

FLINT INSTITUTE OF MUSIC



Coronavirus (COVID-19) Preparedness & Response Plan

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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. FIM employees and FIM independent contractors (referred to collectively as “workers”) 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.** The following are resources where 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/>

- D.** FIM’s Vice President 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.
- E.** FIM will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work as required by Michigan Public Act 238 of 2020.
- F.** FIM will comply with State and Federal Laws and Regulations, Executive Orders issued by the Governor of Michigan, and applicable rules promulgated by State of Michigan agencies regarding COVID-19 workplace safety.
- G.** If workers 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.** Workers are encouraged to take appropriate precautions and follow all CDC recommendations when traveling, using public transportation, engaging in recreational or leisure classes or other group activities, and engaging in any other instances where they have in-person contact with individuals outside their home.

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 (The James H Whiting Auditorium, the Capitol Theatre, The William S and Claire M White Center (REP) and the J Dallas Dort Building) open to the public will follow the safety and prevention guidelines required by law and as otherwise outlined in this Plan.
- C.** FIM will regularly clean and disinfect the workplace with special attention paid to frequently touched surfaces such as handrails, doors, counters, and chair arms.
- D.** FIM has installed upgraded Dynamic air filtration systems in all buildings.
- E.** Workers will be reminded to not enter the building if they are not feeling well and/or have tested positive for COVID-19 or are displaying the principal symptoms of COVID-19.
 - 1. Workers who test positive for COVID-19 or display the principal symptoms of COVID-19 should not enter the premises until the following conditions are met:
 - i. If the individual had a fever, defined as at least 100.4°F, at least twenty-four (24) hours (without fever-reducing medication) have passed since the fever stopped.
 - ii. Ten days have passed since the date the symptoms first appeared or the date of the test that yielded the positive result for COVID-19, whichever is later.
 - iii. The individual’s principal symptoms of COVID-19 have improved.
- F.** Workers who are not fully vaccinated and have had close contact (within six (6) feet of an individual for fifteen (15) minutes or more) with a person who tests positive for COVID-19 or who displays the principal symptoms of COVID-19 should not enter the premises until one (1) of the following conditions are met:
 - i. Fourteen (14) days have passed since the individual last had contact with the person; or
 - ii. The person with whom the individual had close contact with receives a medical determination that they did not have COVID-19 at the time of the close contact.
- G.** Employees who display principal symptoms of COVID-19 may be requested by FIM to get tested for COVID-19. Employees must make reasonable efforts to schedule a COVID-19 test within three (3) days of such request.
- H.** For purposes of this section “principal symptoms,” are those as outlined in Section IV(B) of this Plan.
- I.** For purposes of this Plan, an individual is “fully vaccinated” fourteen (14) days after they received a single-dose COVID-19 vaccine (e.g. Johnson & Johnson) or the second dose in a 2-dose COVID-19 vaccination series (e.g. Pfizer or Moderna).

- J.** Workers are reminded of their obligation to self-isolate pursuant to applicable Michigan law and will not be retaliated against for their self-imposed isolation.
- K.** FIM will treat all medical information as confidential.
- L.** Upon request, FIM will provide appropriate face coverings for individuals who are permitted to be on the premises.
- 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 Vice President of Finance and Administration.
- N.** FIM will not require individuals to engage in work-related travel unless the Vice President 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. 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 Vice President 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.** Workers should not perform work on the FIM premises when they are feeling unwell, especially if they are experiencing any “principal symptoms” of COVID-19, which include, but are not limited to the following:
 - One of more of the following not explained by a known medical or physical condition:
 - Fever
 - Shortness of breath



