



Infection Control and Risk Mitigation Measures

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Harlequin Productions has developed the following general Infection Control and Risk Mitigation measures for the workplace. The policies and procedures described herein are not intended to eliminate the risks of infectious diseases, but rather to reduce their likelihood of causing significant harm to workers, patrons and/or any business disruption.

All policies and procedures must (i) comply with all federal, state, county, and city safety and reporting requirements for identified infectious agents, and (ii) be consistent with applicable Centers for Disease Control guidance for identified infectious agents.

The recommendations, policies, and procedures described herein are based on the CDC guidance and recommendations for preventing the spread of respiratory viruses.

1. Definitions.

- a. **“Production Group”** refers to Actors, Stage Managers, and individuals who interact for purposes of the production.
- b. **“Staff”** refers to anyone who works for the organization and is not part of the Production Group defined above in 1(a). This includes Harlequin Administrative Staff as well as Costume and Scene shop staff and volunteers, Front of House workers and volunteers, and any production overhire staff.

2. Recommendations:

- a. It is recommended that all members of the Staff and Production Group be fully vaccinated against known respiratory infections, including but not limited to: COVID-19, Flu, and RSV.
- b. It is recommended that all members of the Staff and Production Group follow appropriate hygiene practices to limit and prevent the spread of infectious agents, namely:
 - i. Cover the mouth and nose when sneezing or coughing; and
 - ii. Use proper handwashing techniques.
- c. It is recommended that all members of the Staff and Production Group wear masks when:
 - i. Respiratory viruses are causing a lot of illness in the community;
 - ii. You or the people around you were recently exposed to a respiratory virus, are sick, or are recovering; or
 - iii. You or the people around you have risk factors for severe illness.

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- d. It is recommended that all members of the Staff and Production Group practice physical distancing, to the extent possible. Namely, individuals can:
 - i. Avoid being near someone who has respiratory virus symptoms, and
 - ii. Avoid crowded areas where you may be unable to maintain physical distance.
 - e. It is recommended that all members of the Staff and Production Group stay home and away from others when exhibiting symptoms of a respiratory virus that aren't better explained by another cause. These symptoms can include fever, chills, fatigue, cough, runny nose, and headache, among others.
3. To support these recommendations, Harlequin will commit to:
- a. Making sure facilities are equipped with soap, water, and a way to dry hands;
 - b. Providing hand sanitizer as necessary;
 - c. Cleaning frequently touched surfaces, such as countertops, handrails, and doorknobs regularly;
 - d. Providing HEPA air filtration systems as necessary; and
 - e. Providing masks when necessary and available.
4. Policies:
- a. Members of the Staff or Production Group should not be required nor expected to attend work when they are exhibiting symptoms of respiratory viruses.
 - b. No member of the Staff or Production Group shall have their pay reduced for non-attendance. Additionally, staff members and hourly employees shall receive paid sick leave when appropriate.
 - c. If a member of the staff chooses to attend work, they should:
 - i. Have a negative COVID-19 test, as per the procedure listed below in []; and
 - ii. Wear a mask at all times.
 - d. If a member of the Production Group chooses to attend work, they should:
 - i. Have a negative COVID-19 test, as per the procedure listed below in []; and
 - ii. Wear a mask when not actively performing or rehearsing.
5. Procedures:
- a. Any individual who exhibits symptoms consistent with a respiratory virus must notify either the Stage Manager (Production Group) or their direct supervisor (Staff).
 - b. If a member of the Staff or Production Group tests positive for COVID-19, they should:
 - i. Isolate, and not work until, for at least 24 hours:
 - 1. Symptoms are improving overall, **and**

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2. They do not have a fever (and are not using fever-reducing medication).
- ii. At this time, the Staff or Production Group member may return to work, provided:
 1. They wear a mask at all times, unless actively performing, and
 2. If symptoms worsen, or if a fever develops, the Staff or Production Group member returns to isolation until both items in 5(b)(i) are again true.
- c. At this time, testing is only required if a member of the Production Group chooses to work with respiratory virus symptoms.