

PREVENTION AND
CONTINGENCY PLAN
CORONAVIRUS DISEASE (COVID-19)

RESTORING FAITH

1. Introduction/context/measures

A virus has recently been discovered in the community that is transmissible between humans through droplets released when the person speaks, coughs, sneezes or is in direct contact with surfaces where the virus remains. This virus, called the new coronavirus (2019-nCov) was taxonomically named SARS-Cov-2 (severe acute respiratory syndrome coronavirus 2) and the associated disease is COVID-19 (Co- Corona; VI - Virus; D- Disease).

1.1 Context of the disease

1.1.2 Transmission

Data on the form of transmission of COVID-19 are not yet fully established, as a result of the need for sufficient epidemiological data to adequately characterize how this virus is transmitted. Currently, it is known that covid-19 transmission can happen when there is close contact with an infected person, being particularly evident through droplets produced when an infected person coughs or sneezes (respiratory secretions containing the virus).

There are two ways in which a person can become infected:

- a) Secretions can be directly expelled into the mouth or nose of the people around when talking, coughing or sneezing.
- (b) by touching surfaces or objects that may have been contaminated with respiratory secretions and then touching your own mouth, nose or eyes.

1.1.2 Incubation period

It is estimated that the incubation period of the new coronavirus is 2 to 14 days.

1.1.3 Symptomatology

Some of the symptoms of the disease are common in everyday life and can easily be mistaken for other pathologies. It should be noted that there are carriers of the disease who have been identified that are asymptomatic.

The patient infected with Coronavirus may thus not reflect any symptoms, or identify only one of the following symptoms or a set thereof:

- Fever (> 37,8 C-100, 04 F)
- Cough
- Sore throat
- Muscle pain
- Joint pain
- Headache
- Loss of smell
- Difficulty breathing
- Nausea, vomiting and/or diarrhoea

1.1.4 Risk factors

Exposure to COVID-19, can cause more serious symptoms in people with the most fragile immune system, people with chronic diseases, cancer and respiratory diseases and in people over the age of 65/70. In severe situations the infection can progress to pneumonia, severe acute respiratory syndrome, kidney failure and death.

1.1.5 Treatment - Prevention

For COVID-19, don't exist any prophylaxis and specific treatment for the SARS-CoV-2 infection. Treatment is given on a case-by-case basis.

Currently, the most effective way to combat COVID-19 is to prevent contagion.

1.2 Sanitary Measures taken to prevent contagion

On March 11, 2020, the World Health Organization classified the public health emergency caused by COVID-19 as an international pandemic, constituting a public calamity. The situation has evolved very rapidly around the world.

Due to the pandemic, the **State of Emergency** was declared in Portugal for 15 days, starting at 12 a.m. on March 19th and having being renewed twice, in force until 12:59 a.m. on May 2nd. The declaration of a **State of Emergency** may be declared again, at the initiative of the President of the Republic, provided that the Government is consulted and authorized in the Parliament.

After the **State of Emergency**, the **State of Calamity** was declared.

2-OPART – Course of Action

Considering the effects of this virus on the community, OPART, E.P.E. defined in early March a course of action, in several stages and in phases of updating, to deal with the pandemic in accordance with the provisions set out by the Directorate General of Health (DGS):

- **Prevention Plan**
- **Contingency Plan**

2.1 Preventive measures

- a) The establishment of an internal team to monitor the situation and be the liaison for any issue related to this issue.
- b) Inform the workers of the existence of this team.
- c) The elements of the team are as follows: directly addressed by the Chairman of the Board of Directors and a coordinator; a representative of the human resources department; an administrative responsible for each of the artistic ensembles - choir, orchestra and dancers - representatives of the technical and maintenance team; a representative of workers and occupational medicine.
- d) This team is responsible for implementing the Prevention and Contingency plan measures.

2.2 Guiding Principles

1. The initial objective was to prepare the OPART, E.P.E. to implement prevention measures and prepare to manage situations of possible infected in the premises;
2. Plan for the possibility of partial or almost total interruption of the company's activity;
3. Manage the telework and rescheduling of the activity - rehearsals and performances - to which the STATE OF EMERGENCY forced.
4. Maintain the company's activity in the context of a pandemic.
5. Monitor practices and to participate in the studies of similar theatres, in the search for answers for the fulfilment of the public mission in a pandemic scenario.

