

# FLINT INSTITUTE OF MUSIC



## *Coronavirus (COVID-19) Preparedness & Response Plan*

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I.	General Policy Statements. ....	1
II.	Risk Assessment. ....	2
III.	Steps FIM is taking to protect individuals in the workplace. ....	2
IV.	Steps that FIM asks individuals to take to protect the workplace.....	4
V.	While on the FIM premises, individuals should follow social distancing and safety precautions. ....	5
VI.	Additional Requirements .....	6
VII.	General requirements for members of the public permitted to enter the FIM premises. ....	6
VIII.	Provisions Specific to Organized Outdoor Events.....	7
IX.	Provisions Specific to Organized Indoor Events .....	7
X.	Provisions Specific to The Flint School of Performing Arts .....	9
XI.	Provisions Specific to Instruction at The Flint Repertory Theatre .....	10
XII.	Provisions Specific to MacArthur Recital Hall .....	11

## **I. General Policy Statements.**

- A.** This Flint Institute of Music COVID-19 Preparedness & Response Plan (“Plan”) describes measures that we are taking to mitigate the spread of COVID-19. Employees and independent contractors (referred to collectively as “individuals”) should follow this Plan’s instructions diligently to sustain a healthy and safe environment. This Plan is in effect immediately and will remain in effect until further notice.
- B.** SARS-CoV-2, is the virus that causes Coronavirus Disease 2019 (COVID-19), this Plan generally refers to both the virus and disease as “COVID-19.”
- C.** This Plan is developed in accordance with the requirements of the Executive Orders issued by the Governor of Michigan and guidance from the Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC).
- D.** FIM will provide information about the nature and spread of COVID-19, including symptoms and signs to watch for, as well as required steps to be taken and will update this Plan as necessary. The following are resources where additional information regarding the COVID-19 pandemic can be found:

### **Centers for Disease Control (CDC)**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### **Occupational Safety and Health Administration (OSHA)**

<https://www.osha.gov/SLTC/covid-19/>

### **World Health Organization**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### **State of Michigan Resources**

<https://www.michigan.gov/coronavirus/>

- E.** FIM’s Director of Finance and Administration is responsible for administering this policy and overseeing appropriate safeguards. Any questions related to this Plan can be directed to that office by calling (810) 341-1752. If the Director of Finance and Administration is not on-site, an on-site employee will be designated.
- F.** FIM will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.
- G.** If individuals use public transportation or are in other crowded public places, they are encouraged to wear personal protective equipment and use alcohol-based hand sanitizer frequently.
- H.** Individuals are encouraged to limit their travel, avoid public transportation, avoid recreational or leisure classes or other group activities, and avoid crowded public places whenever possible.



## II. Risk Assessment.

- A. FIM has assessed the level of risk to FIM staff as defined by the OSHA Guidance on Preparing Workplaces for COVID-19.



**Lower Exposure Risk.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

**Medium Exposure Risk.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

- B. FIM has determined that all in-person work generally falls into the *Lower Exposure Risk* category.
- C. There are some isolated instances where individuals may have contact with the public or be in spaces where the public has been. These individuals will likely be *Lower Exposure Risk* but may be *Medium Exposure Risk*.

## III. Steps FIM is taking to protect individuals in the workplace.

- A. FIM has implemented appropriate engineering and administrative controls to minimize or eliminate employee exposure to COVID-19.
- B. All FIM buildings open to the public will follow the safety and prevention guidelines required by law and as outlined in this Policy.
- C. FIM will ensure a clean workplace, including the following regular cleaning:
1. At least daily disinfecting of all frequently used objects, including chair arms, handrails, doors, handles, counters, tables, kitchens, and bathrooms.
  2. Victory Sanitizer sprayer will be used at least once per week, in all spaces.
  3. Monthly, quarterly, and annual deep cleanings for things such as carpet cleaning, power washing grout, and waxing floors.
  4. At least monthly UV disinfecting of keyboards.

