

Williamston Theatre

Covid Preparedness Plan

Date: October 8, 2021

The contents and protocols of this plan are subject to change in accordance with guidance from the Centers for Disease Control, the Michigan Department of Health and Human Services, and the Ingham County Health Department.

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Basic Information

The Williamston Theatre is a small professional theatre operating under an Actors' Equity Association SPT Tier 4 contract. The organization has been closed since March 21, 2020 due to the coronavirus pandemic.

The physical space is located at 122 South Putnam Street in downtown Williamston. The building housed retail establishments from its building in the mid-1890s through 2006 when the Williamston Theatre took occupancy. The theatre space seats 100 on three sides of the stage, with four rows in each section. The stage space is 15' by 15'. The front lobby includes a foyer, a lobby with seating benches for patrons, and the box office. The rear lobby, accessed through the theatre space, includes a single stall men's restroom, a two-stall women's restroom, a small art gallery, access to the emergency fire exit, and access to the upstairs level, the shop area, basement, and the stage management booth. Upstairs houses the administrative offices, a workroom, a storage room, the green room, two dressing rooms, and a small restroom.

The theatre is known, and loved, for its intimate setting. While this achieves a great theatrical experience that is unique in this area of the state, it poses a distinct challenge for safe operations following a health crisis. Additionally, a February 2021 survey of regular audience members indicated that 68% were ages 60 and over. While this demographic is a highly vaccinated group, their proclivity toward comorbidity factors for Covid-19 still places them at risk.

The Williamston Theatre Covid preparedness plan is designed with the health and safety of staff and audiences in mind, while balancing issues of sustainability that face all arts organizations in the United States.

Primary Goals

The primary goal of this plan is to reopen the Williamston Theatre to live, in-person performances and maintain a high level of safety for both the team members and the audience. Protocols have been developed to ensure safe and continuing operation, no virus spread, and no need to close the Theatre.

The Artistic Director of the Williamston Theatre is Tony Caselli. Mr. Caselli was the recipient of a kidney transplant on May 21, 2021. Since Mr. Caselli oversees all aspects of production at the Williamston Theatre, and also directs at least two productions each season, the protocols that we observe after reopening will be of the strictest level to ensure his health and safety, as well as the health and safety of all patrons and individuals working with the company.

HVAC

The Williamston Theatre has three rooftop, one basement, and one supplemental HVAC units. All five units have been fitted with Ion Wave technology to filter and clean the air of pathogens and mold spores. Information about Ion Wave technology is included in Appendix A of this document.

The entire HVAC system of the building was fully cleaned on July 12, 2021. The system received a balancing service on July 15, 2021. A certified report was submitted to the Theatre following these services. That report is included in Appendix B.

Additional cold air returns are expected to be installed before the Theatre opens to the public in November 2021.

Cleaning Protocol

Schedule

The Theatre will be cleaned thoroughly on a daily schedule. Cleaning will be performed by Theatre staff.

Surfaces

High-touch surfaces such as tables, countertops, and doorknobs will be wiped with disinfectant prior to each rehearsal and performance.

Audience seat backs and arms will be wiped with disinfectant prior to each performance.

Bathrooms will be deep cleaned weekly and spot cleaned daily with special attention to touch surfaces.

Common spaces such as lobbies, the office, the greenroom, and dressing rooms will be wiped down with disinfectant and vacuumed daily. Special attention will be paid to door handles and push bars.

The stage floor will be disinfected prior to each rehearsal and performance.

Please see Appendix C for information on all cleaning products and how usage.

Hand Hygiene

Each of the three bathrooms will have wall mounted soap available at each sink, and wall mounted touch-free paper towels. Graphic instructional guides will be posted in each bathroom regarding proper hand hygiene.

Hand sanitizer dispensers will be available in the following locations:

- Front lobby and front foyer (3 dispensers)
- Rear lobby (2 dispensers)
- Greenroom (1)
- One in each dressing room
- Administrative office hallway

Covid Compliance Officer

The COVID Compliance Officer (CCO) will ensure that COVID-19 requirements are implemented on-site in alignment with Williamston Theatre Covid Preparedness protocols. The CCO will receive training from Arts and Science Classes, LLC. This expense will be covered by the Williamston Theatre. This role will report to the Managing Director.

CCO Responsibilities

- Lead COVID-19 health and safety planning on productions according to best practice guidelines and in conjunction with Williamston Theatre leadership
- Lead and escalate compliance issues to Williamston Theatre leadership
- Participate in discussions re: production and stage footprint, advising on spacing, placement and traffic flow of all cast and crew
- Responsible for implementing and enforcing Williamston Theatre's COVID-19 Safety Guidelines while in rehearsal
- Advise production teams and crews on best practices related to COVID-19 prevention
- Evaluate practices, procedures and facilities to assess risk
- Enforce policies and protocols in rehearsal
- Provide reports to management regarding concerns, violations, and compliance
- Lead any contact tracing protocols in case of a reported infection

A Covid Compliance Officer will be present at each rehearsal. Two CCOs will be present during performances – one for front of house coverage and one for production team coverage.

See Appendix E for samples of weekly forms to be completed by CCO.

See Appendix F for qualifications of personnel filling this position.

Vaccination

All members of Williamston Theatre staff, creative and production teams, and any independent hires will be required to be fully vaccinated before beginning work at the Williamston Theatre, unless they have a medical condition as diagnosed by their doctor that prevents vaccination. Verification of vaccination will be by CDC issued vaccination card. Two Williamston Theatre Covid Compliance Officers will verify the dates on the original copy of the workers' card and maintain a log of verification. A copy of the card will not be maintained by the Williamston Theatre. See Appendix D for the Vaccination Confirmation Log.

Testing

- All team members must have a negative PCR test no more than 72 hours prior to first day of work.
- All team members will follow the testing protocol detailed in the Actors' Equity Association workplace guidelines based on the level of community transmission in the county.
- If a team member feels ill or has any COVID symptoms, they will be instructed to stay home from rehearsal or work calls until they are well AND they receive a negative Covid test.