3. Safe come back – Restoring faith

After the STATE of EMERGENCY phase and in accordance with the indications of the competent authorities, the update of this plan comprised the return to activity by 3 phases and clearly identified the conditions of access, limitations, hygiene rules and general standards to be complied with and identify the specificities of each group and its activity.

Performing performances was not scheduled until early June, so the conditions of public access were dealt with in a 4th phase – on the resuming of the presentation of performances to the public.

1st PHASE from the 4th to the 17th of May

- Continuation of the teleworking model.
- Continuation of face-to-face work in a mitigated way and as a complement to telework.
- General cleaning phase of buildings, with reinforcement and adaptation to new hygiene practices.
- Opening to face-to-face work of the sewing areas and props for the internal realization of mandatory PPE - personal protective equipment - masks and face shields.
- From May 11th, the elements of the artistic ensembles were able to request the trip to the Theatres for individual and free work, according to availability.
- Only in the cases indicated above or others that were believed to be fundamental, access to buildings was allowed and provided they were duly justified, with the necessary protection and mandatory distancing.

2nd PHASE from the 18th to the 31st of May

- Widespread delivery of PPE and prevention and contingency information to workers.

- We gave preference at this time to the return of administrative services, maintenance, archive and documentation, maintaining whenever possible the telework model.
- Start of artistic activity gradually for studies, classes, free trials and training.
- Implementation of shift working hours.
- Reopening of Victor Córdon Studios for free, validated and accompanied use.

3rd PHASE - starting June 3rd

This phase was particularly in conformity with the guidelines of the authorities (Main rules to be applied to the Venues and the guidelines of DGS 028-2020 and 030-2020)

- Increased face-to-face work in conciliation with telework.
- Start of rehearsals of artistic ensembles although strongly conditioned by the rules of safety and hygiene.
- Strengthening the application of shift schedules in particular in the artistic area.
- Preparation and discussion between services to create the best conditions for welcoming the public.
- Phased reopening of artists' bars respecting mandatory restrictions on access and use.
- Resuming of the presentation of performances and the realization of other initiatives with public.

4 – Prevention Plan: Update and reinforcement

4.1 Goal

Reduction of the risk of contamination in the workplace through strong communication of prevention measures and implementation of mandatory hygiene and safety rules.

4.2 Context

Since Coronavirus (2019-nCov) can survive for hours on dry surfaces and up to 6 days on some surfaces with moisture, the possible contagion is a reality hard to control and, currently, only minimized with social distancing and/or strong prevention measures.

4.3 Strengthening of cleaning services and sanitation in the premises

4.3.1 General Procedures

- Do not use a vacuum cleaner for cleaning.
- Use disposable cleaning cloths. Wipes moistened in disinfectant may be used or 70% alcohol.
- Buckets, mops and cloths to be used in sanitary facilities should be of exclusive use

- To disinfect surfaces, products containing bleach (sodium hypochlorite solution) in a concentration of at least 5% free chlorine (proportion: a measure of bleach 49 of water) or other detergent solutions with viricidal action should be used.
- For surfaces that cannot be cleaned with bleach, 70% alcohol can be used.
- Placing a "disinfectant mat" in the entrances to clean the shoe soles.

4.3.2 Priority hygiene areas and procedures

Sanitary facilities

Start by washing the taps, washbasins and their drains, followed by the performance, toilet and bidet (apply the disinfectant and leave it on for 10 minutes), use the toilet brush to clean the toilet, disinfect the toilet brush holder and finally wash the floor.

Whenever possible open the windows of the area and allow drying in the air.

Rehearsal Rooms and Dressing Rooms

The rehearsal rooms/studios, stage, must be sanitized at the end or before the beginning of the periods of work of the artistic ensembles and in the break between the two periods of work.

Dressing rooms must be sanitized before the beginning or at the end of the artists' working periods.

Circulation areas

Circulation areas and sanitary facilities of general use, should be sanitized several times during working periods, with particular attention to door handles, elevator buttons, tables, balconies, chairs, floor, elevators, telephones, washbasins and toilets.

Isolation room

Cleaning the isolation room, after the stay of a suspected of infection and/or infected person, should be performed at least 30 minutes after the person who was in isolation leaves.