- Uncontrolled cough
- Two or more of the following not explained by a known medical or physical condition:
 - Abdominal pain
 - Diarrhea
 - Loss of taste or smell
 - Muscle aches
 - Severe headache
 - Sore throat
 - Vomiting
 - Cough
 - Difficulty breathing
- C. Workers should inform the Vice President 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. Workers 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. Workers should frequently wash their hands with warm, soapy water; use hand sanitizer when hand washing is not feasible; disinfect workstations at least twice per day; cover their mouth whenever sneezing or coughing; and discard used tissues in wastebaskets.
 - B. Workers should limit 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. Workers should avoid person-to-person contact such as shaking hands.
 - E. Requirements regarding face coverings:
 - a. FIM Administration Building/Flint School of Performing Arts

- i. Workers are required to wear face coverings while in common areas, which includes hallways, conference rooms, break rooms.
 - ii. Workers are required to wear face coverings during in-person meetings in a shared space (e.g. a conversation between two (2) people in an office).
 - b. Performance Venues (The Flint Repertory Theatre, James H. Whiting Auditorium, MacArthur Theater, Capitol Theatre, MacArthur Recital Hall)
 - i. Workers are required to wear face coverings during a work shift in which any rehearsal or performance occurs unless an exception is approved by the Vice President of Finance and Administration.
 - c. Workers, especially those who are unvaccinated or do not have access to the vaccination, are strongly encouraged to wear face coverings in all other circumstances while performing in-person work.
- F. Workers are encouraged to discuss the COVID-19 vaccination with their medical provider.
 - a. Workers who are working directly with cast members at the Flint Repertory Theatre are required to provide proof of vaccination to the Vice President of Finance and Administration.
 - b. Workers may not congregate in work areas, break rooms, pantries, copier rooms or other areas where people typically socialize or gather.
- G. Workers are encouraged to bring their own lunch and to eat at their desk or someplace away from others (avoid lunchrooms and restaurants).

VI. General requirements for members of the public permitted to enter the FIM premises and Performance Venues.

- A. Members of the public are reminded to 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.
- B. Members of the public are strongly encouraged to be vaccinated against COVID-19.

VII. Provisions Specific to Members of the Public on FIM Property and Performance Venues.

A. The Flint Repertory Theatre

1. All members of the public are required to wear face coverings in the building.
2. Prior to entering the venue for a performance, ticket buyers must show a copy of their vaccination card or a negative PCR or Antigen COVID-19 test that was taken within 48 hours of the performance. A security guard will be present outside of the main entrance to ensure compliance.
3. Capacity is limited to allow for social distancing.

4. Only merchandise will be available for purchase. No food or beverage may be consumed within the theatre.
5. No ticket buyers will be allowed backstage.
6. Print-at-home tickets are available and will be emailed to each ticket buyer.
7. Patrons who purchase online tickets within six (6) hours of the performance will be advised to pick up their tickets at the Ticket Center.
8. Seating capacity will be limited if required by state law, order, regulation, or contractual obligation.
9. Restrooms will be regularly cleaned and sanitized.

B. The James H Whiting Auditorium and The Capitol Theatre

1. All members of the public are encouraged to wear face coverings while in the building.
2. Members of the public are encouraged to only remove face coverings while consuming food or beverages in designated areas.
3. Print-at-home tickets are available and will be emailed to each ticket buyer.
4. Patrons who purchase online tickets within six (6) hours of the performance will be advised to pick up their tickets at the Ticket Center.
5. Seating capacity will be limited if required by state law, order, regulation, or contractual obligation.
6. Restrooms will be regularly cleaned and sanitized.

C. The Flint Institute of Music including the Flint School of Performing Arts

1. All members of the public must wear face coverings while in the FIM administration building, which includes the Flint School of Performing Arts.
2. All students who are on FIM property must wear a face covering, including students who are on FIM property with their K-12 school class for a school-related function. If this policy conflicts with that of the K-12 school, the K-12 school policy will govern if it is permitted by applicable law.
3. It is recommended that all members of the public, including students, maintain social distance when possible.
4. MacArthur Recital Hall seating capacity will be limited if required by state law, order, regulation, or contractual obligation.
5. Restrooms will be regularly cleaned and sanitized.