



THE PLAYHOUSE

SAFETY GUIDE REGARDING COVID-19

September 9, 2020

Table of Contents

PREFACE	1
GENERAL COVID-19 POLICIES	2
GENERAL EMPLOYEE PRACTICES	2
TESTING & SCREENING POLICIES	2
PRACTICES FOR SICK EMPLOYEES.....	3
SANITIZATION.....	4
OPEN DOOR POLICY.....	5
EDUCATION POLICIES	6
GENERAL CLASSROOM PRACTICES	6
CLASSROOM SANITIZATION	6
REHEARSAL & STAGING POLICIES	8
GENERAL REHEARSAL PRACTICES	8
STAGING	8
REHEARSAL SPACE SANITIZATION	8
BACKSTAGE AND RUN OF SHOW POLICIES	8
GENERAL RUN OF SHOW POLICIES.....	9
ACTORS.....	9
STAGE CREW (TECHNICIANS)	10
COSTUME DEPARTMENT	10
LIGHTING DEPARTMENT	10
SOUND DEPARTMENT	10
ADDITIONAL OPERATIONAL GUIDELINES	11
SCENIC SHOP	11
COSTUMING.....	11
ADMINISTRATIVE VOLUNTEER GUIDELINES	12
GUEST SERVICE POLICIES	13
GUESTS.....	13
TICKET OFFICE	13
SEATING.....	13
CONCESSIONS.....	14
RESTROOMS	14
STAIRS & ELEVATORS	14
LOBBIES	14
PRESHOW TALK	15
INTERMISSION.....	15
GUEST SERVICES VOLUNTEERS	15

PREFACE

While our doors have remained closed during the COVID-19 pandemic, The Playhouse's thoughts have been with our employees, volunteers, students and guests. As we look toward the future, we have set our sights on creating a plan that will allow us to reopen to the community in a safe and responsible way. Our Safety Guide contains the guidelines that we recommend in order to keep each employee, volunteer, and guest safe and healthy.

There is no "perfect" or outlined way to proceed in a pandemic such as this one, but we have drawn upon the guidelines suggested by local, state, and federal agencies, experts, and associations. 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 entering The Playhouse's facilities, employees and guests voluntarily assume all risks related to exposure to COVID-19. The Playhouse remains committed to monitoring the current recommendations, guidelines, and restrictions to which we are subject; as such, everything in this safety guide is subject to change based on local, state, and federal regulations and recommendations. In this safety guide, the use of the term "employees" refers to 1099 contractors and W2 employees.

The Playhouse will put forth its best efforts to encourage compliance with the guidelines outlined in this document. We remain committed to *changing lives by entertaining, enriching, and engaging the people of our community through producing high-quality theatrical presentations, avocational experiences, and life-long educational opportunities* in a safe and responsible way as we do what we can in striving to protect our employees and guests from inadvertent exposure.

With regards to Playhouse employees: Please note that neither this plan, nor any other plan or policy of The Playhouse, constitutes a contract of employment or creates any specific contractual right or obligation between The Playhouse and its employees or any individual employee. The Playhouse must be able to respond flexibly to changing circumstances as they arise, and for this reason, this plan does not promise specific treatment in specific situations. The guidelines contained in this plan are subject to changes and exceptions without prior notice, at The Playhouse's discretion. All decisions regarding the application or interpretation of this plan are also in The Playhouse's discretion.

GENERAL COVID-19 POLICIES

GENERAL EMPLOYEE PRACTICES

All employees are encouraged to put the following guidelines into practice, both while at work and in their day-to-day lives:

- **HAND WASHING.** When available, employees will wash their hands with soap and water for at least 20 seconds. When this is not an option, employees will use sanitizer containing at least 60% ethanol or 70% isopropanol. Employees should also wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.
- **SOCIAL DISTANCING.** Whenever possible, employees should leave at least 6 feet between them and the person closest to them. When this is not possible due to the task being performed, employees should limit close proximity to the same personnel day-to-day to create a “work group.”
- **FACE COVERINGS.** Employees should wear physical respiratory protection, such as cloth face masks, whenever possible. When handling face coverings employees should observe the following:
 - Wash your hands before putting on a face covering.
 - Put the same side against your face each time to avoid wearing the “contaminated side” against your nose and mouth.
 - Remove your face covering using the straps to avoid touching the part that protects your face.
 - Wash face coverings frequently (preferably after each use).
- **OTHER PRACTICES.** Employees should avoid touching their face, especially their eyes, nose, and mouth, whenever possible. Microphones, headphones, and other personal equipment should be cleaned and sanitized before and after each use. Employees should also cover their cough or sneeze with a tissue, or elbow/shoulder if no tissue is available, followed by thorough hand washing or hand-sanitizer. It should be common practice to avoid close contact with people who are sick (COVID-19 or not), stay home when sick, and clean/disinfect frequently touched surfaces and objects.