Cleaning should be performed with a solution of bleach (sodium hypochlorite) with an original concentration of 5% or more of free chlorine. Bleach should be diluted at the time of use. The diluted solution should be 0.1% in the proportion of 1 part bleach to 49 equal parts of water.

Wash the surfaces with water and detergent first. Then spread the bleach solution evenly on the surfaces. Leave the bleach on surfaces for at least 10 minutes - This step is essential (read the manufacturer/supplier's instructions). Then rinse the surfaces only with hot water. Allow to air dry.

If the site has blood or other organic product, heavy-duty gloves, apron and goggles should be used. First of all it must be caught with absorbent paper so as not to spread liquids. Then apply the leach solution to the dilution of 1 part leaching for 9 equal parts of water. Leave to act for at least 10 minutes; cover the affected area with wipes so that people do not ping and put "clean zone" information. Finally wash the dirty area with water and simple detergent; rinse only with water and allow to air dry.

Residues of the validated suspect case should be placed in a plastic bag (with a thickness of 50 or 70 microns) which, after being closed (e.g. with a clamp) must be segregated and sent to a licensed operator for the management of hospital waste at biological risk.

Validated suspect case's workplace

Reinforce cleaning and disinfection, especially on the surfaces most commonly used by the confirmed patient who are more likely to be contaminated (use the procedures defined for the isolation room).

Residues of the validated suspect case shall be placed in a plastic bag (with a thickness of 50 or 70 microns) which, after being closed (e.g.com clamp) must be segregated and sent to a licensed operator for the management of hospital waste at biological risk.

Restaurant: Bar/Canteen

The procedures in these premises are presented by the dealers and approved by OPART.

4.3.3 Sharing tools and equipment

All workers who, for the performance of their tasks, are essential, share tools and work equipment, should in situations where possible, disinfect the tools after use.

It is recommended these workers sanitize their hands more frequently.

4.3.4 Using wind instruments

All musicians who use wind instruments should be extra careful to distance and clean the instruments and their supports. At the end of the tests, the instruments and support material should be sanitized whenever possible to use 70° alcohol and disposable cloths.

All musicians who use wind instruments should be extra careful to distance and clean the instruments and their supports. At the end of the tests, the instruments and support material should be sanitized whenever possible to use 70° alcohol and single-use cloths.

The mouthpieces should be washed with a neutral soap solution and rinsed with water.

After sanitation of the instruments you should proceed to the sanitation of the hands.

4.3.5 Using of the pianos

People using the pianos, tuners and pianists should sanitize the keyboard before and after use.

4.3.6 Sanitization Spots

There are 37 sanitation spots available (Teatro Nacional de São Carlos, 20 spots, Teatro Camões, 12 spots, Studios Victor Córdon, 5 spots).

4.3.7

Enhancing the information

Posted in conventional locations, sending by email and leaflet distribution

- 1- Disclosure of the Prevention and Contingency Plan updated to all workers.
- 2- Increase in information display sites in all venues used by OPART, regarding the means of transmission of COVID-19 and the preventive measures to be taken.
- 3- Placement of signage directed to different needs in places of circulation.
- 4- Information on the procedures for washing hands posted in the sanitary facilities.
- 5- Distribution of **a leaflet to all workers** containing the following information:
 - Social distance rules: 2m. (6 feet).
 - Mandatory to use respiratory protection (exceptions for some activities considered in the Prevention and Contingency Plan).
 - In access to the theatres, body temperature is taken without the registers being saved.
 - Rules for the use of respiratory protection equipment.
 - Personal hygiene (hand washing preferably with soap and water).
 - Sanitize and ventilate the workspace.
 - At the entrance of theatres and EVC it is mandatory to sanitize the shoes.
 - Preference, whenever possible, to contacts by e-mail or telephone with the services.
 - Bar and canteen with reduced number of guests and meals with extended hours.
 - Maintain passive surveillance procedures (personal symptom surveillance).
 - Avoid smoking next to the doors accessing buildings.
 - Access to people showing signs or symptoms of COVID-19 disease (fever, cough, or difficulty breathing) is prohibited.
 - The entry of persons unconnected with OPART without prior authorization is prohibited.

4.5 Mandatory personal hygiene

It is important to sanitize your hands at the entrance of the buildings.

