

The Saint Paul Chamber Orchestra Preparedness Plan Supplement for Concert Video Production

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Introduction

This document contains COVID-related plans that are specific to the SPCO video team. Numerous SPCO and Ordway health and safety policies also apply to the video team and are not specifically addressed in this document. This is a supplement to the primary SPCO COVID Preparedness Plan, which is located on the SPCO Hub site (for staff) and the Contractor Policies site (for contractors).

The COVID-19 situation is continually changing, and this document will be updated as needed.

Content plans are discussed in greater detail in another document.

SPCO Video Team Control Room Spaces

The SPCO Video Control Room (“main control room”) is a challenging space due to the high density of personnel in its normal configuration. For this reason, we have established a second distanced control room in the Ordway Green Room (“temporary control room”). For SPCO productions, most video personnel will be located in the temporary space. The robotic camera operator and switcher operator (technical director) will remain in the main control room, distanced at least 6 feet apart.

Details:

- Only those with a production room role should access the control room spaces.

- To the extent possible, only the specific team member whose role requires use of a piece of equipment should touch that equipment.
- Hand sanitizer, surface wipes, and gloves will be provided. These will be ordered together with similar materials for other SPCO staff. Gloves must be discarded after use. An illustration of proper glove removal technique is available on the Contractor Documents website. Material Safety Data Sheets (MSDS) will be located in the Green Room and Main Control Room.
- Doorknobs and other common touch building services will be cleaned by Ordway staff.
- Team members are strongly encouraged to leave the main control room between rehearsal and concert services.
- Each production team member is responsible for cleaning their own equipment at the end of the day. The SPCO will provide cleaning materials recommended by the equipment manufacturers, when available.
- Team members must remove their own trash and recycling from the main control room. The Ordway will provide trash service in the temporary control room. Food is not allowed in the control room spaces. The lower level break room remains available.
- Team members who need to use an intercom will be issued an assigned headset if they do not already have their own. They will have exclusive use of this headset for the entire production week. After the last concert of the week, team members are responsible for cleaning and returning their own headsets.
- Laptop computers and tablets that are checked out to video team members on a daily basis should be cleaned at the start of the day and again prior to returning equipment at the end of the day. Use 70% alcohol wipes.

COVID-19 Testing and Self-Assessments

- All musicians and team members (staff and contractor) will be tested for COVID-19 prior to the start of each production. Testing arrangements will be communicated directly to those involved in each production.
- **Each day, every team member must take the Mayo Clinic self-assessment prior to departing for the Ordway.** Please send a daily email confirming that you have passed the self assessment to Director of Orchestra Personnel Kelly MacLennan (kmaclennan@spcomail.org).
 - The Mayo Clinic Self-Assessment is available at <https://www.mayoclinic.org/covid-19-self-assessment-tool>

Ordway Restrooms for Video Team

Two individual all-gender restrooms connected to the Green Room have been assigned for the use of the video team. No other restrooms may be used by the video team, and no other people may use the video team's restrooms. Please plan to use the same restroom for the entire day.

Recording Interviews and Other Pre-Produced Materials

We plan to record interviews with musicians and others over the course of the fall. Musician participation is voluntary.

Scripted and Interview Recording at the Ordway

We will also record some content on site at the Ordway, such as broadcast host introductions.

- Tuesdays at 4 p.m. will be our standard time for these recordings.
- Locations and Lighting
 - Most or all scripted teleprompter recording will be recorded in the Concert Hall. We have established a standard host/interview position in one of the balconies, with special lighting.

- We will use the Drake Room for interview-style recordings.
- These interviews will generally utilize a one-camera self-contained setup rather than the main SPCO video recording system. Audio will be a shotgun mic on a stand and a wireless lav from the SPCO's portable setup.
- A second staff member may operate the teleprompter with at least 6 feet distance.
- To aid our audience's understanding of recorded speech, broadcast hosts and interviewees may remove their masks while the recording is underway, provided that they and the immediately surrounding production team are comfortable with this.

