

SCHROTT CENTER FOR THE ARTS

STUDENT PRODUCTION EMPLOYEE SAFE WORKING GUIDELINES

CORE SAFETY TAKEAWAYS

• Social Distancing

- Whenever possible employees will maintain at least 6' of social distancing throughout the duration of their shift. When 6' of social distancing is not possible, employees are required to wear face shields in addition to their masks. See Social Distancing & PPE section for more info.

• Personal Protective Equipment (PPE)

- Masks are necessary for the duration of all shifts at the Schrott Center for the Arts. No Exceptions. See PPE list for breakdown and usage of PPE.

• Sanitization

- The Schrott Center provides sanitizing wipes, as well as sanitizing stations in all areas of production. Specific hands-on equipment is sanitized at the end of each shift and logged in an online journal. See Sanitization Breakdown for more information.

• Health Screening

- The Schrott Center adheres to all health screening tests implemented by Butler University. Students are also encouraged to perform their own assessments in addition to the University's mandated screening. No employee should feel pressured to work while feeling ill for any reason.

SOCIAL DISTANCING

• Open Space Policy

- Whenever possible employees will maintain at least 6' of social distancing throughout the duration of their shift. When 6' of social distancing is not possible, employees are required to wear face shields in addition to their masks.
- Times when social distancing may not be possible: team lifts of larger items, confined spaces in order to perform cues and tasks, lighting focus ground crew, etc.

• Booth

- Booth room doors (which remain open usually) are shut at the start of each shift to minimize transmission between the employees of the confined space.
- Whenever possible, the audio recording tasks will be absorbed by the videographer to maintain one body per enclosed booth room.

• Bathrooms

- Bathrooms for production crew are separate from those assigned for clients. We expect the production crew to maintain the highest level of cleanliness in the restrooms and to be responsible for the sanitization of handles and contacted items.
- Bathroom trips will be staggered at least 10 minutes to reduce airborne particles in the confined space.
- Bathrooms for clients are clearly marked and sanitized as frequently as possible.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

• Masks

- The Schrott Center requires all employees to wear a mask while working inside or outside of the building. Masks are mandatory for the duration of an employee's shift.

• Face Shields

- The Schrott Center mandates the use of face shields when employees are expected to perform a task that will necessitate the breaking of standard 6' social distancing. These shields are readily available and sanitized each day.
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- **Gloves**

- Employees are required to wear gloves when it is necessary to handoff or trade items. The Schrott Center acknowledges the difficulties of using gloves as a safety precaution, and will instruct employees in the proper application, removal, and procedure of using gloves effectively. (e.g., handing a newly sterilized microphone to a client.)

- **Cleaning supplies**

- Hand sanitizer is readily available in all areas of production. SR, SL, Bathrooms, Sign-in Board, both rooms of the Booth, the Grid, and Basement Storage
- Sanitizing wipes are available at all areas of production that require the touching of equipment or boards.
- Aerosol sprayer is used for larger sanitization jobs.
- Disinfectant is readily available for the sanitization of all tools and equipment.

SANITIZATION BREAKDOWN

- **Tools and Equipment**

- Any tool(s) used during an employee's shift is sanitized thoroughly before its next use. Sanitization is ensured by using the "laundry basket" policy. All employees are trained to return tools to their proper place following use. BAEC staff will provide a basket where all tools must be returned, instead of the tool box. Following each shift, a staff member in appropriate PPE (gloves, face shield, etc.) will disinfect and replace each tool to its proper home.
- Larger equipment is sanitized with wipes and disinfectant in a similar manner to the tools. To ensure that larger equipment is not overlooked, staff track the use and sanitization of any equipment in an online journal.

- **Boards and Shift Stations**

- It is the responsibility of each employee to sanitize their station following each shift. Employees are expected to log their completed sanitation in the online journal.
- Areas of note are: Lighting & Sound Boards; Video & Audio Record Board; SR & SL Stations; Motorized Batten Control; and Storage Rooms.
- BAEC production staff ensures compliance in the online journal and performs an additional sanitization of all larger boards and equipment at the end of each day.

LARGE ENSEMBLE REHEARSALS (COMMON SHIFT)

- **Limited Contact for Crew**

- A common type of shift is one student employee monitoring a rehearsal of a large ensemble. In an effort to protect our employees, we will make every effort to limit their contact with the large groups.
- Setups are required in advance from ensemble directors. No exceptions. This will allow for students to have the ensemble set up prior to the arrival of any of its members.
- Employees monitor all rehearsals from the booth in an effort to distance themselves from the large ensemble on stage.
- Employees will leave the booth only for emergencies and to provide assistance to the ensemble director while wearing the proper PPE.

- **Ensemble Member Distancing**

- Ensemble members will enter and exit through the North stage door.
 - The door will be propped open when large groups are expected in order to limit contact with door handles.
 - Ensemble members are not permitted to enter the space until 20 minutes before their scheduled rehearsal time.
 - Enacting this policy further reduces the opportunity for transmission to the crew, and between ensembles.
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- Ensemble members are instructed to enter the building and head directly to their assigned seats. They will remain seated except for an emergency or bathroom breaks.
- All music cases will stay with ensemble members, directly next to their seats.
- Under no circumstances should any ensemble member put their cases or themselves in the house or make their way to the lobby.
 - This limits the amount of sanitization required between groups.

ADDITIONAL CONSIDERATIONS

- Coffee is no longer provided to student employees in an effort to limit opportunities for transmission and spread of COVID-19.
- When IATSE Labor is required, all IATSE crew will adhere to the IATSE regulations in addition to all regulations of the student crew.
- This document is intended to serve as a guideline for the student production crew's return to work.
- This is a working document. It is continually updated based on new information, and is therefore subject to change.