- It is important in hand hygiene to give preference to water and soap. It is essential to sanitize your hands (e.g. before and after removing the mask, after touching door handles, handrails, tools and other places and objects of frequent contact, after contact with objects shared with colleagues, after contact with respiratory secretions and before and after eating; among others).
- Frequently clean and disinfect objects and surfaces you use.

- It is essential to flush the toilet with the toilet seat lowered.
- Masks, when wet, should be replaced.
- Respiratory etiquette is essential.

4.6 Social distance

- In personal contacts, a social distance of approximately 2 metres (6 feet) should be maintained.
- Services should ensure a reorganization of workplaces, allowing maximum distance between workers (preferably 2 meters-6 feet) and, whenever possible, reducing the number of workers per room.

All involved should safeguard natural ventilation of the rooms.

4.7 Respiratory protection

The use of respiratory protection is mandatory in the OPART facilities. Exceptions to this rule will be considered in this Plan.

4.8 Temperature checks

Access/permanence in OPART facilities is not allowed for persons showing signs or symptoms; respiratory infection, cough or difficulty in breathing and have a body temperature above 37.8°C. (100,04°F)

4.9 Travels

OPART warns that traveling/on entering Portugal, Portuguese authorities may require quarantine (14 days of isolation) and this may conflict with the duty of attendance if it is not in the context of OPART's work. Compliance with the quarantine may also be mandatory for guests (singers, musicians, teachers, conductors, creative teams and others), and this situation should be taken into account in the hiring and scheduling phase of travel.

It is mandatory to submit COVID-19 (RT-PCR) test with a negative result, carried out 72 hours prior to the start of the service provision, by all those taking part in the performances, external to the organization or returning from a trip.

5. Contingency plan - update

5.1 Goals

- Apply the procedures in case a worker is suspected of having COVID-19.
- Apply the procedures in case of a worker with a high-risk contact.
- Contingencies in the phased resuming of activity.
- Define essential activities.

5.2 Special obligation

5.2.1 Obligation of special protection

- Immunosuppressed people and patients with chronic disease who, in accordance with the guidelines of the health authority, should be considered at risk, in particular hypertensive patients, diabetics, cardiovascular patients, patients with chronic respiratory disease, cancer patients and those with renal failure.
- Disabled worker with a degree of disability equal to or greater than 60%.

5.2.2 Obligation of special checking

- Obese
- Pregnant women.
- Pre-pregnancy workers

NOTE: Persons who fall under the obligation of special protection should immediately contact the Human Resources Department-HRD to be informed of which procedures to follow.

5.3 Procedures in the case of a suspected case

5.3.1- Suspected case

If any person in the company has acute respiratory infection (fever or cough or difficulty breathing) requiring or not hospitalization and has contact with confirmed or probable case of SARS-CoV-2/COVID-19 infection within 14 days prior to symptom onset or has been in a healthcare institution where patients with COVID-19 are treated, it is considered a suspected case.

5.3.2 Flowchart in the case of a suspected case

In the case of a worker with symptoms of COVID-19 in OPART, E.P.E., the procedure to be taken shall follow the instructions in Annex I¹;

5.3.3 Flowchart monitoring close contacts

In the case of a worker who is a close contact, the procedure to be taken shall follow the instructions in Annex I².

5.3.4- Alert Process

All those who work in the OPART facilities, including guests, in case they present symptoms and epidemiological connection (compatible with the definition of a suspected case of COVID-19) should immediately alert the direct manager who should warn the Coordinator of the Plan (Vitor José) and the Human Resources Department.

5.3.5 Isolation Rooms (IR):

Isolation areas have been established per building. The main objective of this measure is to prevent the spread of a communicable disease.

The isolation areas are defined as follows:

- Teatro Nacional de São Carlos - Medical Office
- Victor Córdon Studios - Physiotherapy Room
- Teatro Camões - Dressing Room 13

Next to each of the isolation rooms, there is a sanitary installation exclusively for the worker with symptoms / suspected case. These isolation rooms follow DGS (NHS) guidelines.

5.3.6 - Circuit for access to isolation rooms

The following circuits to the isolation rooms are defined as follows:

In **TNSC**:

- In the annex buildings (entrance R. Serpa Pinto) you must go down the stairs to the 1st floor.
- On stage, you should take the direct route to the isolation room.
- In the public area should consider going down the service stairs, avoiding the stage, opting for the corridor of the orchestra and climbing the stairs to the first floor.

