

COVID-19 Preparedness Plan for Bemidji Symphony Orchestra

UPDATED: March 13, 2021

Bemidji Symphony Orchestra is committed to providing a safe and healthy workplace for all our workers including our musicians, board members, patrons, volunteers, and guests. (Please note: throughout this documents, workers is broadly defined to include employees, contractors and volunteers. (To ensure we have a safe and healthy workplace, Bemidji Symphony Orchestra has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our Music Director, Personnel Manager, Executive Director, musicians and board members. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our entire team. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by our Executive Director, who maintains the overall authority and responsibility for the plan. However, our Music Director, Personnel Manager, musicians and board members are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our musicians are our most important assets. Bemidji Symphony Orchestra is serious about safety and health and protecting our musicians. Musician involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by talking about COVID-19 safety in rehearsals, by encouraging feedback, by including a musician in board meetings.

Bemidji Symphony Orchestra's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- physical distancing – workers must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Bemidji Symphony Orchestra has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance Industry Guidance for Indoor Seated Venues and Music Activities & Performances.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Before attending a BSO function, workers have been asked to self-monitor for signs and symptoms of COVID-19 with the following questions:

- Do you feel sick or do you have any of the following symptoms of COVID-19?
- Do you have a fever of 99.5 degrees Fahrenheit or higher, or are you feeling feverish?
- Do you have a new cough?
- Are you experiencing shortness of breath?
- Are you experiencing chills?
- Do you have a headache?
- Are you experiencing muscle pain?
- Do you have a sore throat?
- Are you experiencing fatigue?
- Are you experiencing congestion?
- Have you lost your sense of taste or smell?
- Are you awaiting results for a COVID-19 test?
- Have you tested positive for COVID-19 within the past 10 days?
- Have you cared for or have you had close contact within the last 14 days with someone who has COVID-19 or who has symptoms of COVID-19? Close contact means spending a total of 15 minutes or more throughout the course of a day within about 6 feet of anyone who has COVID-19.

If you answer yes to any of these questions, please contact Music Director, Personnel Manager, or Executive Director. Please stay home, stay away from other people, and consider getting tested for COVID-19. If you have questions or symptoms get worse, contact your health care provider. Do not come to Bemidji Symphony Orchestra rehearsals, concerts or events until it is safe to do so. If you remain sick or have a positive test, continue to stay home in isolation until all three of these things are true:

- It has been at least 10 days since your symptoms first started. AND
- You are fever-free for 24 hours, without using fever reducing medicine. AND
- Your symptoms of COVID-19 are better.

If you experience symptoms while at work, please let the Music Director know, and leave immediately.

Bemidji Symphony Orchestra has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. There are no workers within Bemidji Community Orchestra who accrue paid time off, but the BSO strives to offer as much flexibility as possible regarding schedules. Musicians who are unable to play at a concert due to COVID-19 issues will be replaced by a different musician (if possible)

for that concert only and the remaining concerts of the contract will remain intact. Reasonable accommodations for workers with underlying medical conditions or who have household members with underlying health conditions are handled under the guidance of the board and through the Music Director (MD) or Executive Director (ED). When workers notify Bemidji Symphony Orchestra of the need for an accommodation, the reasonable accommodation is made and documented accordingly.

Bemidji Symphony Orchestra has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If there is a confirmed COVID-19 exposure at a Bemidji Symphony Orchestra rehearsal, concert or event, the Executive Director will gather information to determine close contacts and inform workers who may have been exposed. Such workers will be told to quarantine for fourteen days. Executive Director will also contact worker with COVID-19 to see if worker needs additional support regarding food and medical care.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. During all communications methods (interviews, phone calls, emails, etc.), Bemidji Symphony Orchestra will not share any medical information concerning any individual workers. For example, if there is an exposure, the Executive Director will call close contacts to inform them that they had been exposed, but would not disclose the name of the worker with COVID-19.

Physical distancing – Workers must be at least six-feet apart

Musicians' chairs will be set at a distance of at least six feet apart for rehearsals and concerts. Audience seating will be a minimum of twelve feet from the musicians. Audience will be seated in household clusters with a minimum of six feet between households.

All tickets will be sold through a contact free ticketing process. This online ticketing process will also limit occupancy by capping the number of tickets available for purchase. When capacity levels are changed, the BSO board chair or Executive Director will adjust the number of tickets available accordingly.

