own tools, equipment, and defined workspace as much as possible. Sharing held items is minimized or eliminated.				
9.	All participants of this performance have reviewed and understand the details of this protocol.				
10.	Signage is posted throughout the facility. Signs reminding cast and crew to wear masks, wash their hands often, and maintain six feet of distance from each other whenever possible, will be hung throughout the location.				
11.	Staff and performers are limited to those who are essential to the production.				
PPE		Y	N	N/A	COMMENTS
12.	All employees and visitors are required to wear an appropriate face mask and other required PPE whenever they are in contact with others unless the production activity does not allow for the wearing of a face mask.				

13.	All cast members will wear masks, including during rehearsal, until the performance begins.				
14.	The mask is to be worn, covering both the nose and mouth by the employee at all times during the workday, when in contact or likely to come into contact with others.				
15.	Anyone playing wind instruments must wear modified masks and use instrument bell covers and maintain a distance of at least 6 feet from all other persons. They should revert to full face masks when not actively practicing or performing. Water and saliva build up (spit valves) must be emptied into appropriate receptacles only.				
16.	Groups of students may practice and receive performance instruction together in an indoor setting, absent singers and wind instruments, as long as all participants wear masks at all times.				
17.	All visitors are instructed that they must wear face masks over their nose and mouth at all times in the facility unless they are alone in a closed office.				
DISTANCING		Y	N	N/A	COMMENTS
18.	All staff, cast, crew, musicians, vendors, clients and other visitors have been instructed to physically distance from each other at all times, except when specific tasks require closer work. Masks must remain on at all times while indoors.				
19.	Breaks are staggered to ensure proper social distancing between employees can be maintained in break rooms or other common areas.				
20.	Singers should attempt to maintain a distance of at least six feet from others when singing and must wear their masks when they are not actively practicing or performing.				
21.	Furniture in lobbies and in employee break rooms, green rooms and trailers, and other common areas, is separated to support physical distancing.				
SANITIZING		Y	N	N/A	COMMENTS
22.	All cast and crew must wash or sanitize hands before touching props, costumes, or set materials.				

23.	Wherever feasible, performers and staff should have assigned and use their own equipment (including cameras, headsets, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it should be sanitized between uses.				
24.	Hand sanitizer is available to all employees at the following location(s):				
25.	Staff and students are allowed frequent breaks to wash their hands.				
26.	Disinfectant and related supplies are available to employees at the following location(s):				
26.	<p>Sets, production spaces, and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently as determined is necessary based on high traffic use. Break rooms, restrooms, and other common areas are disinfected at the below frequency, but no less than once per day during operating hours, on the following schedule:</p> <ul style="list-style-type: none"> o Make up/ Hair and Costume areas: o Cast Green Rooms: o Break rooms: o Restrooms: o Other: 				

28.	All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to cast, crew and musicians to avoid sharing.				
29.	Hand sanitizer and trash cans are available to all cast, crew, musicians and staff at or near the entrance of the facility, and throughout all work areas.				
30.	All payment portals, pens, and styluses are disinfected at least once daily.				
31.	All props, costumes and set materials must be disinfected before first use on the set, and between uses by different performers. Props, costume and set materials that can be more easily disinfected are preferred.				
32.	All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a face mask.				
33.	For live indoor student performances including audiences, all non-performers in attendance must wear masks				
FOOD/BREAKS		Y	N	N/A	COMMENTS
34.	All performers, staff, and crew shall wash or sanitize hands before handling any food.				
35.	Employees and students are prohibited from eating or drinking anywhere other than in designated areas to assure that masks are worn consistently and correctly.				
36.	No buffets allowed.				
37.	No communal food or drink service (no coffee pot, no single service coffee maker).				
38.	All food and drink must be single serving only				
39.	Craft service dining shall be held outdoors.				

40.	Sit-down meals: Dining must occur only in designated dining areas, with social distancing, preferably with staff eating during different shifts.				
41.	Food and drinks may be consumed only in designated areas or closed offices (when individual alone). Face masks must be worn at all times in all other areas.				
42.	If water is served from water dispensers, then levers or buttons on the dispenser should be cleaned after each use. It is preferable that beverages are served in single use containers.				
WARDROBE, HAIR & MAKEUP		YES	NO	N/A	COMMENTS
43.	Actors and crew must wash or sanitize their hands before any hands-on styling or costume session, and wear face s during sessions as much as possible. During the application of makeup, since a face mask cannot be worn the actor should stay as silent as possible to avoid spreading droplets though talking.				
44.	Members of the crew who consistently work within six feet of cast or talent who are not wearing face masks (e.g., providing hands-on styling, make-up or costume assistance) must wear a secondary barrier (e.g., a face shield or safety goggles) in addition to a face mask. All workers should minimize the amount of time spent within six feet of others.				

ADDENDUM: PROCESS BASED SAFETY PLAN

Instructions: Step 1 - List your processes not covered in the general Dept Specific Safety Plan document.

Step 2 - Evaluate those processes and apply engineering, administrative, and PPE controls for each step in the process.

Step 3 - Place process based safety plan here in the addendum