- If anyone has a known exposure to Covid-19, they should not return to the building. They should get tested 3-5 days after known exposure.
 - If the test is negative, they can come back to work.
 - If the test is positive, they cannot return to work until 10 days after positive test, followed by a negative test, and at least 24 hours without a fever.
- The team member's rehearsal and/or performance duties will be covered by another team member or an understudy.

Rehearsal Protocol

All team members will be tracked by the CCO on site for that rehearsal. A health check will be conducted daily, including a temperature check.

All team members will wear masks at all times during rehearsals. Actors may remove their masks when rehearsing a scene, provided all team members are comfortable with working unmasked. Any time an actor is off stage, they must resume wearing a mask.

Masks may be removed for the purposes of eating on break. Team members should maintain physical distance of 6 feet or more any time they are unmasked.

Team members who are present in rehearsal but not on stage, must be spaced 6 feet or more from each other. Physical distance of 6 feet or more will be maintained at production meetings. Tape will be used to mark seating zones in the rehearsal room.

Per the Staff and Board Personnel Handbook, no guests will be allowed in any backstage, green room, or dressing room areas during rehearsals and performances.

Food and beverages will not be provided by the Williamston Theatre for any staff members. No shared food will be maintained at the Theatre (including coffee). The green room refrigerator will be available for team members to store their personal food items, which should be labeled with their name and the date. Food items left in the refrigerator will be thrown out at the end of each week.

Performance Protocol

There will be no "meet and greets" for actors.

Patrons will be required to wear masks when attending the Theatre. If they arrive without a mask, one will be provided for them by the Williamston Theatre.

Hand sanitizing stations will be available in all public spaces.

Seats will be wiped with disinfectant prior to each performance. Additionally, disinfectant wipes will be available for patrons who wish to wipe their own seats. Staff may use wipes to spot clean surfaces as necessary.

Upon entering the building, patrons will have their temperature checked and will be required to provide proof of vaccination or a negative Covid test performed by a doctor or pharmacy within 24-hours prior to

performance time. Anyone with a temperature over 100.4 or lacking proof of vaccination or a negative test, will have their ticket exchanged or refunded at no cost, and will not be admitted to the building.

Floor markers and stanchions will be placed in common areas to avoid bottlenecking of patrons while they are waiting for access to the box office and performance space.

The terms and conditions of purchasing tickets include acknowledgement of the responsibility to inform the box office of a positive Covid test within 72 hours of attending a performance. This will allow the CCO to do appropriate contact tracing.

Contact Tracing

The Covid Compliance Officer will direct any contact tracing efforts for either team members or patrons.

If a team member tests positive, all personnel who have been in the building at the same time will be required to have a negative Covid test before returning to work.

Appendix A

Ion Wave Technology implemented on all 4 HVAC units at the Williamston Theatre.

Nu-Calgon Product Bulletin

4-10

NO MAINTENANCE AIR PURIFIER FOR RESIDENTIAL/COMMERCIAL A/C SYSTEMS

- World's first patent-pending self-cleaning design
- Needle point ionization actively treats air in homes and buildings
- Duct-mount install for systems up to 12 tons (4800 CFM)
- Includes waterproof housing for installation indoors or outdoors
- Universal voltage input – 24VAC, 120VAC or 240VAC
- Kills mold, bacteria and viruses
- Reduces allergens, odors, smoke, static electricity and other airborne particles
- Reduces ventilation requirements
- Keeps coil cleaner
- Programmable cleaning cycle with digital display
- Integral alarm contact for remote monitoring
- UL and cUL approved
- Three-year warranty

Description

iWave-C is a self-cleaning, bi-polar ionization generator for actively treating a building's air quality that does not require replacement parts in a year or two like competing UV lights or other ionizer technologies. In addition, the iWave-C produces and maintains unparalleled ionization output and capabilities. As the air flows past the iWave-C, the device emits positive and negative ions, creating a plasma region that actively purifies the supply air, killing mold, bacteria and viruses in the coil and living space. The ionization process also reduces allergens, smoke and static electricity, as well as controlling odors (cooking, pet, VOCs) and other particles (no more sunbeams) in the air without creating ozone or any harmful byproducts.

Application

Although suitable for residential applications, the original iWave-C is specially designed for light commercial systems up to 12 tons (4800 CFM) with no maintenance or replacement parts needed. iWave-C can be easily duct-mounted indoors or outdoors, depending on the application. iWave-C always works at peak performance, producing over 200 million ions/cc, making it superior to other market approaches. Special features include a programmable self-cleaning cycle, waterproof housing, digital display (for on-site visual monitoring) and integral alarm contact (for remote monitoring). In the event the ion emitters become damaged or wear out (after years of service), they can be replaced on the iWave-C model.

Indoor Air Quality

iWave®-C Commercial Air Cleaner



Packaging

1 each 4900-10

Specifications

Input Voltage: 24VAC or 110 - 240VAC
Power (VA): 12 VA
Frequency: 50/60 HZ
System Size Up to 12 tons (4800 CFM)*
Dimensions: 4" W x 7" H x 7" L
Weight: 3 lbs.
Electrical Approvals: UL and cUL approved

**For systems beyond 12 tons, multiple iWave-Cs can be used. Install a minimum of two feet apart for maximum ion output.*

iWave-C Installation Instructions

1. Turn power off to the unit.
2. Install in the duct, preferably in the return air duct between the prefilter and cooling coil so as to treat the coil and living space. However, the iWave-C can be installed on the supply air duct. The weatherproof housing allows to be mounted indoor or outdoor. For commercial systems beyond 12 tons, multiple iWave-Cs can be used; but install a minimum of two feet apart for maximum performance.

Continued on back.



