**Fort Wayne Civic Theatre’s Covid-19 Volunteer Form 5-18-2021**

**Employee/Volunteer Screening Procedures:** The Employees/Volunteers Screening will be a self-assessment. Please complete this form before beginning to work/volunteer at the Fort Wayne Civic Theatre. Each employee/volunteer is required to ask themselves, to the best of their knowledge, the following questions each day before arriving at the office/theatre. **Upon entering the building there will be a sign-in sheet for Civic Theatre staff/volunteers indicating you have answered “no” to all the Screening Questions**. This is your acknowledgement that each time you sign in you are restating you have answered NO to all the following questions. Please check yes or no on the appropriate line.

* Have you been confirmed positive for COVID-19? YES: / NO:
* Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath? YES: / NO:
* Have you knowingly been in close contact with any persons who has been confirmed positive for COVID-19? YES: / NO:
* Have you knowingly been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms? YES: / NO:

If you answer yes to any of the questions, then do NOT report to work, rehearsal, performance, or volunteer. If you have symptoms while working as a Civic Employee, Civic Volunteer, please leave and seek medical care or COVID-19

testing. Staff/volunteer ***must notify*** supervisor and Executive Director if your health or coronavirus exposure has changed.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By volunteering, attending, and/or entering the Arts United Center or any building or space where you are volunteering for Fort Wayne Civic Theatre you voluntarily assume all risks related to exposure to COVID-19.

T**he Civic Theatre and Arts United are in agreement that…**

* If an employee/volunteer reports having symptoms (but not a confirmed diagnosis of COVID-19), they must stay at home for 10 days prior to returning (must be symptom free for ten days before returning).
* If an employee/volunteer shows a symptom, the show or rehearsal process will not automatically be shut down. Risks will be assessed at that time.
* If an employee/volunteer reports having the coronavirus, they must quarantine for 14 days and all written directives from the CDC will be followed.

**Hygiene** – Ensure you are washing your hands frequently or using other hand sanitizer. Avoid touching your face. **Personal Protective Equipment** – Volunteers and Guests are required to provide their own face covering (mask). **Social Distancing** – Maintain at least 6 feet of distance between you and coworkers, co-volunteer, and patrons.

I, (name of employee/volunteer) , acknowledge that I have read **Fort Wayne Civic Theatre’s Covid-19 policy**, and I agree to the terms and provisions contained in this plan. I recognize that my health and that of my co-workers and volunteers could be adversely impacted if these provisions are not followed by all and that I will follow these provisions to the best of my ability.

Signature of Employee/Volunteer: Date:

Print Name of Employee/Volunteer:

Parent’s Signature required if individual is under 18 years old:

Print Name of Parent: Date:

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