



COVID-19 Reopening & Safety Plan

Introduction

The Indianapolis Chamber Orchestra (ICO) regards the health and safety of our audience, employees, and musicians to be of utmost importance. ICO recognizes the severity of COVID-19, and will follow mandates from city, state, county, and federal officials as well as the most recent recommendations and requirements from public health authorities and the Center for Disease Control. This COVID-19 Reopening Plan is based upon state, local, and federal mandates, and public health official best practices in effect at the time of adopting this plan and is subject to change at the discretion of the ICO. Further, the ICO will contemplate and implement best practices and mitigation strategies as deemed appropriate to the staff, musicians, and audience as additional information becomes available.

In addition to ongoing cleaning and sanitizing practices in place, the ICO is implementing the following procedures for the safest environment for our audience, employees, and musicians. These procedures will be in effect until further notice.

Staff Procedures

ICO office staff will have remote work opportunities through 2021 or as deemed appropriate in the discretion of the ICO. The fulltime staff will come into the office a minimum of two days a week; this will be alternated and coordinated to minimize the hours all are present in the office. Face coverings will be worn when not seated at individual desks. Employees should maintain six-foot social distancing at all times. Each employee will have hand sanitizer available for his or her own personal use. Sharing food or community style meals will not be allowed in break room areas. In accordance with Butler Human Resources, employees will complete a COVID-19 self-assessment prior to any day they will be in the office. If employees are not able to attest or acknowledge the following, they should **not** come to the office and must contact the Executive Director immediately:

- By entering the office, you are attesting that you do not have any new or unusual COVID-19 like symptoms and do not believe that you are at risk for having COVID-19. You are also attesting that you have not been in contact with anyone who has tested positive or been diagnosed with COVID-19, you have not been in contact with anyone who has exhibited COVID-19 symptoms, and you have not been advised to self-isolate or quarantine by a health care provider or a public health official, or been in contact with anyone who has been.

COVID-19 symptoms include:

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|------------------------|--|
| Cough | Chills |
| Muscle pain | Shortness of breath or difficulty breathing |
| Headache | Fever of 100.4 or greater |
| Sore throat | New loss of taste or smell |
| Influenza-like illness | GI symptoms like nausea, vomiting, or diarrhea |

The results of these assessments are reviewed by Butler HR.

ICO office staff are required to notify the Executive Director if they believe they may have COVID-19 or may have been exposed to someone suspected to or confirmed to have COVID-19. Employee self-monitoring and management is the best course to stop the spread of COVID-19. If ICO office staff have been exposed to COVID-19, they will be required

to work remotely. They should also self-quarantine and seek medical attention in such instances. ICO staff members who are present with symptoms of COVID-19 at the office will be sent home and will be required to work remotely. Depending on recommendations from the CDC, federal, state, or local government or public health officials, the ICO reserves the right to test employees for signs of illness, such as fever, and to require employees to obtain medical exams.

When working at concerts, employees will wear face coverings at all times and maintain social distancing with their interactions with both the musicians and the audience.

Musician Procedures

Prior to the first musician call, all present for rehearsal will complete the COVID-19 self-assessment evaluation. The personnel manager and executive director will review the results to ensure all have completed and are without symptoms and non-exposure or positivity. If musicians are not able to attest or acknowledge the following, they should **not** come to the rehearsal or performance space and must contact the Executive Director immediately:

- By entering the rehearsal or performance space, you are attesting that you do not have any new or unusual COVID-19 like symptoms and do not believe that you are at risk for having COVID-19. You are also attesting that you have not been in contact with anyone who has tested positive or been diagnosed with COVID-19, you have not been in contact with anyone who has exhibited COVID-19 symptoms, and you have not been advised to self-isolate or quarantine by a health care provider or a public health official, or been in contact with anyone who has been.

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Musicians are required to notify the Executive Director if they believe they may have COVID-19 or may have been exposed to someone suspected to or confirmed to have COVID-19. Self-monitoring and management is the best course to stop the spread of COVID-19. If musicians have been exposed to COVID-19, they should not come to rehearsals or performances. They should also self-quarantine and seek medical attention in such instances. Musicians who are present with symptoms of COVID-19 at rehearsals or performances will be sent home. Depending on recommendations from the CDC, federal, state, or local government or public health officials, the ICO reserves the right to test musicians for signs of illness, such as fever, and to require employees to obtain medical exams.

During a performance, musicians will wear face coverings at all times as reasonably practical except for wind and brass players who will not be required to wear face coverings while they are playing. All string players will be spaced apart by no less than a six-foot radius. Wind and brass players will be spaced apart by no less than a 12-foot radius. Musicians will not share music stands or music. Stands and chairs will be sanitized between services.

Procedures if an ICO Office Staff Member or Musician Has Suspected or Confirmed COVID-19 Exposure or Illness

The affected individual: The ICO will confirm with the employee or musician that the employee or musician was evaluated by a medical professional and has a diagnosis or positive test results for COVID-19. The ICO will follow up with the employee to gather the appropriate information about the employee's or musician's health, diagnosis, and possible close contacts. The ICO will then determine appropriate next steps, including appropriate communication to those in close contact. The affected employee or musician will be required to leave and/or not come to work, self-quarantine, and not return to work until they have completed appropriate health monitoring and/or screening, as recommended by the CDC. Under current CDC guidance, this means (1) at least 10 days have passed since symptom onset, (2) at least 24 hours have passed with no fever without the use of fever-reducing

medications, and (3) other symptoms of COVID-19 have improved. Employees or musicians who experience more severe cases of COVID-19 may be required to quarantine longer.