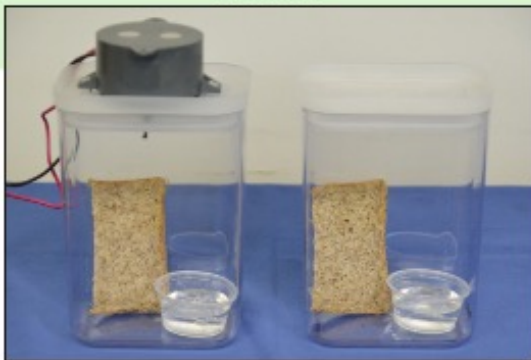
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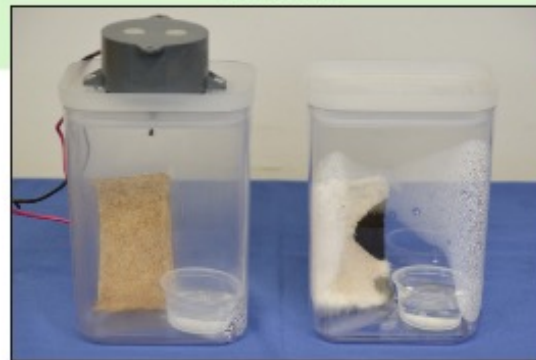
MOLD PREVENTION STUDY

iWave® products actively treat the living space and coil, killing mold, bacteria and viruses. We recently conducted a 14-day study to demonstrate how this technology prevents the growth of mold.

START



FINISH



Description

We placed a slice of bread in two enclosed containers with a small amount of water. In the left container, we placed an iWave-V air purifier to prevent mold and mildew from growing. The right container had no method of air purification. (See "Start" photo)

Results

After 14 days, a tremendous amount of mold grew on the bread in the non-treated container, while the bread in the container treated by the iWave-V air purifier had no mold growth. (See "Finish" photo)

Independent testing labs have tested the effectiveness of iWave products, showing airborne mold spores reduced by 99.5%. Needle point ionization employed by iWave products provides a safe, high ionization output to treat the air, removing mold and other pathogens without producing ozone or other harmful byproducts.



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iWave AIR PURIFIERS



PATHOGEN TEST RESULTS

All tests were run using proprietary NPBI™ technology.

SARS-CoV-2 (Covid-19)

TIME IN
CHAMBER

30 MINUTES

RATE OF
REDUCTION

99.4%

INNOVATIVE
BIOANALYSIS

This test was run using the iWave-C (GPS-DM48-AC) in a test designed to mimic ionization conditions like that of a commercial aircraft's fuselage.

Based on viral titrations, it was determined that at 10 minutes, 84.2% of the virus was inactivated. At 15 minutes, 92.6% of the virus was inactivated, and at 30 minutes, 99.4% of the virus was inactivated.

Human Coronavirus 229E

TIME IN
CHAMBER

60 MINUTES

RATE OF
REDUCTION


90%

ALG
ANALYTICAL
LAB GROUP

This test was run in a test chamber in a lab setting with the Nu-Calgon iWave-R Air Purifier P/N 4900-20.

A petri dish containing a pathogen is placed underneath a laboratory hood, then monitored to assess the pathogen's reactivity to Needle Point Bi-polar Ionization (NPBI) over time. This controlled environment allows for comparison across different types of pathogens.

iWave's Needle Point Bi-polar Ionization (NPBI) technology is used in a wide range of applications across diverse environmental conditions. Since locations will vary, clients should evaluate their individual application and environmental conditions when making an assessment regarding the technology's potential benefits.

 **Nu-Calgon**

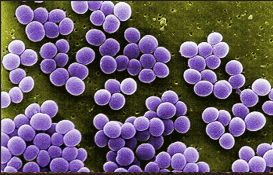




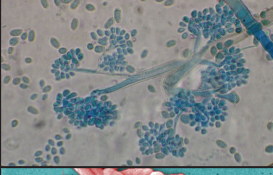


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EMSL ANALYTICAL, INC.
LABORATORY • PRODUCTS • TRAINING

EMSL Labs, a laboratory rated as “Elite” by the Center for Disease Control, has tested the effectiveness of iWave™ products against the pathogens listed below. All testing was done in a large environmental chamber in an effort to simulate a home environment. The testing resulted in very high kill rates “in the space,” as shown below.



	STAPH	About 25% of people normally carry Staph in the nose, mouth or other areas of the body. The foot is also very prone to picking up bacteria from the floor.	STAPH – Reduced 96.24% after 30 minutes of iWave purification
	MRSA	MRSA is a Staph germ that does not get better with first-line antibiotics. Once the Staph germ enters the body, it can spread to bones, joints, blood or any organ.	MRSA – Reduced 96.24% after 30 minutes of iWave purification
	E.COLI	E. coli is commonly found in the lower intestine of warm-blooded organisms. Most E.coli strains are harmless, but some serotypes can cause serious food poisoning in humans.	E.COLI – Reduced 99.68% after 15 minutes of iWave purification
	CLOSTRIDIUM DIFFICILE (C.DIFF)	C.diff bacteria release toxins that can cause diarrhea, with abdominal pain that can become severe. In rare cases, this can progress to a life-threatening condition.	C.DIFF – Reduced 86.87% after 30 minutes of iWave purification
	TUBERCULOSIS (TB)	TB most commonly affects the lungs but also can involve almost any organ of the body. Tuberculosis can usually be treated successfully with antibiotics.	TB – Reduced 69.01% after 60 minutes of iWave purification
	AIRBORNE MOLD SPORES	Airborne mold spores are invisible to the eye, and they can easily flow through different areas of the home, especially through heating and cooling system ducts, causing allergic reactions, asthma episodes, eye irritations, sinus congestion and other respiratory problems.	AIRBORNE MOLD SPORES – Reduced 99.5% by iWave purification as tested by Green Clean Air. 
	LEGIONELLA PNEUMOPHILA	Legionella outbreaks are associated with large or complex water systems like those found in hospitals, hotels and cruise ships. Symptoms include coughing, shortness of breath, muscle aches, headache and fever. Most make a full recovery, but the CDC reports 1 out of 10 people who get the disease will die from the infection.	LEGIONELLA PNEUMOPHILA – Reduced by 99.71% from a solid surface after 30 minutes of iWave purification

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Appendix B – HVAC Testing and Balancing



AIRECONOMICS, INC.

4592 Plainfield NE, Grand Rapids, MI 49525 • Ph. (616) 363-4444 • Fax (616) 363-4540

TEST AND BALANCE REPORT

PROJECT: **WILLIAMSTON THEATRE**
122 S PUTNAM ST.
WILLIAMSTON, MI 48895

ARCHITECT:

ENGINEER:

CONTRACTOR: **WM FLOYD COMPANY**
716 VICTORY DR.
HOWELL, MI 48843

The data presented in this report is a record of system measurements and final adjustments that have been obtained in accordance with the current edition of the *NEBB Procedural Standards for Testing, Adjusting and Balancing of Environmental Systems*. Any variances from design quantities, which exceed NEBB tolerances, are noted in the Test - Adjust - Balance Report Project Summary.