TESTING & SCREENING POLICIES

All employees may be subject to the following:

- **BUILDING ACCESS SCREENINGS.** Upon arrival at the theatre or rehearsal space each day, each employee will be subject to a routine temperature check using a touchless or minimal touch thermometer which will be sanitized between each use. If employees test for a temperature of 100.4F or higher, they may request a second screening. If after a second screening has been completed with a temperature of 100.4F or higher, the employee will be sent home, and not allowed to return except as set forth below. All employees must have a temperature below 100.4F and be wearing a mask to be granted access into the theatre or rehearsal space. Employees may also be asked the following questions upon their arrival:
 - In the last 14 days, have you come in contact with any person who has been diagnosed with COVID-19?

- Have you travelled out of the state?
- Have you come in contact with someone who has recently travelled outside the state?
- Have you experienced persistent coughing, difficulty breathing, or a fever of greater than 100.4F within the last 24 hours?
- **COVID-19 TESTING.** The Playhouse will not generally require a completed COVID-19 test result before beginning work, but The Playhouse reserves the right to test any employee for COVID-19.

PRACTICES FOR SICK EMPLOYEES

Employees must stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19, including fever, cough, chills, sudden loss of taste or smell, muscle pain, headache, sore throat, or shortness of breath. If an employee is excluded from The Playhouse premises pursuant to this plan, they must report it to their supervisor(s).

- **QUARANTINE POLICY.** If any one or more of the following occurrences is true of any employee, they will be immediately be excluded from The Playhouse premises and work environments and should self-quarantine immediately:
 - The employee tests positive for COVID-19.
 - The employee learns that the employee has been in close contact with someone who has tested positive for COVID-19.
 - The employee has been asked to self-quarantine by any hospital, health agency, or medical professional.
- **SYMPTOMATIC EMPLOYEES.** If an employee exhibits symptoms of acute respiratory illness upon arrival to work or becomes sick during the workday, they must separate themselves from volunteers, guests and other employees and go home immediately.
- **DOCUMENTATION.** If symptoms occur on site, the supervisor should document the circumstances of the employee's illness and workday to help with contact tracing, as applicable.
- **CONTACT WITH SYMPTOMATIC INDIVIDUALS.** Anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should closely monitor themselves for potential COVID-19 symptoms.
- **RETURNING TO WORK.** Employees with any symptoms of acute respiratory illness associated with COVID-19 or who have experienced one of the occurrences listed above in "Quarantine Policy" may return to work only if the employee provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work.

RESPONDING TO CONFIRMED CASES OF COVID-19

In the event that an employee is confirmed to be currently infected with COVID-19, the following actions will be taken:

- Determine what areas of the venue were visited, used, or impacted by the infected employee. Identify if employees need to be removed from the area and if the area requires sanitization.
- Assess whether the employee's role put them within 6 feet of volunteers, guests or other employees. Assess whether the employee's duties create specific transmission risks such as food handling, ticket checking, quick changes, etc.
- Notify the 'impacted employees' that they may have had contact with an infected coworker (without identifying such person for privacy reasons) and encourage them to monitor their health for any symptoms and if symptoms appear they should contact a medical professional and/or test for COVID-19.
- Any employee who tests positive for COVID-19 should remain in home isolation until the employee provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work.
- During home isolation, the affected employee *may* work remotely to the extent possible but will not be expected to do so. Please note that we may allow remote work for a temporary period due to the extraordinary situation in the workplace caused by the coronavirus. You might not be able to perform all of your job's essential functions during this temporary period while working remotely.
- Impacted employees who have been in close contact with a person who tests positive for COVID-19, but who are not presently symptomatic or suffering a fever greater than 100.4F, should closely monitor themselves for potential COVID-19 symptoms and follow the advice of their physician regarding getting tested.