5. Following each event, FIM will disinfect and deep clean the areas associated with the event.
- D.** FIM has installed upgraded air filters in all buildings.
  - E.** FIM will provide training regarding workplace safety; proper use of personal protective equipment; and how to report symptoms of COVID-19, cases of COVID-19, and unsafe working conditions.
  - F.** FIM has assigned and marked points of entry to avoid congestion at one entrance. FIM will provide visual markers showing appropriate distancing if there is congestion outside an entrance.
  - G.** FIM has developed measures to control the flow of traffic inside the building to assist in keeping appropriate distance between individuals. Individuals must follow the ground markings and signs while in the building.
  - H.** Physical barriers will be installed at service points that require interaction between an individual and a member of the public.
  - I.** Before entering the building, individuals must self-screen with the MI Symptom Checker app and FIM will screen for fevers.
    1. Individuals may not enter the building if they are suffering any symptoms of COVID-19 or if they have a suspected or confirmed exposure to an individual with possible COVID-19.
    2. Individuals who begin to suffer from symptoms associated with COVID-19 will be sent home immediately.
    3. Individuals with a fever, defined as at least 100.4°F, may not enter the building until they have been symptom-free for at least twenty-four (24) hours (without fever-reducing medication). Individuals who have a fever and report other symptoms of COVID-19 may not enter the building until they have a return-to-work authorization from a doctor or local health department and/or a negative COVID-19 test.
    4. Individuals are reminded of their obligation to self-isolate pursuant to applicable Michigan law or Executive Order and will not be retaliated against for their self-imposed isolation.
    5. FIM will treat all medical information as confidential.
  - J.** FIM will organize and label work areas to maintain distance among employees and restrict the use of non-essential common space.
  - K.** FIM will provide appropriate face coverings for individuals who are permitted to be on the premises.
  - L.** In addition to all other requirements in this Policy, FIM has implemented the following protocols applicable to individuals who are performing musicians.

1. FIM will require shields to be used in front of wind or brass instruments. Shields may sit in front of the musician or surround the musician. Bell covers are permitted if the musicians wish.
  2. Musicians will be required to transport and care for their own instruments.
  3. Musicians will be responsible for their own sheet music and may not share with other musicians.
  4. Musicians will each have a separate music stand.
  5. FIM will establish protocols to ensure social distancing is followed when musicians enter and exit a stage and musicians will be reminded to yield to their fellow musicians to ensure proper social distancing is maintained.
- M.** FIM will permit Remote Working Arrangements (RWAs) subject to organizational the needs. Employees may request RWAs as outlined in Article 7 of the *Employee Handbook*. Independent contractors may discuss whether RWA options are available with the Director of Finance and Administration.
- N.** FIM will not require individuals to engage in work-related travel unless the Director of Finance and Administration determines it is necessary.
- O.** FIM will provide cleaning supplies and alcohol-based hand sanitizer throughout the workplace and in common areas.
- P.** Cleaning and disinfecting of surfaces will be done with EPA-approved disinfectant and used in accordance with the manufacturer’s instructions.
- Q.** If an individual leaves the premises due to the onset of symptoms associated with COVID-19, FIM will clean any surfaces that the individual may have contacted and remove other individuals from area(s) of the building until appropriate enhanced cleaning and disinfecting in accordance with CDC/EPA guidance can occur.
- R.** If FIM learns that a person with a confirmed case of COVID-19 was on the premises, FIM will notify the local public health department immediately and any employees who may have come in contact with the individual within twenty-four (24) hours. No person with a confirmed case of COVID-19 may return to work until they have a return-to-work authorization from a doctor and/or a negative COVID-19 test. Additionally, FIM will close work areas/facilities, ensure that appropriate enhanced cleaning and disinfecting, in accordance with CDC/EPA guidance, is performed prior to individuals being permitted to reenter the work area, and take any other appropriate actions after consulting with the local health department. The Director of Finance and Administration is responsible for ensuring this protocol is followed.
- IV. Steps that FIM asks individuals to take to protect the workplace.**
- A.** FIM asks that all individuals cooperate in taking steps to reduce the risk of workplace transmission of COVID-19.
- B.** Individuals should not perform work on the FIM premises when they are feeling unwell, especially if they are experiencing any of the symptoms of COVID-19, which include, but are not limited to the following:



- Fever
  - Sore throat
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - New loss of taste or smell
  - Muscle pain
- C. Individuals should inform the Director of Finance and Administration if they are experiencing symptoms of COVID-19, or if they have had close contact with a person who has a confirmed or suspected case of COVID-19. These individuals should not report to work.
- D. Employees unable to work may be eligible for a paid leave benefit provided by FIM (e.g. paid sick and personal time or paid leave under the Families First Coronavirus Response Act). Please see Article 8 of the *Employee Handbook*.
- E. Individuals should request RWAs and/or flexible scheduling options if needed.
- V. While on the FIM premises, individuals should follow social distancing and safety precautions.**
- A. Individuals should frequently wash their hands with warm, soapy water; use hand sanitizer when hand washing is not feasible; disinfect work stations at least twice per day; cover their mouth whenever sneezing or coughing; and discard used tissues in wastebaskets.
- B. Individuals should avoid face-to-face business meetings, and should use the telephone, online conferencing, or e-mail to conduct business as much as possible, even when participants are in the same building.
- C. If a face-to-face business meeting is unavoidable, individuals should minimize the meeting time, choose the largest available meeting room, sit at least six (6) feet from each other, and otherwise maintain social distancing practices.
- D. Individuals should avoid person-to-person contact such as shaking hands.
- E. Individuals are required to wear face coverings when they are in common areas (including hallways and restrooms) or when they otherwise cannot consistently maintain at least six (6) feet of separation from other persons. If individuals cannot maintain at least three (3) feet of separation from others, they are encouraged to wear a face shield, with their face mask.
- F. Individuals should avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.

- G. Individuals may not congregate in work areas, break rooms, pantries, copier rooms or other areas where people typically socialize or gather.
- H. Individuals are encouraged to bring their own lunch and to eat at their desk or someplace away from others (avoid lunchrooms and restaurants).
- I. Employees are only permitted to enter building during scheduled work times. If employees wish to come into work on different hours contact HR for pre-approval.

## **VI. Additional Requirements**

- A. FIM has provided individuals with training regarding COVID-19 and workplace infection control practices.
  - a. FIM will provide additional training as circumstances warrant.
  - b. Individuals may request copies of training from the Director of Finance and Administration.
- B. FIM will comply with all recordkeeping requirements under the law. Including, but not limited to, training records, records of self-screening, and records of confirmed COVID-19 cases and related notifications.

## **VII. General requirements for members of the public permitted to enter the FIM premises.**

- A. A member of the public may only enter the premises at locations, times, and for purposes specified by FIM.
- B. Any member of the public permitted to enter the premises is required to wear a face covering and maintain at least six (6) feet of distance between themselves and individuals on the property.
- C. Members of the public may not enter if they are, or have recently been, suffering from any symptoms associated with COVID-19 or if they have been exposed to someone with a suspected or confirmed case of COVID-19.
- D. Members of the public are not permitted to enter if their temperature is over 100.4°F and may be screened for fever upon entry.
- E. Members of the public are asked to set money or cards down on the counter instead of handing them directly to an individual and the change or card will be returned in a similar fashion.
- F. FIM will permit the remote purchasing of tickets and registration for classes.
- G. FIM will offer drop off and pickup of instruments and devices if servicing is required via appointment only.
- H. FIM will limit the number of members of the public who enter the premises to the greatest extent possible.