DATE: JULY 21, 2021

LARRY CURTISS C.P.
TAB Supervisor

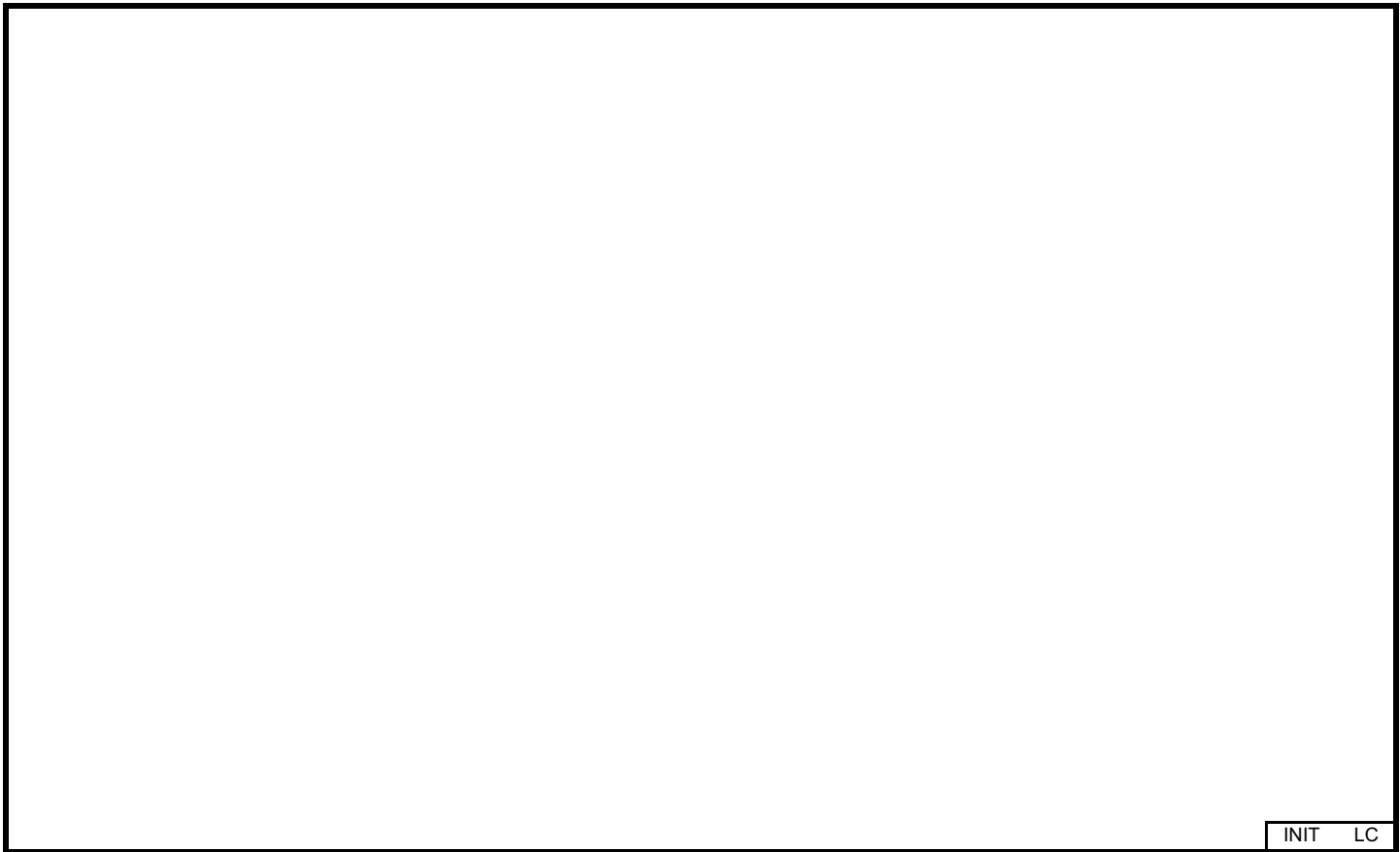
G-14319

WILLIAMSTON THEATRE 122
S PUTNAM ST.
WILLIAMSTON, MI 48895

Table of Contents

1. Roof Top Unit	RTU-1 (2 pages) RTU-2 (2 pages)
2. Furnace	F-1 (1 page)
3. Existing EF Fans	(1 page)
4. Abbreviations	(1 page)

AIRECONOMICS, INC. Grand Rapids, MI		Fan Data Test Sheet				Job No. G-14319		Sheet No. 1 of 2		
Job Name: WILLIAMSTON THEATRE, 122 S PUTNAM ST., WILLIAMSTON, MI 48895								Date: 7/15/21		
System No.						Roof Top Unit		RTU-1 Fan Location Roof		
Technical Data		Specified Data	Manuf. Data	Testing Data						
F A N	Name of Co.	Carrier		Size	Motor	Fan	Damp. Pos.	S. A.	R. A.	Exh. A
	Model No.	48KCFA06		Pulley	3 3/4"	4 1/4"	Fresh A. D.	30%		
	CFM	1510	1510	Shaft	5/8"	5/8"	Return A. D.	70%		
	Total or Ext. Static Pr.	-	-	Bushing			Exhaust A. D.			
	RPM	-	-	Belt Size/ C - C	A38 14 1/8"		Damp	Face		
M O T O R	Name of Co.	Marathon		Mtr. pulley adj.	Middle Adj.		Zone	Cold		
	Frame		56HZ	Overld. Heater	Thermally Protected		Suction static pr.	-		
	RPM		1725	Filter pr. drop			Discharge static pr.	-		
	HP	1.5	1.5	Unit SerialNo.: 0816C81769		Total or Ext. Static pr.	-			
	Service Fact.		1.0	Note:		Fan RPM	1539			
	Amp.		7.6			Amp(s)	6.0			
	Ph/Cy/Volt		1 / 60 / 208			Volt(s)	210			
						Achieved Fan Capacity	1488 CFM			