¹ Flowchart from the website of the National Health Service - guidance nº. 006/2020 of 02/26/2020.

In Teatro Camões:

- You should opt for the backstage stairs (accessible to dressing rooms and studios) and where they access the corridor of the isolation room.

In VCE:

- You should climb the stairs to the isolation room, adjacent to the former medical office.

5.3.7 Procedure

After learning of a suspected case the worker is advised to go to the IS where he will be provided with:

- Personal protective equipment.
- Available telephone to contact line SNS24 (NHS24)(808 24 24 24).
- From the moment the worker enters IS, he should only leave the room to follow the instructions of the SNS24 Line (NHS24) (go home or to a health care unit, avoiding walking around the premises beyond the necessary route).

5.3.8 Information

Suspect case validated - After information from the worker, the OPART informs the Local Health Authority, the occupational doctor and, subsequently, supports the Local Health Authority in identifying contacts close to the patient.

Suspected case not validated - After information from the worker the OPART informs the occupational doctor.

5.4 Suspensions and limitations

Until further notice, all visits and/or inspections of buildings are discouraged, unless they are extremely necessary, or if they are essential to the continuity of the activity and authorized by superiors.

Whenever it is necessary to hold working meetings with various team members, a minimum distance of 2 metres (6 feet) between participants should be ensured and all those involved should safeguard the natural ventilation of the rooms.

Elevators that have an intensive use are disabled and should only be used for the transport of material or persons with reduced mobility.

The water dispensers are switched off, and it is recommended that people bring water from home.

Showers are suspended at the OPART's premises.

The suspension of attendance control by the biometric system is maintained.

The vending machines are turned off.

The gym remains closed.

The use of fans on stage is suspended.

6. Phased model of resuming activity

On resuming activity by phases, all directions should consider the following guidelines:

- Any worker with risk factors should not be considered for face-to-face work until confirmed by medical advice or expressed by his/her express own will.
- Always try to ensure social distances.
- Whenever possible, adapt different break and lunch times to avoid a large number of workers to remain in the bar, canteen and circulation spaces.

6.1 Maintenance of the telework model;

The telework model is now being considered as an exception. This duty is followed in particular with workers who are under the obligation of special protection and whose duties allow them to do so.

6.2 Working hours

Whenever it is not possible to guarantee a minimal security distance, lag-time schedules should preferably be adopted. Specific time-level schemes may also be adopted (Council of Ministers Resolution 70-A/2020 of 11 September 2020)

6.3 Days off /Exemptions from attendance

Workers may also be enjoying compensations or exempted from the duty of attendance, situations which are superiorly authorized if properly regulated.

IMPORTANT Note: The directors must prepare a biweekly table with the workers of their management who are in telework, face-to-face work and on time off/exempt of attendance. This table must be sent to the DRH (HRD) by Thursday of the week before it concerns and must regulate the situation of each worker.

6.4 Professional groups with special measures

The professional groups framed with special measures in the OPART, E.P.E. are:

- The three artistic ensembles: Ballet Dancers, Choir and Orchestra.
- External artists
- Technicians
- Physiotherapists
- Workers in contact with the public
- Cleaning workers

Ballet dancers and artistic team

The return of this artistic body was carried out gradually from May 18th and during that month optionally.

The occupancy limits in the studios and on stage:

- Studio 1 - 10 people (8 ballet dancers, 1 teacher and 1 pianist).
- Studio 2 - 17 people (15 ballet dancers, 1 teacher and 1 pianist).
- Stage - In class or on stage - (28 ballet dancers + teacher or rehearsal directors and pianist).

Footwear for the exclusive use in these spaces should be worn in the studios and on stage, and the other footwear being used should be left at the entrance.

The suggestion of wearing a mask during classes and in particular in rehearsals is reinforced.

In the moments of pause it is mandatory to use a mask on stage and in the studios.

Considering the indications of the DGS (NHS), it is possible to work without distancing and with physical contact in classes, rehearsals and performances.

The absence of social distancing (considered in this context when less than 3 metres-9,8 feet) and contact should be reduced in duration whenever possible. This rule should be particularly taken into account in the processes of creating for new productions.

Hand sanitation should be performed more frequently whenever the work involves physical contact.

It is possible to use the floor for work in the context of a class, rehearsal and performances.

