

Jungle Theater COVID-19 Policies & Procedures

Updated December 5, 2022

The Jungle Theater is committed to providing a safe and healthy workplace for all employees. To ensure that, we have developed the following policies and procedures in response to the COVID-19 pandemic. The goal of these policies and procedures is to protect our team and minimize the spread of COVID-19 in our workplace. This will require the full cooperation of all staff, over-hire employees, management, and patrons. Only through this cooperative effort can we establish and maintain the safety and health of all employees.

The Jungle Theater is committed to following all federal, state, and local guidance and restrictions regarding the COVID-19 pandemic. The guidelines in this document are supplementary to any federal, state, and local guidelines and restrictions. Guidelines will evolve as necessary.

General Guidelines

- The Jungle Theater mandates that all staff, crew, directors, designers, performers, and anyone else that may be working for them be fully vaccinated.
- Employees will be asked to take periodic COVID-19 tests. The Jungle Theater will provide antigen tests at no cost; if PCR tests are required as a result of a positive antigen test or potential exposure, the Jungle Theater will cover any costs for those tests.
- Safety protocols for staff and audiences reflect current CDC guidance and COVID levels in our area, available at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>.
- Sanitation supplies will be provided for anyone's use throughout the building.
- All HVAC units providing service to the building have MERV13 filters that are replaced every 6 months

COVID-19 Compliance Officer (CCO)

The Jungle Theater has 3 certified COVID-19 Compliance Officers (CCOs). Each CCO has completed training as per AEA guidelines

Fae Dougherty - COVID-19 Compliance Officers
covid@jungletheater.org

Robin Gillette – Managing Director
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Matt Earley – Production and Facility Manager
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A CCO shall be on-call whenever any production or non-production staff is in the building and will be responsible for maintaining all Jungle Theater COVID-19 policies and procedures. Any and all COVID-19 related duties shall be performed by one of the certified CCOs. No cast member or stage manager shall have any COVID-19 related duties, except for complying with the policies in this document.

The CCOs will continually monitor the effectiveness of the policies and procedures in this document, keep open communication to address any concerns, and adapt any policies and procedures as needs arise.

Fully Vaccinated Company

The Jungle Theater mandates that all employees (defined here as staff, crew, directors, designers, performers, and anyone else that may be working for them) must be fully vaccinated, which is defined as 2 weeks after receiving the final dose of the COVID-19 vaccine, plus at least one booster. Proof of vaccination must be shown to a CCO prior to starting work. To prove vaccination status, the employee should email a PDF, screenshot, or picture of their vaccination card to covid@jungletheater.org. This information will be kept strictly confidential and will remain separate from the employees' personnel files.

The deadline to show proof of vaccination shall be the start of work on the first day. Should the employee not be able to provide proof of vaccination, they will not be allowed to enter the building until they can do so. The Jungle Theater will provide to the employee several options for places they can receive the vaccine at no cost to the employee.

Staff/Cast/Crew/Creative Team Guidelines

Employees and contractors will be asked to take periodic COVID-19 tests. In most instances, these tests will be rapid antigen tests, provided by the Jungle Theater at no cost to the employee. In some instances, the employee will be asked to provide test results from a PCR test taken off-site. The Jungle will cover any costs associated with tests requested by the theater, typically with a prompt reimbursement of testing costs.

Current protocols will be communicated clearly and will be enforced by Jungle staff. In general, the following guidelines will be followed, based on the CDC safety level for Hennepin County:

GREEN: Masks recommended but not required while in the building. Antigen testing twice a week for actors, crew, and any staff in contact with cast/crew.

YELLOW: No masks for actors while onstage, but required at all other times, except for while eating/drinking or applying makeup. Staff will be masked at all times when in contact with cast/crew, except for while eating/drinking or while alone in a room. Antigen testing twice a week for staff, cast, and run crew in the building.

RED: No masks for actors while onstage, but required at all other times. Staff will remain masked at all times. Antigen testing three times a week for staff, cast, and run crew in the building.

In case of known exposure

See page 4 for a list of common symptoms. If an employee is exposed to someone with COVID-19, they should wear a mask around others for 10 days and test on day 5.

In case an employee develops symptoms

Anyone who develops symptoms should test immediately and contact a CCO. The CCO shall determine the next steps, which may include:

- Asking the employee to get a PCR test.

- Determining who may have been exposed and notification of people who might be at risk.
- Asking others who may have been exposed to take an antigen or PCR test.