AIRECONOMICS, INC. Grand Rapids, MI			Diffuser, Grille Test Sheet				Job No. G-14319		Sheet No: 2 of 2		
Job Name: WILLIAMSTON THEATRE, 122 S PUTNAM ST., WILLIAMSTON, MI 48895						System No. RTU-1		Date: 7/15/21			
Outl. No.	Room No.	Design CFM	Size (inches) & Type of Opening	Effective Area FT²	Required Vel. FPM	Initial Data Vel. FPM or CFM				Test Results, final	
						#1	#2	#3	#4	Vel. FPM	CFM
Supply Air Data											
1	Piano Room	200	24x24 Diffuser	Flow Hood		66					208
2	Piano Room	200	24x24 Diffuser	Flow Hood		44					180
3	Piano Room	200	24x24 Diffuser	Flow Hood		160					189
4	Piano Room	200	24x24 Diffuser	Flow Hood		204					192
5	Women Tlt.	60	24x24 SAG	Flow Hood		86					61
6	Men Tlt.	60	24x24 SAG	Flow Hood		71					65
7	Work Room	160	12x6 SAR	AK .38	421	332				436	166
8	Work Room	160	12x6 SAR	AK .38	421	371				415	158
9	Stair	120	8"Ø NK Diffuser	Flow Hood		110					121
10	Control Room	150	24x24 Diffuser	Flow Hood		150					148
Total:		1510				Achieved Fan Capacity:					1488
Minimum Outside Air:		227	28x14 OA. Filter	AK 2.7	84	16				86	232
										INIT	LC

AIRECONOMICS, INC. Grand Rapids, MI		Fan Data Test Sheet				Job No. G-14319		Sheet No. 1 of 2			
Job Name: WILLIAMSTON THEATRE, 122 S PUTNAM ST., WILLIAMSTON, MI 48895								Date: 7/15/21			
System No.						Roof Top Unit		RTU-2			
						Fan Location		Roof			
Technical Data		Specified Data	Manuf. Data	Testing Data							
F A N	Name of Co.	Rheem		Size	Motor	Fan	Damp. Pos.		S. A.	R. A.	Exh. A
	Model No.	RKPN-A048		Pulley			Fresh A. D.		-		
	CFM	1185	1185	Shaft			Return A. D.		Open		
	Total or Ext. Static Pr.	-	-	Bushing			Exhaust A. D.				
	RPM	-	-	Belt Size/ C - C			Damp	Face			
M O T O R	Name of Co.	-		Mtr. pulley adj.	Direct Drive		Zone	Cold			
	Frame		-	Overld. Heater	Thermally Protected		Suction static pr.	-			
	RPM		Variable	Filter pr. drop			Discharge static pr.	-			
	HP	1/2	1/2	Unit Serial No.: F441501540		Total or Ext. Static pr.	-				
	Service Fact.		-	Note: No Outside Air Intake		Fan RPM	High Speed				
	Amp.		4.0			Amp(s)		3.8			
	Ph/Cy/Volt		1 / 6 0 / 208			Volt(s)		210			
						Achieved Fan Capacity		1260 CFM			



INIT	LC
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[illegible]

19

[illegible]



ABBREVIATIONS

AHU -Air Handling Unit	Qty. - Quantity
HP - Horsepower	Coeff. - Coefficient
CFM - Cubic Feet Per Minute	Ak- K Factor
FPM - Feet Per Minute	DDC - Direct Digital Controls
S.P. - Static Pressure	P - Differential Pressure
M FG. - Manufacturer	Config. - Configuration
RPM - Revolutions Per Minute	Lbs. - Pounds
W.G. - Water Gauge	WB-Wet Bulb
LVG. - Leaving	DB- Dry Bulb
S.P.D. - Static Pressure Differential	Kw - Kilowatts
Ent. - Entering	Sue. Press. - Suction Pressure
VFD - Variable Frequency Drive	Dis. Press. - Discharge Pressure
HZ. - Hertz	PSIG - Pounds Per Square Inch Gauge
C.F.L.A. - Calculated Full Load Amps	Ft. Wg. - Feet Water Gauge
"W.C. - Inches of Water Column	Npsh - Net Positive Suction Head
°F - Degree Fahrenheit	ALT. - Altitude
Press. - Pressure	N/ A - Not accessible
No. - Number	N/ A - Not applicable/ available
Ft. Sq. - Feet Squared	SAG/ SAR - Supply Air Grille/ Register
T.P. -Test Point	RAG / RAR - Return Air Grille/ Register

Lb./ ft ³ - Pounds Per Square Feet Cubed	EAG / EAR - Exhaust Air Grille/ Register
Min. - Minimum	OA. - Outside Air
Max. - Maximum	NK - Neck Size
Comp. Corr. Fact. -Airflow Sensor Calibration Factor	ACPH - Air Changes Per Hour

TRIO *Plus*™

UVC & HEPA Portable Air Purifier



MAXIMUM AIRFLOW FOR ADDED PROTECTION IN ANY SPACE

The **TRIO Plus** air purifier combines **Three** state of the art air treatment processes into **One** powerful portable system. The **TRIO Plus** is quiet and efficient. The airflow of this 3-stage portable system boasts a remarkable Clean Air Delivery Rate (CADR) of 295 CFM. True HEPA filtration, high intensity UVC germicidal sterilization, and PRO-Cell™ toxic gas reduction technologies combine to make the TRIO Plus a complete purification system for homes, schools, and added protection in any workplace.