Individualized zones should be identified in the studios and on stage for rehearsals, where each ballet dancer can work on the floor in the context of a class or rehearsal.

Placing equipment on the floor with porous surfaces should be avoided, such as some types of mattresses. But if used they should be sanitized by those using them before and after used.

The sharing of objects and accessories during tests and performances should be avoided.

All costumes that cannot be washed at high temperatures should not be shared.

The number of ballet dancers in the dressing rooms is limited.

At this stage and until further notice showers are not allowed.

At the end of the working period, no clothes should be left in the dressing rooms (except in lockers).

Choir of the Teatro Nacional de São Carlos

Face-to-face work with lagged schedules and reduced schedules when possible.

To allow social distance, the following limits are defined in the various spaces:

- Choir room - 14 people (12 singers, conductor and pianist).
- Rehearsal room (former choir room) - 10 people (8 singers, conductor and pianist).
- Salão Nobre - 14 people (12 singers, conductor and pianist).
- Ballet studio - 14 people (12 singers, conductor and pianist).

The use of respiratory protection during tests and performances is not mandatory.

During breaks it is mandatory to use a mask on stage and in the studios.

Singers should, whenever possible, ensure a lateral social distance of 2 meters (6 feet) and frontally 4 meters (13 feet). This distance can be reduced according to DGS's (NHS) guidance.

Whenever the number of people at rehearsals or on stage increases, additional protective measures should be used between each person. The lateral distance between artists can be 1.5meters (5 feet) with the placement of a side protection barrier. The front distance to another artist can be of 2 meters (6 feet) with the placement of a front protection barrier.

No more than 7 singers can be in the collective dressing room.

Showers are not allowed.

The use of studios for free rehearsals, depending on booking and higher authorization validated by the PCP coordinator, may be considered.

It is requested that the singers arrive already dressed for the event thus avoiding the use of the dressing rooms.

Musicians-Orquestra Sinfónica Portuguesa

The return of this artistic ensemble must be done gradually.

Face-to-face work with lagged schedules and reduced schedules when possible.

To allow social distance, the following limits are defined in the various areas, and the number is an estimate and is dependent on the formation of the orchestra:

- Stage - 56 people

- Salão Nobre - 30 people
- Ballet studio - 31 people

It is mandatory the use of respiration protection, except for wind instruments.

Musicians should, whenever possible, ensure a social distance of 2 m (6 feet), except for wind instrument performers that should guarantee laterally 2 m (6 feet) and front 3 m (10 feet).

This distance can be reduced according to DGS's guidance. Whenever the number of people at the rehearsal or stage increases, additional protective measures should be used between each person. The frontal distance between wind instrument performers and other performers can be 2 m (6 feet) with the placement of a frontal protection barrier.

During breaks it is mandatory to use a mask on stage and in the studios.

No more than 4 musicians can be in the collective dressing rooms at the same time.

Showers are not allowed.

The use of studios for free rehearsals might be considered, but has to always be booked.

According to the guidance of the DGS, it is not allowed to use the orchestra pit.

It is requested that musicians arrive already dressed for the event thus avoiding the use of the dressing rooms.

External Artists (EVC)

External Artists (EVC)

To allow for social distance, the following limits are defined in the various areas:

- Studio 1 - 21 people
- Studio 2 - 7 people
- Studio 3 - 6 people

In the studios you should wear footwear to be worn exclusively in these spaces, and should leave at the entrance the other footwear that you wear.

Considering the indications of the DGS, it is possible to work without distancing and with physical contact in class and rehearsals. The absence of social distance (considered in this context when less than 3 metres-10 feet) and contact should be reduced to minimum whenever possible.

During breaks, it is mandatory to wear a mask in the studios.

Hand sanitation should be performed more frequently whenever the work involves physical contact.

It is possible to use the floor for work in the context of a class, a rehearsal.

Individualized zones should be identified in the studios and on stage for rehearsals, where each ballet dancer can work on the floor in the context of a class.

Placing equipment on the floor with a porous surface should be avoided as well as some types of mattresses.

The sharing of objects and accessories should be avoided.

The number of ballet dancers in the dressing rooms is limited to ensure the distance of 2m (6 feet).

At this stage, and until further notice, showers are not allowed.

Technicians – TNSC / CNB / EVC

Avoid wearing the clothes and shoes that are worn outdoors, as well as changing clothes when leaving the indoors to the outdoors (the clothes and shoes worn for work should be placed in a waterproof bag and taken home and washed separately).