## **VIII. Provisions Specific to Organized Outdoor Events.**

- A.** FIM will only permit organized outdoor events that are permissible under applicable law.
- B.** Any organized outdoor event will be limited to one hundred (100) people, including staff, contractors, and patrons, and will be designed to ensure that all patrons not part of the same household will maintain a distance of at least six (6) feet from one another.
- C.** FIM will post signs at entrance point(s) informing patrons not to attend if they are, or have recently been, suffering from any symptoms associated with COVID-19 or if they have been exposed to someone with a suspected or confirmed case of COVID-19.
- D.** FIM will establish crowd-limiting measures to meter the flow of patrons. Those measures will depend on the location of the event, and will include parking instructions, social distance markings, traffic-flow markings, and delineated waiting areas.
- E.** Ticket center representatives will be behind a plexi-glass barriers and credit card terminals will be external.
  - a.** Employees handling credit cards will wear gloves and sanitize in between transactions. The credit cards are to be set down on the counter space and not directly handed back and forth to patrons.
  - b.** Credit card terminals will be disinfected regularly.
  - c.** FIM will permit remote ticket purchasing and touchless check-in. Patrons are encouraged to print tickets at home.
- F.** Patrons must wear face coverings at all times. FIM will use dividers, markings, or other physical cues to require all patrons to maintain a six (6) foot distance from anyone not in their household.
- G.** FIM will establish entrance and exit protocols as necessary, based on the location of the event, to ensure that patrons are able to maintain at least six (6) feet of distance from anyone not in their household.
- H.** FIM will establish entrance and exit times for vulnerable populations, as necessary, based on the location of the event, and to the extent feasible.
- I.** Meet and greets will not be permitted.
- J.** Self-serve concessions will remain closed.
- K.** FIM will frequently disinfect high-touch surfaces during events and will disinfect and deep clean after each event, or as necessary.
- L.** Any patron showing signs associated with COVID-19 will not be permitted to remain at the event.

## **IX. Provisions Specific to Organized Indoor Events.**

- A.** FIM will only permit organized indoor events that are permissible under applicable law.

- B.** Any organized indoor events will be limited to twenty percent (20%) of the seating capacity of the venue, not to exceed five hundred (500), and will be designed to ensure that all patrons not part of the same household will maintain a distance of at least six (6) feet from one another.
1. Seat maps will be created to allow for proper social distancing throughout the venue.
  2. No aisle seating will be available.
  3. Patrons will be excused by ushers' row by row to ensure proper social distancing.
- C.** FIM will post signs at entrance point(s) informing patrons not to attend if they are, or have recently been, suffering from any symptoms associated with COVID-19 or if they have been exposed to someone with a suspected or confirmed case of COVID-19.
- D.** FIM will establish crowd-limiting measures to meter the flow of patrons. Those measures will depend on the location of the event, and will include parking instructions, social distance markings, traffic-flow markings, and delineated waiting areas.
1. Usher's will be placed throughout the venue to ensure proper flow of patrons.
  2. Ushers will use ticket scanners to scan tickets to facilitate touchless entry.
  3. Patrons will not be allowed to congregate in spaces. Upon entry to venue, they will be instructed to immediately take their seats.
- E.** Ticket center representatives will be behind a plexi-glass barriers and credit card terminals will be external.
1. Employees handling credit cards will wear gloves and sanitize in between transactions. The credit cards are to be set down on the counter space and not directly handed back and forth to patrons.
  2. Credit card terminals will be disinfected regularly.
  3. FIM will permit remote ticket purchasing and touchless check-in. Patrons are encouraged to print tickets at home.
- F.** FIM will require patrons to wear face coverings at all times. Dividers, markings, or other physical cues will be used to require all patrons to maintain a six (6) foot distance from anyone not in their household.
- G.** FIM will establish entrance and exit protocols as necessary, based on the location of the event, to ensure that patrons are able to maintain at least six (6) feet of distance from anyone not in their household.
- H.** FIM will establish entrance and exit times for vulnerable populations, as necessary, based on the location of the event, and to the extent feasible.
- I.** Elevators will have an attendant assigned and the Venue will ensure proper disinfecting in between uses.
- J.** Restrooms will:

1. Be marked with capacity requirements.
  2. Be marked with social distancing indicators and directional arrows.
  3. Have a restroom attendant to assist in ensuring protocols are followed.
- K.** Meet and greets will not be permitted.
- L.** Concessions will remain closed in the interim.
- M.** Valet will not be available.
- N.** FIM will frequently disinfect high-touch surfaces during events and will disinfect and deep clean the facility hosting the event after each event, or as necessary.
- O.** FIM will train employee who interact with patrons, including ushers, on how to:
1. Monitor and enforce compliance with these policies and protocols.
  2. Help assist any patrons who begins showing signs associated with COVID-19.
  3. Employees will receive additional training prior to events, and as necessary to provide updates to protocols.
- P.** Any patron showing signs associated with COVID-19 will not be permitted to remain at the event.
- X. Provisions Specific to The Flint School of Performing Arts.**
- A.** Members of the public may enter the Flint School of Performing Arts (FSPA) to register for classes during specific times identified by FIM. FIM will continue to promote remote registration.
- B.** FSPA will continue to offer remote instruction.
- C.** As FSPA begins to offer individual and small group in-person lessons, the following guidelines will be followed:
1. In-person instruction will only be provided where all persons can maintain at least six (6) feet of distance between one another. Additionally, any in-person instruction will be limited to a maximum of ten (10) individuals or twenty percent (20%) capacity for the room, whichever is less. Capacity limits include students, staff, and any observers.
  2. Persons not part of the same household must consistently maintain at least six (6) feet of distance from one another.
  3. Students, staff, and observers must wear face coverings at all times.
  4. Only students will be permitted to enter the building unless prior authorization is obtained from the Director of Finance and Administration. Students will be notified by the instructor regarding specific pick-up and drop-off instructions.
  5. FSPA strongly discourages sharing instruments or other tools. If any instruments or other tools must be shared, they will be disinfected between uses.

6. All rooms must be disinfected between uses, with particular attention given to high-touch surfaces.
  7. Students, staff, and observers must practice COVID safety precautions (see Section V), including frequent use of hand sanitizer and hand washing.
- D.** In-person lessons may be offered at an FIM property or other location. Regardless of location, all requirements of this COVID-19 Plan must be followed.

## **XI. Provisions Specific to Instruction at The Flint Repertory Theatre.**

- A.** Upon the opening of The Flint Repertory Theatre for Performances, the following protocols will be used.
1. Face coverings must be worn at all times by patrons and employees.
    - i. Security personnel will be on hand to assist in the enforcement of the policy.
  2. Ticket purchases can be made in person safely as ticket center representatives are behind a plexi-glass barriers and credit card terminals are external.
    - i. Should employees need to handle cards, they will wear gloves and sanitize in between. The cards are to be set down on the counter space and not directly handed back and forth to patrons.
    - ii. Credit Card terminals will be disinfected regularly.
    - iii. Patrons are encouraged to print tickets at home.
  3. All venue staff and patrons will be required to wear masks throughout the event.
  4. Capacity will be limited to the current legal threshold; allowing for 6' distancing for individuals in different households.
    - i. Seating map is created by "section", with a maximum capacity for each section.
    - ii. Ticket Center will assign seats 24 hours prior to each performance. Print at home tickets will be emailed to each ticket buyer.
    - iii. Patrons who purchase online tickets within 6 hours of the performance will be advised to pick up their tickets at the Ticket Center.
    - iv. No aisle seating initially. Patron groups will be seated 6' away from each other as much as possible, keeping to the maximum allowable capacity.
    - v. Seating capacity will be determined by the MI Safe Start requirements
    - vi. Patrons will be excused by ushers' row by row to ensure proper social distancing.
  5. Restrooms will be cleaned and sanitized daily.
    - i. Marked with capacity expectations.

