

Technical Production Commission's COVID-19 Reopening Guides

Check-In Procedures

Self-Screening at Home

- All individuals should self-assess before leaving home. These measures should include a temperature screening, along with a self-assessment for symptoms. If the individual has a temperature of 100.4° or higher, or has experienced any COVID-19 symptoms as listed by the CDC, [1] they should remain at home and contact their company representative, following up with a physician as necessary. [2,3]

At Work Screening and Check-in

- A Health and Safety Coordinator should be present at all rehearsals to ensure that COVID-19 guidelines and check-in procedures are followed.
- Upon arrival at the facility, each individual should be assessed at a private check-in station, and, to the extent possible, prior to entering the facility. [4]
- The check-in station should be located in a separate area large enough to ensure socially distant screenings and privacy. [2]
- If the check-in station is not large enough to ensure appropriate social distancing, employers should follow the CDC's advice regarding the protection of the employee conducting the health screenings. [2] These measures include use of PPE, such as masks and gloves, along with protective barriers. Additional up-to-date information may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Healthy-Business-Operations>
- All individuals entering the venue should sign in and out to facilitate contact tracing should someone test positive for COVID-19. Sign-in information should include the individual's name, the date, time of arrival, and time of departure, and phone numbers and email addresses if they are not already on file at the venue. [3]
- Screening measures should be developed in consultation with state and local health officials, as differing regulations exist from state to state. [4] Screenings may include temperature checks, [5] along with verbal screening questions. A sample screening questionnaire is available in the Return to Stage and Performing Arts Playbook, Appendix [3, 7] and a listing of up-to-date screening questions may be found on the CDC's website. [1,2]
- Individuals with a temperature 100.4° F or higher should be taken to a private area for a secondary screening. [5] If their temperature continues to read 100.4° F or higher, the individual should be sent home immediately, [3, 4] and directed to isolate themselves and seek medical care. Likewise, any individual who screens positive for symptoms of COVID-19 should be directed to return home and isolate, seeking medical care and reporting to the company representative as required. [3]
- Any individual who refuses to participate in on-site screening should be sent home. [4]
- All medical records made by the company are confidential. Companies should follow the guidance provided by the Equal Employment Opportunity Commission (EEOC) regarding the confidentiality and proper maintenance of medical records. [4, 6]
- Any individual who leaves the facility should undergo screenings again before re-entry occurs.

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References

1. Center for Disease Control and Prevention (May 13, 2020) "Symptoms of Coronavirus"
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. Center for Disease Control and Prevention (July 11, 2020) "General Business Frequently Asked Questions: Healthy Business Operations" <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Healthy-Business-Operations>
3. International Alliance of Theatrical Stage Employees (July 2020) "IATSE Stagecraft Safety Committee Recovery Plan" (p.6)
https://www.iatse.net/sites/default/files/stagecraft_reopening_guidelines_final.pdf
4. National Law Review (August 6, 2020) "Temperature Screening: New Guidance From the CDC, FAQs, and Best Practices" <https://www.natlawreview.com/article/temperature-screening-new-guidance-cdc-faqs-and-best-practices>
5. Event Safety Alliance (May 2020) "Event Safety Alliance Reopening Guide"
<https://www.eventsafetyalliance.org/esa-reopening-guide>
6. U.S. Equal Employment Opportunity Commission (June 17, 2020) "What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws"
<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
7. American Guild of Musical Artists and Stage Directors and Choreographers Society, "Return to Stage and Performing Arts Playbook, Version 2," August 24, 2020,
<https://www.musicalartists.org/sdc-agma-playbook/>