SANITIZATION

- **SANITIZING HIGH-TOUCH AREAS.** High-touch areas around the theatre and rehearsal spaces will be cleaned and/or sanitized daily according to our sanitization checklist. These duties will be divided between individual departments, technicians, and cast members, depending on the item and location.
- **CLEANING AND DISINFECTING.** Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing them, not killing them. Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.
 - **Technique.** Clean areas and surfaces by using water and soap or cleaning solution to remove dirt and impurities. Disinfecting areas requires using materials effective against COVID-19.
 - **Special Materials.** Follow the Manufacturer's Instructions for sanitization of technical and production materials such as microphones.
 - **Gloves/Disposal.** While sanitizing, it may be recommended to wear gloves as a personal protection. Place gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied and disposed.

- **DOCUMENTATION.** Playhouse employees should ensure that all sanitization protocols have been completed and recorded for future reference via daily checklists.

OPEN DOOR POLICY

Should any employee have any concerns or suggestions regarding conditions related to COVID-19, or if they require any reasonable accommodation or leave related to COVID-19, including leave for qualifying COVID-19 related reasons under the Family First Coronavirus Response Act, they are encouraged to contact the executive director.

EDUCATION POLICIES

Under the direction of the education director and executive director, education staff shall oversee the implementation and adherence to all guidelines to promote a safe classroom environment.

GENERAL CLASSROOM PRACTICES

All students will abide by the policies addressed in Section 1: General COVID-19 Policies. Any student or teacher who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into classroom spaces. All students, assistants and teachers must observe all practices listed in 'General Employee Practices' in section 1, while in classroom spaces.

- **ARRIVAL AND DISMISSAL** Parents are asked to drop off and pick up students outside of their designated entrance. This will allow us to keep building traffic to a minimum. A teacher or other Playhouse staff will greet each child outside of their assigned entrance to the building. Students will have their temperature taken by Playhouse staff, using a no-touch or limited touch thermometer that is sanitized between uses.
- **HAND WASHING**. Students and teachers will be required to wash or sanitize their hands upon arrival to the theatre and before they leave, as well as wash or sanitize their hands during each break.
- **FACE COVERINGS**. All students, teachers and education staff must wear physical respiratory protection, such as cloth face masks or face shields. There may be performance classes in which, after receiving approval from education staff, students may remove their masks to properly run the scene that is rehearsing but must immediately replace their mask after the scene has completed.
- Only students registered for a given class will be permitted to enter the building. No additional family members or friends may enter the building, use restrooms, etc.
- Students are asked to arrive no earlier than 10 minutes before the start of class. Those who arrive earlier than 10 minutes prior are asked to wait in their vehicles, outside the building.

To keep classes separate, each class will be assigned a classroom space, which will include a designated entrance and restroom space, if classes should overlap.

CLASSROOM SANITIZATION

The classroom space will be frequently sanitized in accordance to the guidelines in Section 1. Checklists for classroom space sanitization will be provided and should be completed at the end of each class. These checklists will include but are not limited to:

- daily disinfection of all hard surfaces,
- daily washing or sanitization of props, costumes, and other fabric items
- sanitization of high-touch areas.

Each student will have their own classroom kit containing necessary supplies. They will be exclusively used by that student during classtime. This kit may contain, but is not

limited to, markers, crayons, scissors, glue sticks and pencils. Other materials may be distributed or made available to students as needed.

Should it be deemed necessary, The Playhouse reserves the right to convert to virtual classes, with no price change, at any point in the session.

REHEARSAL & STAGING POLICIES

GENERAL REHEARSAL PRACTICES

All volunteers will abide by the policies addressed in Section 1: General COVID-19 Policies. Any volunteer who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into rehearsal spaces. All volunteers must observe all practices listed in 'General Employee Practices' in section 1, while in rehearsal spaces.

- **HAND WASHING.** Volunteers will be required to wash or sanitize their hands upon arrival to the rehearsal hall or theatre and before they leave, as well as wash or sanitize their hands during each break.
- **FACE COVERINGS.** Volunteers should wear physical respiratory protection, such as cloth face masks or face shields, whenever possible. After receiving approval from stage management, volunteers may remove their masks to properly run the scene that is rehearsing but must immediately replace their mask after the scene has completed.