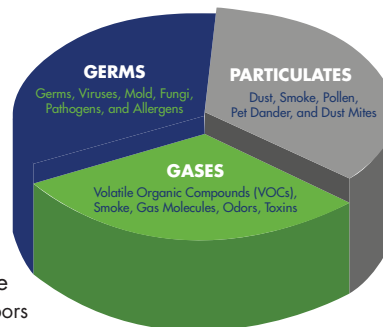


1 True HEPA and Carbon Filtration

- Pre-Filter captures hair and dander
- True HEPA traps particles such as mold, bacteria, dust, dander, pollen, and viruses as small as 0.1 micron
- Activated carbon absorbs toxic gases from smoke, household products, and cleaners

2 PRO-Cell VOC Reduction Technology

- Photo-Reactive Oxidation process breaks down toxic VOCs (Volatile Organic Compounds) into safe CO₂ and H₂O vapors



Regular Price: \$999/ea

Special Price: \$899/ea

5-10 Units: \$809/ea

11-15 Units: \$739/ea

16 + Units: Call for special pricing

3 UVC Germicidal Protection

- Neutralizes bacteria, viruses, mold, and fungi

4 Particle Sensor Equipped

- Automatically increases the fan speed when harmful particulates are present



Consistent with ASHRAE and CDC guidance for addressing Airborne Viruses - High Efficiency Filtration and UV-C Air Treatment

Appendix C

Information on cleaning products and equipment used at the Williamston Theatre.

arsenal[®]1

Dilution Control Simplified

Quick Change Multi-Product Dispensing

QC

Portable Dispensing

PD

Dedicated 4 Product Dispensing

4D

One Refill - Three Dispensing Options



HILLYARD

The Cleaning Resource®



SAFETY DATA SHEET

1. Identification

Product identifier CARPET PRE-SPRAY

Other means of identification

SDS number 527N-82A

Product code HIL00814

Recommended use Carpet Cleaner

Recommended restrictions For Labeled Use Only

Manufacturer/Importer/Supplier/Distributor information

Manufacturer

Company name HILLYARD INDUSTRIES

Address 302 North Fourth St.
St. Joseph, MO 64501

Contact person Regulatory Affairs

Telephone number (816) 233-1321 (Ext. 8285)

Fax (816) 383-8485

E-mail regulatoryaffairs@hillyard.com

Emergency telephone # (800) 424-9300

(Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)

2. Hazard(s) identification

Physical hazards Not classified.

Health hazards Not classified.

Environmental hazards Not classified.

OSHA defined hazards Not classified.

Label elements

Hazard symbol None.

Signal word None.

Hazard statement The mixture does not meet the criteria for classification.

Precautionary statement

Prevention Do not get concentrate into eye. Safety goggles are suggested where splash of concentrate is a concern. Wash thoroughly after handling. Use only as directed: Improper dilution can lead to adverse health effects.

Response Wash hands after handling. In case of contact, immediately flush eyes with plenty of water for 15 minutes. If eye irritation persists, get medical attention. If inhaled, remove to fresh air. If breathing is difficult, get medical attention.

Storage Store away from incompatible materials.

Disposal Buyer assumes all risk and liability associated with disposal of this product (original concentration or dilution) in violation of applicable law. Waste from normal use may be sewered to a public-owned treatment works in compliance with applicable federal, state and local requirements.

Hazard(s) not otherwise classified (HNOC) None known.

Supplemental information None.

3. Composition/information on ingredients

Mixtures

Material name: CARPET PRE-SPRAY
HIL00814 Version #: 02 Revision date: 06-04-2019 Issue date: 03-11-2015

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DAZZLE

DETERGENT WITH ODOR ELIMINATOR

FEATURES

- CONTAINS ODOR ELIMINATOR
- CONTAINS WATER CONDITIONERS
- FLEXIBLE FORMULA
- INSTITUTIONAL STRENGTH



PRODUCT DESCRIPTION

DAZZLE is a laundry detergent designed for use in all water and soil conditions. **DAZZLE** is designed to remove odors and tough stains from all fabrics. Improves results by sequestering minerals. Contains anti-redeposition agents. Attacks grease, powers out tough stains. Flexible enough to be used in homestyle or larger OPL machines.

AREAS OF USE

Safe for all types of natural and synthetic fabrics. May be used in hot, warm and cold wash programs. For institutional laundry use only.



USE DIRECTIONS

Dispense **DAZZLE** directly from its shipping container using an automatic liquid dispensing system. The authorized representative servicing your facility will establish a program suitable for your individual requirements.

General usage of **DAZZLE** is 1.5 oz. - 3 oz. per 50# machine

PACKAGING

PYL3085 2x1 Gal Case



www.theintegraprogram.com



07/17

Product Info Sheet

Anderson Chemical Company Litchfield, MN 800-366-2477

Q.T.® Plus

A hospital-grade disinfectant/detergent, cleaner, sanitizer, fungicide, mildewstat, virucide, deodorizer that cleans and controls the hazard of cross-contamination from environmental surfaces. Q.T. Plus is designed for use on walls, countertops, fixtures, restroom and shower rooms, and other hard surfaces where disinfectant is a must.

- Higher pH removes soils ordinary neutral disinfectants cannot.
- Mild lemon fragrance.
- EPA registered disinfectant.

Technical Specifications

Appearance	Clear
Dilution Rate	1:128
Color	Yellow
Scent	Lemon
Non Volatile Matter	19.50 - 21.50%
pH @ 25 deg. C	12.00 - 13.00
EPA Registration No.	EPA Reg. No. 6836-77 -1658

HMIS (Concentrate/RTU)

Flammability = 2/0 Health = 3/1 Reactivity = 0/0

Safety

See material safety data sheet and product for safety information, handling and proper use.

Availability

HIL0082425 4 - 2.5 Liter Containers



Directions

It is a violation of Federal law to use this product in a manner inconsistent with its labeling. Before use in federally inspected meat and poultry food processing plants and dairies, food products and packaging materials must be removed from the room or carefully protected.

Preparation of Disinfectant Use-Solution: Add 1 oz. per gallon of water (1:128). For heavy duty use, add 4 oz. per gallon of water (1:32). Use 4 oz. per gallon of water to kill Adenovirus Type 5 and type 7. Use 16 oz. per gallon of water to kill Feline Panleukopenia Virus.