Increase work breaks for hand sanitation.

Avoid sharing tools and equipment.

Whenever possible, sanitize the tools with an alcohol-based solution.

Showers are not allowed.

The artistic garments that have been worn must be carried by the technicians wearing gloves.

The washing temperature should be the highest according to the manufacturer and the handling that the fabrics have had during their making phase.

Once the washing has ended do not remove the clothes right away.

Physiotherapist

The physiotherapist should wear a surgical mask, goggles or protective visor, disposable gown with sleeves and gloves. The equipment used should be placed in a specific box at the end of the treatment to be disinfected (non-electrical equipment should be cleaned with boiling water, a degreaser and disinfectant and remain 15 minutes in the container).

The stretcher, in addition to using of individual stretcher paper rolls, should be disinfected with alcohol between users. The same applies to all the equipment that is used which is not possible to disinfect in a container.

The area (floor, walls, desks, computer) should be cleaned four times a day.

The trash should be placed in an identified bag.

All footwear worn outside the physiotherapy room should be left at the entrance.

Inform workers of the obligation to keep the mask on during treatment.

Ask the worker to disinfect his hands before the beginning of the treatment.

Keep the physiotherapy room ventilated.

Workers who contact the public

Prefer contacts made by phone, e-mail and electronic platform.

Public contact posts must be equipped with protective barriers.

The ATM terminal it must be sanitized after each use.

OPART offers surgical masks to all workers who have contact with the public.

Security guards

They have to check all workers' body temperature and, in case of a higher temperature above the required, inform the HRD. Body temperatures are not registered.

Acrylic barriers are placed at the security guards' posts.

Cleaning team

Use of personal protective equipment.

Indications of the procedures on how to clean each area.

Daily record of which cleaning has been carried out.

Clothes worn (gown and shoes) during the day should be disinfected and remain in the workplace.

6.5 Tours

OPART requests the host theatres to comply with the general standards and indications of the Prevention and Contingency Plan of the OPART E.P.E. and with a particular focus on the following aspects:

- It is requested that at the entrance of the building there be an area to disinfect shoe soles and hands.
- Temperature control is requested at the entrance (without registration).
- Water dispensers or water dispensers should be switched off if possible.
- Performances will only be allowed if the rules determined by the DGS (NHS) are guaranteed.
- Use of air conditioning equipment must follow the instructions of the DGS (NHS).

- The host theatre and/or producer must immediately inform OPART in the event of a suspected case or existing cases of COVID-19.

Regarding the Companhia Nacional de Bailado

In the studios and on stage the ballet dancers have to wear shoes exclusively for these spaces, and the other footwear being worn should stay at the - there should be benches or chairs to sit, so that they put on more easily. These benches should be considered in the theatre's hygiene plan as having to be frequently cleaned.

Whenever possible, technicians and other elements should avoid using outdoor shoes on linoleum. After cleaning the linoleum before the entrance of the ballet dancers, it is necessary for the footwear to be for exclusive use in this space or use disposable single-use shoe covers.

The linoleum must be cleaned especially before being used by the ballet dancers, before the performance and during the intermissions (in coordination with the Stage Management).

Reinforcement of alcohol-gel dispensers at the entrance of the stage, aisles and in the studios.

7. PUBLIC | GENERAL MEASURES

In the access to buildings and in the outdoor schedule, for visitors and the public.

7.1 Respiratory protection

The use of respiratory protection is mandatory from the age of 10.

Visitors should bring their own mask.

7.2 Duty of social distancing

Within the premises, in the circulation areas, the duty of social distance is maintained.

7.3 Temperature checking

The public might have their temperature checked

7.4 Sanitation

Hand hygiene is performed at the entrance of the building.

7.5 Ban

Access to people showing signs or symptoms of acute respiratory infection (fever, cough or difficulty breathing) is denied.

7.6 Recommendation

In case you have risk factors it is not advisable to come to the performances.

8. PROCEDURES

8.1 Box office

Tickets should preferably be bought over the Internet.

When purchased at the box office, contactless payment should be the preferred method.

Protective barriers are placed at the box office whenever the 2 meters cannot be secured.

The box office area is limited to 4 people. Social distancing is signalled.

Staying at the ticket office should be limited to the strictly necessary time to perform the purchase.