- ii. Social distancing markers and directional arrows will be placed.
  - iii. A restroom attendant will be placed to assist in ensuring protocols are followed.
- 6. Proper social distancing and directional arrows will be placed to ensure safe traffic flow.
  - i. Usher's will be placed throughout the venue to ensure proper flow.
- 7. Ushers will use ticket scanners to scan tickets therefore creating a touchless entry
- 8. Meet and greets will not be allowed.
- 9. Concessions remain closed initially.
- 10. Patrons will not be allowed to congregate in spaces. Upon entry to venue, they will be taken directly to their seats.
- 11. Studio 1 will be open for patron overflow.
- 12. Specifications for Bower Lobby and Theatre:
  - i. Lobby will be divided by stanchions and families will be asked to enter through one door and exit another.
  - ii. Theatre will be labeled to allow traffic to flow in one way and exit the other.
  - iii. If students or staff need to come from Studio 2, they will enter from the Bower Green Room through the side entrance of the house.
  - iv. All events will be ticketed and will follow ticketing protocols to ensure safety to our patrons and employees.

**B.** Aside from performances, the only members of the public permitted at the Flint Repertory Theatre are those who are registering for classes during specific times identified by FIM. FIM will continue to promote remote registration.

**C.** All instruction is remote at this time. As in-person activities resume, this Plan will be updated.

## **XII. Provisions Specific to MacArthur Recital Hall.**

**A.** Upon the opening of MacArthur Recital Hall, the following protocols will be in place.

- 1. Patrons are asked to not arrive more than 30 minutes early to performance.
  - i. All individuals must park in the main FIM parking lot and enter through double doors. Once in the building, patrons will be asked to follow the one-way directional arrows and enter MacArthur through entrances in the hallway.
  - ii. Patrons can not congregate in spaces and must go directly to their seats.



2. Performers are asked to exit the stage 60 minutes prior to the performance.
3. Face coverings must be worn at all times by patrons and employees.
  - i. Security personnel will be available to assist in the enforcement of the face coverings.
4. Ticket purchases can be made in person safely as ticket center representatives are behind a plexi-glass barriers and credit card terminals are external.
  - i. Should employees need to handle cards, they will wear gloves and sanitize in between. The cards are to be set down on the counter space and not directly handed back and forth to patrons.
  - ii. Credit Card terminals will be disinfected regularly.
  - iii. Patrons are encouraged to print tickets at home.
5. All venue staff and patrons will be required to wear masks throughout the event.
6. Capacity will be limited to the legal requirement while allowing 6' distancing.
  - i. Seating map is created by "section", with a maximum capacity for each section.
  - ii. Patrons will reserve seats as "unseated" within a specific section
  - iii. Ticket Center will assign seats 24 hours prior to each performance. Print at home tickets will be emailed to each ticket buyer.
  - iv. Patrons who purchase online tickets within 6 hours of the performance will be advised to pick up their tickets at the FSPA front office.
  - v. No aisle seating initially. Patron groups will be seated 6' away from each other as much as possible, keeping to the maximum capacity.
  - vi. Seating capacity will be determined by the MI Safe Start requirements
  - vii. Patrons will be excused by ushers' row by row to ensure proper social distancing at the conclusion of the performance. Upon exit, patrons are asked to follow the directional arrows and exit by passing the Anderson Room and then turning right, go through the Atrium.
7. Restrooms will be cleaned and sanitized daily.
  - i. Patrons are asked to exit through the main MacArthur doors and go down the ramp to the restrooms.
  - ii. Marked with capacity expectations.
  - iii. Social distancing markers and directional arrows will be placed.
  - iv. A restroom attendant will be placed to assist in ensuring protocols are followed.

- v. Upon return from the restroom, patrons are asked to be mindful as they will be going opposite the directional arrows as they return to their seat.
- 8. Proper social distancing and directional arrows will be placed to ensure safe traffic flow.
  - i. Staff will be on hand to assist in traffic flow expectations.
- 9. Ushers will use ticket scanners to scan tickets therefore creating a touchless entry
- 10. Meet and greets will not be allowed.
- 11. Concessions remain closed initially.
- 12. A maximum of 2 people will be allowed backstage at all times.
- 13. Performers will remain in room 100 until concert is to begin.