Protecting others: If an employee or musician is confirmed to have COVID-19 (by test or diagnosis), the following steps will be taken to ensure the ICO informs and protects other employees:

- The Executive Director will contact any employee or visitor identified by the affected employee or musician as someone with whom the affected employee or musician had close contact as defined by the CDC. Without disclosing the affected person's identity, the Executive Director will advise the other party that they have been within close contact of someone who is infected. Potentially exposed employees will be asked if they are exhibiting COVID-19 symptoms.
 - If the potentially exposed employee is experiencing COVID-19 symptoms, they will be required to leave and/or not come back to work, self-quarantine, and not return to work until they have completed appropriate health monitoring and/or screening, as recommended by the CDC. Under current CDC guidance, this means (1) at least 10 days have passed since symptoms onset, (2) at least 24 hours have passed with no fever without the use of fever-reducing medications, and (3) other symptoms of COVID-19 have improved. Employees or musicians who experience more severe cases of COVID-19 may be required to remain in quarantine longer. If ICO office staff are potentially exposed, they may work remotely while in quarantine.
 - If the potentially exposed employee or musician is NOT experiencing COVID-19 symptoms, they should self-quarantine at home or in a comparable setting and practice social distancing for 14 days. If ICO office staff are potentially exposed, they may work remotely while in quarantine.
- The work area of the affected employee or musician, and other areas identified by the affected individual, will be cleaned and sanitized according to recommended protocols.

Audience Procedures

The return to live concerts will occur in phases at the discretion of the ICO and based upon (i) audience feedback, (ii) best practices set forth by public health officials, and (iii) mandates set forth by state, local, and federal government. Concerts in the fall of 2020 with socially distanced audiences will be outdoors. The remaining concerts in 2020 will be recorded and presented virtually without audiences in November and December. As safety allows, the ICO will return to live concerts with an audience indoors in January 2021. Concert programming will be reduced to 90 minutes or less for concerts through February 2021, eliminating intermission. ICO will seek large capacity venues to allow for audience social distancing. ICO will live stream select concerts for ticket buyers that are not able to attend in person.

Approval from the Marion County Health Department will be achieved when required through the submission of an event mitigation plan. However, the health and safety practices outlined in the event mitigation plan will be utilized at all events regardless of plan requirement. For example, all events will be touchless, tickets will be emailed or guest lists will be utilized, digital programs will be sent to the audience prior to the concert by email, and QR codes will be displayed to open the program. Hand sanitizer will be available at entry and bathroom facilities will be available.

ICO will follow all Butler Arts Center practices. This includes the audience¹ and ICO employees wearing face coverings at all times (and musicians as described above), no intermissions, no concessions, and touchless entry. Working

¹ Medical Exceptions: If an employee or audience member has a medical need which may interfere with or prevent them from wearing a face covering, please contact Butler Arts & Events Center 317-940-6444 or the Executive Director of the ICO 317-940-9607 prior to entering the facility to discuss possible accommodations under the Americans with Disabilities Act (ADA). ICO abides by all state and federal laws concerning the provision of services to individuals with disabilities.

together with Ticketmaster, ICO concerts will sell pod seating for indoor concerts. A pod will consist of a minimum purchase of two tickets up to a maximum of four tickets; available pods and locations will be predetermined and allow for proper distancing. Spacing between pods can be diminished over time as health and safety standards allow.

Medical Exceptions: If an employee or audience member has a medical need which may interfere with or prevent them from wearing a face covering, please contact ICO 317-940-9607 prior to entering the facility to discuss possible accommodations under the Americans with Disabilities Act (ADA). ICO abides by all state and federal laws concerning the provision of services to individuals with disabilities.

An email entitled “Know Before You Go” will be sent 24-hours prior to concerts. This communication will ask guests to remain at home if they have tested positive or are suspected of having COVID-19, are experiencing a fever, exhibiting symptoms of COVID-19 (cough, scratchy/sore throat, fatigue, shortness of breath, difficulty breathing, loss of taste or smell, etc.), or recently came into contact in the past 14 days with someone confirmed or suspect of having COVID-19. The symptoms of COVID-19 will be posted in the entry for concerts and events.

Marketing & Communications

ICO conducted an audience survey in November 2020 and may conduct others as necessary to identify visitor needs and comfort for returning to indoor concerts during 2021. The ICO website includes all COVID-19 procedures for health and safety, and a link for this plan. Concert announcements and “Know Before You Go” emails outline COVID-19 safety protocols, procedures, and expectations. ICO will integrate social media posts to demonstrate safe audience and musician practices.

The ICO will continue digital engagement across all platforms with the Mocktails and Masterpieces continuing monthly. Concerts with live audiences will be live-streamed or presented virtually for audience members when possible.

Questions or Concerns

Should any questions or concerns about the procedures arise, please contact Dana Stone, Executive Director, 317-940-9607 or dstone@icomusic.org.