DISINFECTION/VIRUCIDAL*/FUNGICIDAL/MOLD AND MILDEW CONTROL DIRECTIONS: Apply use-solution to hard, nonporous surfaces, thoroughly wetting surfaces with a cloth, mop, sponge, sprayer or by immersion. Treated surfaces must remain visibly wet for 10 minutes. **For SARS-CoV-2**, treated surfaces must remain visibly wet for 3 minutes. **For Influenza Virus Type A and Human Coronavirus**, treated surfaces must remain wet for 1 minute. Wipe dry with a cloth, sponge or mop or allow to air dry. For visibly soiled areas, a preliminary cleaning is required. For sprayer applications, use a coarse spray device. Spray 6-8 inches from the surface. Do not breathe spray. Rinse all surfaces that come in contact with food such as countertops, appliances, tables and stovetops with potable water before reuse. Do not use on utensils, glassware and dishes. **For fungicidal activity: Q.T. Plus** is an effective fungicide against *Trichophyton mentagrophytes* (the athlete's foot fungus) when used on surfaces in areas such as locker rooms, dressing rooms,

PO Box 909 ■ St. Joseph, MO 64502 ■ www.hillyard.com ■ 800.365.1555



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SAFETY DATA SHEET

1. Identification

Product identifier	Q.T. Plus
Other means of identification	
SDS number	538N-02A
Product code	HIL00824
Product registration number	6836-77-1658
Recommended use	Disinfectant/Cleaner
Recommended restrictions	For Labeled Use Only
Manufacturer/Importer/Supplier/Distributor information	
Manufacturer	
Company name	HILLYARD INDUSTRIES
Address	302 North Fourth St. St. Joseph, MO 64501
Contact person	Regulatory Affairs
Telephone number	(816) 233-1321 (Ext. 8285)
Fax	(816) 383-8485
E-mail	regulatoryaffairs@hillyard.com
Emergency telephone #	(800) 424-9300 (Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)

2. Hazard(s) identification

Physical hazards	Flammable liquids	Category 4
Health hazards	Skin corrosion/irritation	Category 1
	Serious eye damage/eye irritation	Category 1
	Sensitization, respiratory	Category 1
	Sensitization, skin	Category 1
Environmental hazards	Hazardous to the aquatic environment, acute hazard	Category 3
	Hazardous to the aquatic environment, long-term hazard	Category 3
OSHA defined hazards	Not classified.	
Label elements		



Signal word	Danger
Hazard statement	Combustible liquid. Causes severe skin burns and eye damage. May cause an allergic skin reaction. Causes serious eye damage. May cause allergy or asthma symptoms or breathing difficulties if inhaled. Harmful to aquatic life. Harmful to aquatic life with long lasting effects.

Material name: Q.T. Plus
HIL00824 Version #: 04 Revision date: 07-22-2020 Issue date: 05-26-2015

SDS US
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Symmetry Foaming Hand Sanitizer



Symmetry Foaming Hand Sanitizer is a rich foaming, waterless hand sanitizer that reduces common disease causing bacteria*. It is formulated with 62% w/w (70% v/v) ethyl alcohol, aloe, and vitamin E leaving no residue behind. Symmetry Foaming Hand Sanitizer has a mild, sweet fragrance. It is ideal for healthcare, hospitality, retail facilities, and schools.

Symmetry products are available in hermetically sealed packages that are contaminate-free and allow for 99% product evacuation. You will not be wasting dollars discarding containers that do not fully utilize all of the product.



Dries quickly. No sticky residue.

A white and blue wall-mounted dispenser of Symmetry Foaming Hand Sanitizer is shown. Above the dispenser is a blue sign that reads "You can make a difference DOING SOMETHING THIS SIMPLE" with a downward arrow. To the left of the dispenser is a black sign with the word "HAZARD" and a biohazard symbol.

FEATURES

- Waterless hand sanitizer
- Formulated with 62% w/w (70% v/v) ethyl alcohol, aloe and vitamin E
- Packaged in hermetically sealed plastic bags and pump bottles
- "No-drip" system
- 99% product evacuation
- Dries quickly
- Mild, sweet fragrance
(Fragrance-free available in 50 ml, 550 ml, 750 ml, 1000 ml and 1200 ml)
- Does not contain triclosan
- No sticky residue
- Apply gloves with ease after sanitizing

Symmetry Green Certified Foaming Hand Wash



Green Certified Foaming Hand Wash is a hand cleaner for general hand washing use that is biodegradable, free of all dyes, and certified by Green Seal® to meet the GS41 standard.

Symmetry products are available in hermetically sealed packages that are contaminate-free and allow for 99% product evacuation. You will not be wasting dollars discarding containers that do not fully utilize all of the product.

* This product meets Green Seal® Standard GS-41A based on effective performance and protective limits on VOCs and human & environmental toxicity. GreenSeal.org.



Green Seal® is an independent non-profit organization that promotes the manufacture, purchase, and use of environmentally responsible products and services. To earn Green Seal certification, a product must meet specific Green Seal environmental standards through evaluation, testing, and an actual plant visit.



FEATURES

- Hand cleaners for general hand washing use
- Green Seal® certified
- Biodegradable
- Dye-free
- Available in hermetically sealed bags and pump bottles
- "No-drip" system
- 99% product evacuation
- Available in 550 ml, 1250 ml and 2000 ml



SAFETY DATA SHEET

1. Identification

Product identifier TOP CLEAN

Other means of identification

SDS number 565N-191A

Product code HIL00810

Recommended use General Cleaner

Recommended restrictions For Labeled Use Only

Manufacturer/Importer/Supplier/Distributor information

Manufacturer

Company name HILLYARD INDUSTRIES

Address 302 North Fourth St.
St. Joseph, MO 64501

Contact person Regulatory Affairs

Telephone number (816) 233-1321 (Ext. 8285)

Fax (816) 383-8485

E-mail regulatoryaffairs@hillyard.com

Emergency telephone # (800) 424-9300

(Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)

2. Hazard(s) identification

Physical hazards Not classified.

Health hazards Skin corrosion/irritation Category 2
Serious eye damage/eye irritation Category 1

Environmental hazards Not classified.

OSHA defined hazards Not classified.

Label elements



Signal word Danger

Hazard statement Causes skin irritation. Causes serious eye damage.

Precautionary statement

Prevention

Wash thoroughly after handling. Wear eye protection/face protection. Wear protective gloves. Caution: Do not get in eyes, on skin, or clothing. Use only with adequate ventilation. Do not breathe spray mist. (Inhalation of fine fog mist can cause irritation of mucous membranes.) Keep container closed when not in use. Wash thoroughly after handling. Use splash goggles. If prolonged or repeated contact is possible, wear rubber or other impervious gloves. Use only as directed: Improper dilution can lead to adverse health effects.



