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]
References

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