At concerts, board members will manage traffic flow by encouraging households to remain six feet apart from other households as they are entering the venue. When the number of audience member is less than one hundred, names of ticketholders will be printed on a list, and patrons will tell the board member their to be checked off the list as they enter the venue. When the number of audience members is greater than 100, patrons will be asked to show their tickets, either printed or electronic.

Concert programs will be set out on a table. There will be a recycle bin for patrons to return programs after the concert. These paper programs will be recycled, but they will not be reused. All chairs will be wiped down before concerts using disinfecting wipes. Additional disinfecting wipes will be available for workers to use for pens, clipboards, etc. Musicians supply their own equipment including music stands and instruments.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently. Hand washing information is communicated with signage in the restrooms and throughout the venues we rent.

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the venue so they can be used for hand hygiene as audience members and workers are entering the venue. Board members will check hand-sanitizer levels prior to each concert.

All people present—including performers, workers, and spectators or audience members are required to wear face coverings. Musicians playing a musical instrument, such as a woodwind or brass instrument, may remove their face covering during rehearsals and concerts if the face covering cannot be used while playing the musical instrument. Bemidji Symphony Orchestra will have disposable masks available at concerts for anyone who needs a mask.

Trash receptacles and hand sanitizer are both available and visible in all of Bemidji Symphony Orchestra's rented venues. All people are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Workplace building and ventilation protocol

As a part of Bemidji Symphony Orchestra's due diligence when renting a new venue, BSO board chair will inquire about building ventilation and request to see venue's COVID-19 preparedness plan.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented for the Bemidji Symphony Orchestra office. This includes daily cleaning with a disinfecting wipe of the phone, keyboard, mouse, printer, work surface, doorknobs, light switches, railings and restroom.

BSO requires cleaned and disinfected facilities when renting facilities for concerts or rehearsals.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Cleaning supplies are kept in the black cabinet in the Bemidji Symphony Orchestra office, under the sink in the restroom, and in the furnace room of the Travel Chalet building.

Drop-off, pick-up and delivery practices and protocol

Musicians and contractors bring their own equipment. Music is mailed through USPS.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated prior to the October 2020 concerts. Musicians were informed of the content in this plan at rehearsal. The Bemidji Symphony Orchestra board members have been kept up to date during monthly board meetings. The COVID-19 Preparedness Plan is available on our website <https://www.bemidjisympphony.org/>. Additional communication and training is ongoing and takes place at rehearsals, board meetings and through emails as questions come up and/or if Stay Safe MN guidance changes.

For our audience, the following information is included in emails and on the ticketing page: The BSO is adhering to safety guidelines provided by the Minnesota Department of Health. To provide a safe environment, seating will be physically distanced and **each attendee is required to bring and wear her/his own facemask**. A limited number of tickets will be sold to ensure physical distancing.

Additionally, the following COVID-19 signage is present at every concert:

- Concert Safety Protocol
 - Do you have:
 - Fever or feeling feverish?
 - Chills?
 - A new cough?
 - Shortness of breath?
 - A new sore throat?
 - New muscle aches?
 - New headache?
 - New loss of smell or taste?
 - If you have any of these symptoms, please go home, stay away from other people, and contact your health provider.
- Wear Your Mask So Our Business Can Stay Open (from www.staysafe.mn.gov)

Bemidji Symphony Board members and venue personnel are available at each concert to answer any questions regarding safety procedures.

Additional protections and protocols

While COVID-19 is a significant risk in northern Minnesota, Bemidji Symphony Orchestra will offer live stream concert tickets so that patrons may continue to be enriched by orchestral music without taking additional risks.

Bemidji Symphony Orchestra reserves the right to switch in-person tickets to live stream tickets to meet changing government guidance.

Patrons may choose to switch tickets from in-person to live stream by contacting the Bemidji Symphony Orchestra office at (218) 444-7914 bsso@bemidjisympphony.org.

Bemidji Symphony Orchestra board members and musicians are expected to monitor how effective the COVID-19 Preparedness Plan has been implemented. All workers are to take an active role and collaborate in carrying

out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. Any issues should be communicated to the Executive Director. This COVID-19 Preparedness Plan has been certified by Bemidji Symphony Orchestra board the plan was posted on the website www.bemidjisymphony.org. The BSO's Executive Director will update it as necessary.