

## Appendix: Some Questions to Consider While Bargaining a COVID-19 Safety Plan for the Symphonic Workplace

1. Will employees receive health screenings prior to entering the workplace?
  - a. Testing, for either infection or antibodies
  - b. Temperature screenings
  - c. Anyone who has symptoms consistent with COVID-19 should be instructed to stay home and get tested. No musician forced to stay home due to symptoms should lose pay or sick leave. This should apply to subs and extras as well as regular contract musicians. In the US, the Families First Coronavirus Relief Act (“FFCRA”) provides for paid leave in these and other circumstances, until December 31, 2020. More information here: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>
  - d. Anyone who has tested positive for COVID-19 should be instructed to remain at home, away from the workplace, until cleared to return to work by a medical professional. The employer should assist in contact tracing to identify any other employee who may have been exposed to the infected employee. The Local and OC should be informed immediately of any infection that occurs in connection with the workplace and any potential exposure.
  - e. If a family member of a musician or other employee contracts COVID-19, the employee should be instructed to stay at home and quarantine until it is clear they have not become infected. FFCRA provides paid leave in this circumstance.
  - f. In the circumstances of the pandemic and community spread, employers are permitted to ask employees about their symptoms and perform certain health checks on employees. The employer must continue to keep all employee health information confidential and store it in a file separate from other personnel records. More information can be found here: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
2. Will the employer provide support to allow musicians to travel safely to the hall, particularly in cities where public transportation is the normal mode of travel?
3. Will masks be required of everyone in the workplace?
  - a. Will the employer provide masks? What kind?
  - b. When will brass and wind players remove masks to play?
  - c. Where will masks be kept when not being worn?
4. How many musicians/staff will be permitted in the workplace at the same time?
5. Will visitors be prohibited from entering backstage areas?
6. How will musicians and others in the workplace maintain proper distancing off-stage, from arrival to departure? How will traffic flow be managed and capacity limited in all of the following:
  - a. Parking lot
  - b. Entry to the facility
  - c. Security checks
  - d. Backstage areas
  - e. Hallways
  - f. Case and instrument storage rooms

- g. Green rooms and lounges
  - h. Dressing rooms
  - i. Locker rooms
  - j. Instrument storage rooms
  - k. Library
  - l. Practice rooms
  - m. Restrooms
  - n. Offices
7. Where will musicians place their cases?
  8. Where will musicians warm up?
  9. How will food and drink be handled?
    - a. Water coolers and drinking fountains replaced by individual bottles of water?
    - b. Prohibitions on eating in shared spaces?
  10. How will music be prepared and distributed safely?
    - a. Adjustments to normal library procedures necessary to protect librarians and performers?
    - b. Musicians responsible for bringing parts and taking them on and off stage?
    - c. Need for more individual parts and page turn adjustments to allow for single-person stands
    - d. Librarian safety in handling returned parts and rental parts
  11. How will musicians be physically spaced for rehearsing and performing?
    - a. Routes for travel on to the stage, including for conductors and soloists
    - b. Spacing on stage
    - c. One person per stand, even for strings
    - d. Stage extensions
    - e. Using the audience seating area as performance or green room space
    - f. Barriers between musicians—plexiglass or other materials
    - g. Placement of the podium/conductor
  12. How do necessary spacings affect the number of musicians used?
    - a. If numbers of musicians onstage at a given time must be limited, how will programming and work assignment decisions be made?
    - b. Work should be distributed in an agreed-upon fashion.
    - c. Principles of right of first refusal and the equitable distribution of work (and compensation for per service musicians) should apply
    - d. Consider programming for multiple smaller groups of musicians to allow greater utilization of personnel and to limit exposure time in the workplace for any individual musician.
  13. For pit orchestras, how will the special challenges of placement in the pit be resolved?
    - a. Protection against contamination from singers/dancers above the pit
    - b. Ventilation challenges in close quarters
  14. How will normally shared equipment be managed to avoid contamination?
    - a. Chairs
    - b. Music stands
    - c. Percussion equipment
    - d. Keyboards
    - e. Sheet music

15. Who will move large instruments and other equipment and how will it be done to protect against contamination?
  - a. Percussion
  - b. Harps
  - c. Keyboards
  - d. Stands and chairs during changes in stage set-up
  - e. Instrument stands
  - f. Other instrument-related paraphernalia normally moved by stage crew
16. What must change with regard to sanitation?
  - a. Placement of hand sanitizer
  - b. Containers/absorbent material for wind and brass condensation/spit and proper disposal of same
  - c. Prohibition of food and drink in shared spaces
  - d. More frequent cleaning and sanitizing of all facilities
17. Will normal timing of rehearsals and performances need to be adjusted?
  - a. To limit time exposed to others in the same space
  - b. To extend break time to allow safe (staggered) use of restroom facilities
  - c. To create breaks to allow for proper and complete ventilation of rehearsal and performance areas
  - d. To allow for more than one shorter performance with different, smaller audiences rotated in
18. Will physical plant need to be updated or retrofitted?
  - a. HVAC and air filtration
  - b. No-touch door opening
  - c. Elimination of blowing hand dryers
  - d. Installation of hand sanitizing stations
19. What restrictions must be in place for the audience and front of house in order to protect musicians?
  - a. Distance from the front of the stage to the audience
  - b. Audience members and ushers required to wear face masks
  - c. Temperature checks or other screenings for audience members
20. Will you need to address travel-related concerns of out-of-town musicians?
  - a. Ability to travel across borders (state and national)
  - b. Housing (single vs. double occupancy) in hotel or with community members
21. Will musicians and staff, as well as vendors and anyone else entering the workplace be trained in the agreed-upon safety protocols?
  - a. How will training be delivered?
  - b. How will a failure to adhere to protocols be addressed?