To keep productions separate, each production will be assigned a rehearsal space, which will include a separate entrance and a separate restroom space. Volunteers working on a specific production will be assigned specific spaces and should remain in only those areas of the building until the production moves to the stage.

No one will be allowed in a rehearsal room unless they are in the scene or invited by the director, stage manager, or artistic director.

STAGING

The following policy will be in effect regarding staging while in rehearsal:

- Only actors scheduled for a given rehearsal will be permitted to enter the rehearsal room.
- Actors are asked to arrive no earlier than 10 minutes before their call. Those who arrive earlier than 10 minutes prior could be asked to wait in their vehicles, outside the building, or the lobby area maintaining appropriate distances.
- Seats will be assigned to each actor for day-to-day use in the rehearsal room.

REHEARSAL SPACE SANITIZATION

The rehearsal space will be frequently sanitized in accordance to the guidelines in Section 1. Checklists for rehearsal space sanitization will be provided and should be completed at the end of each rehearsal. These checklists will include but are not limited to:

- daily disinfection of rehearsal props and office supplies,
- daily washing or sanitization of props, rehearsal skirts, and other fabric items
- sanitization of high-touch areas.
- Actors will be asked to sanitize the props that they use.

BACKSTAGE AND RUN OF SHOW POLICIES

Under the direction of the executive director, production staff shall oversee the implementation and adherence to all guidelines in all production departments and daily operations to promote a safe work environment.

GENERAL RUN OF SHOW POLICIES

- All current local, state, and federal COVID-19 guidelines and restrictions should be observed by all employees at all times. The Playhouse's safety guidelines will be posted on our website, in the Stage Door Lobby area, on call boards, and other areas around the building. Personal copies will be provided upon request.
- Upon arriving at the theatre each day, a production staff member will sign each volunteer in, may take their temperature, and verify that each person has a mask. Social distancing should be observed in the entrance area for the performance space.
- All volunteers will be required to wash their hands with soap and water or sanitize their hands when they arrive at the theatre, before the show, at intermission, and after the show, as well as sanitize their hands frequently
- All volunteers should wear a face covering at all times inside the building.
- Shared items between actors should be sanitized between performances/uses.
- Social distancing should be observed in all backstage areas, where and when possible.
- While in backstage areas, all personnel should attempt to interact only with those associated with their assigned show tracks.
- Backstage traffic patterns will remain consistent. Tracks will be set in a way to minimize exposure.
- Hand sanitizing stations will be positioned backstage as well as multiple places throughout the building.
- All volunteers will be required to check show specific call boards for any notes related to their production, as greenroom will not be held. Stage management will give individual and safety notes in person as necessary.
- Volunteers will wipe down restroom surfaces after use.
- Only performing cast and volunteers assigned to the production will be allowed backstage.
- All tools, machinery, work surfaces, equipment, etc. should be disinfected before and after each use.
- Sanitization checklists will be completed each day for every performance under the supervision of stage management.
- Until further notice, for the health and safety of our volunteers, The Playhouse will not provide meals between performances or during tech.

ACTORS

- All actors will adhere to the general run of show policies as outlined above.
- When possible, actors will be spaced to allow ample room between each other in dressing rooms.
- Each actor's station will be sanitized at the end of each performance day or anytime there is a switch between actors.
- Each actor is responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.
- Actors are to use their assigned restroom.

- Actors only will be permitted to obtain/return their own microphones.

STAGE CREW (TECHNICIANS)

- All stage crew will adhere to the general run of show policies as outlined above.
- Each track should be consistent throughout the run, including which set a technician moves and the maneuver points that are used. Maneuver points should be sanitized between performances.
- Props should be sanitized daily according to the sanitation checklist. Some props will need to be sanitized during the show if the prop is used between multiple actors.
- Each actor is responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.
- Stage Crew may be asked to assist in sanitizing and cleaning the house and backstage areas between performances.

COSTUME DEPARTMENT

- All dressers will adhere to the general run of show policies as outlined above.
- Hands should be washed or sanitized between each quick change.
- Where possible, all costume changes should be spaced 6 feet apart.
- Dressing spaces backstage will be cleaned and sanitized between each performance.
- There will be designated locations backstage for actors and dressers to wait for their next entrance/costume change. Please observe social distancing in these areas.
- Dressers should limit entry into dressing rooms as much as possible while actors are occupying the room. Presets should be complete, when possible, before actor call time.