Recording at Parks and Musicians' Yards

During warm seasons, recording outdoors at musicians' yards and other local parks is one of our preferred options. The following specific considerations apply to this work:

- Interviews will be recorded by a small team, typically 1-2 staff members
- Staff and musicians should remain at least 6 feet apart.
- Though not required by the state in outdoor spaces, employees who are not on camera should wear a mask. Speakers on camera do not need to wear a mask while speaking.
- Microphone, lens, and other equipment selections can often allow a greater distance between the recording producers and the speaker being recorded

Multipurpose Room Recording

When an indoor option is needed, or preferred by the interview subject, our temporary studio in the Hamm Building Multipurpose Room is an option. The following practices apply to this recording:

- To increase efficiency and limit any one musician's number of trips to the office, we will reduce the number of interview sessions we need to schedule, we plan fewer but longer interviews. An interview will typically last 60-90 minutes and include a variety of topics. (A typical interview may be edited into multiple different projects.) A minimum of 60 minutes will be left between interviews.
- We will normally only have one staff member in the studio during interviews and have purchased documentary-type video equipment that is designed for the interviewer to operate. We have purchased a zoom lens that will allow the interviewer and camera to be located at least six feet away from the interview subject.
- Staff will wear a mask at all times. Interview subjects will be asked to wear a mask except when the camera is recording. We are exploring the possibility of a plexiglass shield between the interviewer and interviewee.
- After each interview, the digital media team member will sanitize the equipment and furniture, door handles, etc. that subject(s) touched (with special care given to the mic). After each interview, it would also be beneficial to open the door and increase airflow in the room.
- The video team member will meet the interviewee at the office suite door to ensure they are masked and to let them into the office.
- Interview video equipment (lights, cameras, mics, backdrop) in the multipurpose room will remain set up, reducing the amount of staff time required in the office and the number of spaces that staff need to access. The room will be locked when not in use.

Live On-Stage Conversations

For some of the fall live streams, we plan post-concert musician conversations on stage, with questions sent by audience members via social media. These conversations are modeled after a similar approach at the Berlin Philharmonic this summer.

- Players will be arranged in a distanced horseshoe configuration.
- Players will wear masks.
- Spot mics will be placed in front of each player's chair before the musicians return to the stage.
- Questions will be sent to a lead musician via a mobile phone or tablet. (Software TBD.)

Resources

The following resources linked are subject to change frequently. For most current information please check the websites for these sources directly.

General

Centers for Disease Control and Prevention (CDC)

Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019nCoV

MN Department of Health: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Federal OSHA COVID-19 Guidance: <https://www.osha.gov/SLTC/covid-19/>

Business

State of Minnesota: COVID-19 response – <https://mn.gov/covid19/Businesses>

CDC: Resources for businesses and employers –

www.cdc.gov/coronavirus/2019ncov/community/organizations/businesses-employers.html

Governor Walz executive order concerning masks – July 25, 2020

<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html

MDH: Businesses and employers: COVID-19 –

www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI):

Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages –

www.youtube.com/watch?v=LdQuPGVcceg

Stop Germ Spread: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-ofgerms.pdf>

Proper Handwashing: <https://www.health.state.mn.us/people/handhygiene/how/clean8.pdf>

Proper use of gloves

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKFwjwqNmp5cjpAhWTAZ0JHfUiA8oQFjApeqQICRAB&url=https%3A%2F%2Fwww.cdc.gov%2Fvhf%2F Ebola%2Fpdf%2Fposter-how-to-remove-gloves.pdf&usg=AOvVaw02PfoK84XPgyKX9vDFxYR_

Housekeeping CDC

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Respiratory etiquette: Cover your cough or sneeze

Cover your cough or sneeze CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing CDC

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: <https://www.health.state.mn.us/diseases/coronavirus/basics.html>

Workers exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>