Windo-Clean[®]+

A concentrated cleaner for use on surfaces not damaged by water including glass, mirrors, CRT screens, TV screens, office equipment. Dissolves grease, oil, fingerprints, smudges and soils quickly. Not for use on anti-glare treated screens.



Top Clean[®]

A fast acting synthetic cleaner that removes the soil and leaves the shine. It is specially formulated for metal cross-linked finishes as it preserves the high gloss appearance without leaving a dulling buildup. Top Clean has a neutral pH formula designed to attack dirt without harming your floor or your floor finish.



Carpet Pre-Spray

Carpet Pre-Spray is designed to maximize cleaning efficiency while minimizing harmful residue. Residue causes resoiling, which increases cleaning frequency, costing time and money.



Q.T.® Plus

A hospital-grade disinfectant/detergent, cleaner, sanitizer, fungicide, mildewstat, virucide, deodorizer that cleans and controls the hazard of cross-contamination from environmental surfaces. Q.T. Plus is designed for use on walls, countertops, fixtures, restroom and shower rooms, and other hard surfaces where disinfectant is a must.



Scan for more information
on Arsenal One.



PO Box 909
St. Joseph, MO 64502
www.hillyard.com
LIT-ArsenalWC-Eng

Windo-Clean®+

A concentrated cleaner for use on surfaces not damaged by water including glass, mirrors, CRT screens, TV screens, office equipment. Dissolves grease, oil, fingerprints, smudges and soils quickly. Not for use on anti-glare treated screens.

- Concentrated for economical cost-in-use.
- Wetting agents enhance cleaning performance.
- Mild fragrance is easy to work with.

Technical Specifications

Appearance	Clear
Dilution Rate	1:20
Color	Dark Purple
Scent	Mild Solvent
Non Volatile Matter	2.20 - 3.00%
pH @ 25 deg. C	6.00 - 8.00



Safety

See material safety data sheet and product for safety information, handling and proper use.

HMIS (Concentrate/RTU)

Flammability = 3/0 Health = 2/0 Reactivity = 0/0

Availability

HIL0080204	12 - 1 Quart Bottles
HIL0080225	4 - 2.5 Liter Containers
HIL0080291	72 - 1.5 oz. Packets

Directions

For use with Hillyard Arsenal Push Button Dispenser.





SAFETY DATA SHEET

1. Identification

Product identifier WINDO-CLEAN+

Other means of identification

SDS number 578N-66A

Product code HIL00802

Recommended use Window Cleaner

Recommended restrictions For Labeled Use Only

Manufacturer/Importer/Supplier/Distributor information

Manufacturer

Company name HILLYARD INDUSTRIES

Address 302 North Fourth St.
St. Joseph, MO 64501

Contact person Regulatory Affairs

Telephone number (816) 233-1321 (Ext. 8285)

Fax (816) 383-8485

E-mail regulatoryaffairs@hillyard.com

Emergency telephone # (800) 424-9300

(Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)

2. Hazard(s) identification

Physical hazards Flammable liquids Category 3

Health hazards Acute toxicity, dermal Category 4

Acute toxicity, inhalation Category 4

Skin corrosion/irritation Category 2

Serious eye damage/eye irritation Category 2A

Sensitization, skin Classification not possible

Environmental hazards Hazardous to the aquatic environment, acute hazard Category 3

OSHA defined hazards Not classified.

Label elements



Signal word Warning

Hazard statement Flammable liquid and vapor. Harmful in contact with skin. Causes skin irritation. Causes serious eye irritation. Harmful if inhaled. Harmful to aquatic life.

Precautionary statement

Prevention

Keep away from heat/sparks/open flames/hot surfaces. No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion-proof electrical/ventilating/lighting equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Avoid breathing vapors. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. Wear protective gloves/protective clothing/eye protection/face protection. Avoid release to the environment.

Material name: WINDO-CLEAN+

HIL00802 Version #: 04 Revision date: 11-05-2020 Issue date: 01-29-2015

SDS US

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Appendix D

Vaccination Confirmation Log

TEAM MEMBER	DATE OF FINAL DOSE	CCO 1	CCO 2	CONFIRMATION DATE

Appendix E

Weekly/Daily Forms to be completed by CCO

Weekly COVID testing log.

Team Member	Date of Test	Result

Daily attendance tracking (time in & time out) for all rehearsal calls.

Team Member	Date	Arrival Time	Health Check	Departure Time

Appendix F

All staff members of the Williamston Theatre have received COVID Compliance training. Staff members will rotate into the CCO role for rehearsals and performances. When acting as the CCO, those staff members will not have other responsibilities.

Emily Sutton-Smith is the Executive Director and a co-Founder of the Williamston Theatre. She is a member of the Actors' Equity Association. She has been an arts administrator and professional actor for 30 years. She has completed the COVID Compliance Officer Theatre Production and Patron and Guest Safety trainings from Arts & Sciences Classes, LLC.

Tony Caselli is the Artistic Director and a co-Founder of the Williamston Theatre. He is a member of the Society for Stage Directors and Choreographers. He has been a theatre professional 30 years. He has completed the COVID Compliance Officer Theatre Production training from Arts & Sciences Classes, LLC.

John Lepard is a co-Founder of the Williamston Theatre. He is a member of the Actors' Equity Association. He has been a professional actor for 30 years. He has completed the COVID Compliance Officer Theatre Production and Patron and Guest Safety trainings from Arts & Sciences Classes, LLC.

Christine Purchis is the Managing Director and a co-Founder of the Williamston Theatre. She has been an arts administrator for 30 years. She has completed the COVID Compliance Officer Theatre Production and Patron and Guest Safety trainings from Arts & Sciences Classes, LLC.

Aaron Delnay is the Technical Director of the Williamston Theatre and has been with the company for 3 years. He has completed the COVID Compliance Officer Theatre Production training from Arts & Sciences Classes, LLC.

Holly Iler is the Box Office Assistant for the Williamston Theatre and has been with the company for over 10 years. She has completed the COVID Compliance Officer Theatre Production and Patron and Guest Safety trainings from Arts & Sciences Classes, LLC.

Adam Kruger is the Apprentice for the Williamston Theatre's 2021-2022 season. He has completed the COVID Compliance Officer Theatre Production training from Arts & Sciences Classes, LLC.