In case of a positive test

Following a positive antigen test, a CCO will provide guidance on whether a PCR test is required as confirmation. The Jungle Theater will help the employee in finding such a site.

Employees who are confirmed to have tested positive for COVID-19 shall isolate and quarantine consistent with applicable CDC guidance. They are encouraged to contact a licensed health care provider for guidance on their individual risk factors and possible treatment plans. The Jungle will provide assistance with delivery of groceries, testing supplies, paychecks or other support while an employee is quarantining.

Day 0 is the first day of symptoms OR the date of the initial positive test for an asymptomatic person. If symptoms develop after the positive test, the clock resets and Day 0 is the first day of symptoms. Day 1 is the first full day following Day 0.

An employee may leave isolation after Day 5 and return to work no sooner than Day 6 if they are symptom-free. The employee should remain masked with a high-quality mask whenever possible (i.e. anytime they are not on stage) for days 6 through 10 OR until they test negative on an antigen or PCR test.

Patron Guidelines

Because the COVID situation is continually evolving, the Jungle’s audience protocols will shift as well, with the overarching goal of creating a safe environment. Protocols may include any or all of the following:

- Vaccine checks at the door to ensure that all patrons over the age of 12 are fully vaccinated, which is defined as 2 weeks after receiving the final dose of the COVID-19 vaccine, plus at least one booster. Alternately, patrons can provide proof of a negative, lab-administered COVID-19 test taken within the last 72 hours.
- Recommended or mandatory masks worn by all audience members
- Limitations of concessions service
- Maintenance of 6-foot physical distance when possible

Current protocols will be communicated clearly and will be enforced by Jungle staff. Surgical-style masks will be available for audiences and KN/KF-style masks will be made available to staff. In general, the following guidelines will be followed, based on the CDC safety level for Hennepin County:

GREEN: Masks optional for audience and recommended for front-of-house staff

YELLOW: Masks recommended for audiences and required for front-of-house staff

RED: Masks required for patrons and front-of-house staff.

Health Screenings

It will be the employee’s responsibility to do a personal health screening before coming in to work. The employee must ask themselves the following questions before leaving for work:

1. - In the last 48 hours, have you had any of the following symptoms that you could not attribute to another health condition; (i.e. allergies, migraines, etc.)?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue, muscle or body aches
 - Headache
 - Loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
2. In the last 48 hours, have you or a family member been in contact with anyone who has tested positive or is suspected to be positive for COVID-19?

If the employee answers yes to either question, the employee may not come to work that day. Employee should not come into the building again until they have been evaluated and cleared by a licensed health care provider. If the employee answers no to both questions, the employee will be allowed to enter the building.

Employees are asked:

- To self-monitor for symptoms of COVID-19 throughout the day and to inform a CCO should they develop symptoms during the day.
- To use hand sanitizer and wash their hands regularly throughout the day, but especially after using commonly touched surfaces and objects such as door handles, keypads, railings, tools, etc.

Housekeeping

The Jungle Theater is committed to following the CDC guidelines for cleaning, sanitation, and cleaning products, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of all work surfaces, equipment, tools, and all commonly touched surfaces in the building such as door handles, light switches, railings, elevator buttons, etc.

Paid Sick Leave Policies

If a part-time employee is unable to come to work on a scheduled day, or if they fall ill and goes home during a workday, they will be paid for that full day.

In accordance with the [Families First Coronavirus Response Act: Employee Paid Leave Rights](#), the Jungle will offer the following accommodations:

1. Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to

- Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
2. Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
 3. Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

- For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period
- For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period). For part-time employees, "regular rate" will be calculated based on average weekly hours worked in 2019.

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).

In addition to the FFCRA benefits described above, Jungle employees fall under the protection of the [City of Minneapolis' Sick and Safe Time policies](#), as follows:

All hourly and salaried employees working at the Jungle accrue paid sick time at a rate of one hour for every thirty hours worked. An employee's accrual is capped at 48 hours per year, with a maximum accrual cap of 80 hours in an employee's "bank." This time can be used when an employee is ill in any way, not just COVID-related.

Communication of Policies and Procedures

These policies and procedures will be shared with each employee in advance of the first day of work. These policies and procedures will also be posted online and throughout the Jungle Theater.

Contacts

For questions or concerns about COVID-19 policies and procedures, please email covid@jungletheater.org or contact one of the Jungle Theater's certified COVID-19 compliance officers:

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