

Technical Production Commission's COVID-19 Reopening Guides

Position of Health and Safety Coordinator

The Health and Safety Coordinator (HSC) will work with stage management and producers to adhere, implement, and oversee the production's overall health and safety plans. [7]

The HSC position is intended to handle many tasks designed to deter the spread of COVID-19, such as check-in screenings and temperature checks. [9] Specific duties may include, but are not limited to, overseeing and monitoring:

- Physical distancing
- Symptom monitoring
- Disinfection protocols
- Personal Protective Equipment (PPE) education and use. [1, 2, 4, 9]

The Health and Safety Coordinator should have the final authority in all COVID-related matters and should not be overruled in their efforts and activities to enforce COVID-19 safety-related practices. [10]

The Health and Safety Coordinator does not replace trained medical professionals and personnel, and may not administer COVID tests. [1,2,4,7]

The HSC is not a stage manager, and does not perform any stage management tasks.

Responsibilities:

- Ensuring that the production's policies regarding COVID-19 are communicated and enforced. [1, 4, 7, 9]
- Facilitating COVID-19 testing and contact tracing records for the production [1, 4, 7]
- Collaborating with production management on the overall safety of the production. [7, 9]
- Ensuring that the production's COVID-19 training materials are available and distributed to the cast and crew. [2, 3, 4, 9]
- Working closely with management to respond to possible COVID-19 related illness, adhering to the organization's established reporting protocols. [7, 9]
- Working with stage management and venue management to ensure that signage regarding social distancing, PPE, hand washing, etc. is visibly displayed around the workplace including, but not limited to: rehearsal spaces, backstage areas, dressing rooms, green rooms, public locations, office spaces, etc. [7, 9]
- Working with production and venue management to ensure that cleaning crews are adhering to cleaning protocols. [7, 9]
- Providing oversight for ordering, storing, and distributing PPE to the cast and crew, as needed. [7]
- Periodically advising production management and producers on questions or issues regarding COVID-19, as needed. [1, 4, 7, 9]
- Correcting unsafe practices, such as improper social distancing or use of PPE. [7, 9]
- Supervising check-ins at all in-person activities, including auditions, rehearsals, technical rehearsals, dress rehearsals, and performances. [7, 9]

The HSC is required to work in a variety of production environments and will potentially be exposed to COVID-19. Individuals who have underlying health conditions and who contract COVID-19 have greater health risks as defined by the Centers for Disease Control and should consider these risks prior to accepting this position. [4, 8]

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References

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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>
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<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
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<https://www.musicalartists.org/sdc-agma-playbook/>