LIGHTING DEPARTMENT

- All lighting crew will adhere to the general run of show policies as outlined above.
- Follow spot and light board operators are asked to sanitize their hands between uses of their equipment. Each follow spot and lighting console should be sanitized and/or disinfected after each operator has completed their shift.
- Follow spot operators may be asked to assist in sanitizing and cleaning the house and backstage areas between performances.

SOUND DEPARTMENT

- All sound crew will adhere to the general run of show policies as outlined above.
- All microphones will be sanitized before each cast's first performance of the day while inserting the batteries.
- Whenever possible, a technician who services a microphone must attempt to avoid doing so while it is being worn by the actor. If the actor is unable to remove their microphone, the technician should wear gloves and a face covering to service the microphone. The gloves should be discarded afterward, and hands washed or sanitized.
- Each microphone and microphone cubby should be sanitized after each cast's last performance.
- Actors only will be permitted to obtain/return their own microphone.

ADDITIONAL OPERATIONAL GUIDELINES

SCENIC SHOP

SHOP OPERATION. Social distancing will be observed within the shop. Face masks will be worn when possible in the shop. Hand washing and sanitizing should occur throughout the day. No shop personnel should come into contact with actors, unless designated. Workstations will be sanitized at the end of each workday.

COSTUMING

FITTINGS. Fittings will occur one show at a time with a maximum of 2 fittings being performed in the same room at the same time. Limited personnel will be allowed in each fitting. All personnel must wash their hands before the fitting begins and wear a mask at all times, unless it interferes with fitting a facial piece. Each dressing booth should be sanitized between fittings.

SHOP OPERATION. Social distancing will be observed within the shop. Hand washing and sanitizing should occur throughout the day. No shop personnel should come into contact with actors, unless designated. Workstations will be sanitized at the end of each workday.

ADMINISTRATIVE VOLUNTEER GUIDELINES

All volunteers will abide by the policies addressed in Section 1: General COVID-19 Policies. Any volunteer who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into rehearsal spaces. All volunteers must observe all practices listed in 'General Employee Practices' in section 1, while in rehearsal spaces.

- **HAND WASHING.** Volunteers will be required to wash or sanitize their hands upon arrival to the rehearsal hall or theatre and before they leave, as well as wash or sanitize their hands during each break.
- **FACE COVERINGS.** Volunteers should wear physical respiratory protection, such as cloth face masks or face shields, whenever possible. After receiving approval from stage management, volunteers may remove their masks to properly run the scene that is rehearsing but must immediately replace their mask after the scene has completed.

Administrative Volunteers are asked to remain in the specific areas of the building required to work on a project.

Administrative volunteers will be notified of which restroom they should use and how to clean the restroom after each use.

Hand washing and sanitizing should occur throughout the day

Social distancing will be practiced at all times where possible.

Workstations will be sanitized at the end of each workday.

GUEST SERVICE POLICIES

GUESTS

- Guests are required to wear face coverings, such as masks or face shields, and socially distance between groups and parties as much as possible while on the premises.
- Guests and/or family members of actors/technicians will not be allowed backstage or other restricted areas for any reason.
- Hand sanitizing stations will be located throughout the lobbies for public use.
- Guests will be encouraged to make purchases with a credit or debit card, allowing the guest to swipe or insert their own card as needed.
- If guests find they are having symptoms of COVID-19 such as a temperature of 100.4F or higher or other symptoms, either before or during a performance, they are asked to exchange their tickets for a later performance.
- All guests who attend productions at The Playhouse will have reservations with contact information retained in the ticket office to facilitate contact tracing if necessary.
- Programs will be accessed digitally.
- Souvenir paper copies of the program will be available in the ticket office.

TICKET OFFICE

- Plexiglass will be installed at each ticket office window between ticket office personnel and guests, with a space at the bottom to pass tickets and payment. Face coverings will also be worn by personnel.
- Ticket office personnel will wipe down high touch surfaces between uses. After wiping down surfaces, ticket office staff will wear gloves to exchange items with guests.
- Employees are to take necessary breaks to wash or sanitize their hands.
- The line for ticket purchases will be marked for social distancing of guests.
- The Playhouse ticket exchange policy has been modified to allow guests to exchange tickets for a different performance up to performance time if experiencing any symptoms of illness or if they learn they have been in contact with someone who has been diagnosed with COVID-19.