Automatic payment terminals, equipment, objects, surfaces or other elements in direct contact with customers must be disinfected after each use.

8.2 Access to the *foyer*

The public should be allowed to access the *Foyer* to enter the venue 30 minutes prior to the beginning of the event.

8.3 Public layout and capacity in the rooms

A distance of at least 4 meters (13 feet) between singers and the public must be maintained.

Purchasing seats without social distance (up to 4 tickets at TNSC and 6 tickets at TC) in

The estimate capacity of the venues is as follows:

- Teatro Nacional de São Carlos | Main Venue - up to 480 Seats
- Teatro Nacional de São Carlos | Salão Nobre - up to 75 Seats
- Teatro Nacional de São Carlos | *Foyer* - up to 50 Seats
- Teatro Camões | Main Venue - up to 436 Seats

8.4 Social spaces

Ushers should ensure compliance with social distance rules in particular in the access to sanitary facilities.

8.5 Public lift

People with mobility difficulties can use the public lift, with the capacity of the lift set at 3 people.

8.6 Discontinued services

Cloakroom services are discontinued.

8.7 Intermissions

Intermissions should be avoided or reduced and whenever possible one should opt for intermissions during the performance but keeping the audience in the room.

8.8 Contact

All contacts with objects are reduced and the delivery of paper programmes is reduced.

8.9 Circulation

The public's entrance to the venue is usually 20 minutes prior to the time set for the performance.

The public leaving the venue should take place as follows:

Teatro Camões

Up to row J, exit through the lower doors. From row K upwards, exit through the doors at the top of the stalls.

Teatro Nacional de São Carlos

From the Stalls – up to row G, exit through the left side door and with the emergency door opened, allowing immediate exit from the building.

From row H back, the exit will be made through the main door of the stalls.

From the Boxes the exit will be made through the *Foyer*.

From the Boxes - from the ones on the left side of the stage, the emergency door next to the lift makes the exit.

From the Boxes - from the ones on the right side of the stage, the emergency doors of the 2nd Order and 1st Order Boxes make the exit.

9. Outdoor programming

In outdoor programming the following elements should also be considered:

9.1 Public access

Access to the venues is delimited and is only accessible to ticket holders.

Accesses are defined to avoid bottleneck zones.

9.2 Stalls

Seats are identified and fulfilling a social distancing of 1.5m (5 feet), this distancing can be reduced in the case of people belonging to the same household.

The distance between singers and the front row of the public will not be less than 4 meters (13 feet). The distance between the stage and the front row should be 3 meters (10 feet).

The spaces of public circulation between the rows will be at least 2 meters (6,5 feet) wide.

One seat should be left vacant between seats.

10. Absences due to assistance to minors

Absences by workers who have to stay at home to accompany a child or another dependent person under the age of 12 or, regardless of age, with disabilities or a chronic illness, as well as grandson/granddaughter living with the worker and who is the child of an adolescent under the age of 16, by cause of face-to-face school activities and who cannot resort to telework, shall be considered as justified for assistance to the family.

11. Possibility of a further suspension of activity

In the scenario of a further increase in COVID-19 cases in the community, there are direct implications in the company's activity even without a suspected or validated case of COVID-19

among OPART workers: there may be a decision by the authorities to suspend the presentation of performances again.

In a scenario of a new suspension of performances and substantial reduction of activity, some areas may be guaranteed again exclusively by telework, ensuring compliance with contractual obligations, communication with the public, security of the building and adaptation of schedules and activities resulting from the suspension of activities.

12. Regulations and guidelines

OPART will adapt this Plan to the regulations that are published, the guidelines received and the instructions given by the occupational safety and health service, the DGS, (NHS) the European Centre for Disease Prevention and Control and the World Health Organisation.

13. Approval and activation of the Plan

The Board of Directors has activated this Plan and the level of implementation of the Contingency Plan will be oriented according to internal and external information that OPART receives from public health entities (DGS) (NHS) or other guidelines.

The deactivation of this Plan shall also be implemented by indication of the Board of Directors when the health conditions will permit it and are transmitted.

This Plan was updated on September 29th 2020 and on 6th October 2020

The Board of Directors

Conceição Amaral
President

Anne Victorino d'Almeida
Member of the Board of Directors

Alexandre Santos
Member of the Board of Directors