SEATING

Seating will be assigned the day of the performance based on reservations counts and group division. For purposes of this handbook, groups will be defined as 2 or more.

- Reservations are general seating only.
- Seating assignments will be made by a senior Playhouse staff member.
- Seating will be assigned by date of reservation from center of the theatre outward.
- Seating will be assigned to insure social distancing within the theatre space.
- Seat requests will be reviewed but not guaranteed to be honored.
- Seating requests due to mobility issues and hearing and/or sight impairment will be honored as we are able.
- Seat assignments will be printed on a form for the ticket reviewer to maintain.
- When guests arrive and are ready to enter the theatre, the ticket reviewer will verbally share the seat assignment with the guest and the seating usher.

- Nothing physical should be passed between the ticket reviewer and guest.
- Seating will begin at 6:30 pm, even as the mic check is taking place.

CONCESSIONS

Concessions is a service that is subject to change based on guidelines.

- There will be no fixed concession stand for guests to utilize, to avoid congestions or lines.
- Concessions will be carried into the theatre on a rolling cart for personalized service.
- Concessions will be individual servings, bottles, or cans where warranted.
- Concessions will be available pre-show only.

RESTROOMS

Restrooms will be controlled and managed to reduced potential for spread of disease.

- Only one individual or one family at a time.
- All equipment: Flushing handles, water, soap dispensers, and towel dispensers are touchless to reduce unnecessary contact.
- All stalls except for one will be closed.
- All urinals except for one will be closed.
- All sinks except for one will be closed.
- After each guest use, the doors, door handles, grab bars, and sink counters will be wiped down.
- Identifiers on the floor will guide appropriate distancing for line management.
- Arrows and stanchions will guide traffic flow for appropriate distancing.
- Restrooms upstairs and downstairs will be open for better crowd management.

STAIRS & ELEVATORS

The use of stairwells and elevators will be managed to maintain appropriate social distancing

- Stairwells will be designated one direction only at a time
 - Prior to the performance, the stairwell in the lower lobby will be UP only.
 - To go downstairs prior to the performance, guests will be directed to the stairwell in the stage door entrance way.
 - At the end of the performance, the stairwell in the upper lobby will be DOWN only.
 - To go upstairs, at the end of the performance, guests will be directed to the stairwell in the stage door entrance way.
- The Elevator will be for one person or one family or one “seating” group at a time.
 - The buttons will be sanitized after each use.

LOBBIES

Lobbies will be managed to guide appropriate distancing between guests

- Seating in the lobbies will be reduced with significant distance between chairs.
- Tables will be reduced in count with significant distance between tables and chairs.
- After the guests have entered the theatre, tables will be sanitized.

PRESHOW TALK

- Preshow talk for each performance will begin at 7:00 pm and be held in the theatre.
- Lighting for the preshow talk will be 50% of entrance lighting, bright enough for the audience to continue seating and the concessions to conduct business.
- The preshow talk presenter will have a microphone to be able to be heard.
- The main screen and primary projector will be utilized for visual content.
- Preshow talk will last 15 minutes to allow final business and the screen to be taken away.

INTERMISSION

There will be no intermission at this time to reduce congregating and lines.

GUEST SERVICES VOLUNTEERS

All guest services volunteers will abide by the policies addressed in Section 1: General COVID-19 Policies. As a reminder: any volunteer who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into Playhouse facilities. All volunteers must observe all practices listed in 'General Employee Practices' in section 1, while in Playhouse facilities.

General Policies

- Gloves are to be worn at all times while seating or interacting with guests.
- Face coverings (masks or face shields) will be worn while interacting with guests.
- Ushers will frequently clean and disinfect high touch surfaces in all audience accessible spaces including the lobbies, theatres, hallways, entrances, restrooms, and other locations.

Usher Tasks

- Lobbies (2): Monitor traffic for stairwells and elevator, guide for alternative stairways
- Restrooms (2): Monitor use of restroom and clean after each use.
- Concessions (1): Load and sell concessions inside the theatre
- Ticket Reviewer (1): Identify audience member and inform them of their seat assignment
- Seating Usher (2): Escort audience to seats
- Greeters (2): At each entrance to help audience find their way. Distribute masks for those who don't have them.