



# **THE PLAYHOUSE**

## **SAFETY GUIDE REGARDING COVID-19**

### **Tent Theatre Operations**

**June 29, 2021, 2021**

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## PREFACE

Since March 2020, the world has dealt with the COVID-19 Pandemic. Every business and government organization made choices on how and when to operate, balancing their values and missions while keeping their employees and patrons safe. After a year of operations our protocols worked according to plans. To date, we have had no record of someone tracing a contact to our premises. The few notifications of possible infections were either false reports or the individual was not in the theatre during the contagious phase of the illness.

This Safety Guide contains the most current guidelines that we will follow as we strive in our efforts to keep each employee, volunteer, and guest safe and healthy. The Playhouse remains committed to monitoring current recommendations and restrictions; therefore, this safety guide is subject to change based on local, state, and federal regulations and requirements.

There still remains an inherent risk of exposure to COVID-19 in any public place where people are present. COVID-19 is still 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

Our mission is to *change lives by entertaining, enriching, and engaging the people of our community through producing high-quality theatrical presentations, avocational experiences, and life-long educational opportunities*. By following this guideline, we will continue to meet our mission in a safe and responsible way while doing our best to protect our employees and guests from inadvertent exposure.

In this safety guide, the use of the term "employees" refers to 1099 contractors and W2 employees. 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 at The Playhouse's discretion.

## UPDATES TO APRIL 14, 2021 GUIDE

1. Masks are no longer required for those who have been fully vaccinated. Masks are recommended for those who are not vaccinated.
2. Social distancing is not a requirement, but highly recommended.
3. Testing and Screenings upon entrance into the building has ceased.
4. Sanitization of the theatre has ceased. A thorough daily cleaning using appropriate disinfectants remains in place.

## GENERAL COVID-19 POLICIES

### GENERAL EMPLOYEE PRACTICES

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All employees are required to put the following guidelines into practice, both while at work and encouraged 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 wash their hands 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.
- **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) and stay home when sick.

### TESTING & SCREENING POLICIES

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All employees may be subject to the following:

- **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

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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, loss of appetite, nausea, vomiting and diarrhea, sore throat, or shortness of breath.

- **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. Close contact is defined as less than 6' away for more than 15 continuous minutes.
  - 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 (defined as closer than 6' and for more than 15 minutes in a 24-hour period) known to have had the virus, or whose family or friends show signs of exposure, should stay home and 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. Employees need to be removed from the area until an enhanced sanitization has taken place at the location.
- 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 The Playhouse may allow remote work for a temporary period due to the extraordinary situation in the workplace caused by the coronavirus. An employee might not be able to perform all 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, should go home and contact their physician regarding getting tested.

## **OPEN PHONE POLICY**

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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**

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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 at their designated entrance. This will allow us to keep building traffic to a minimum and restrict hallway mixing. A teacher or other Playhouse staff will greet each child outside of their assigned entrance to the building,
  - 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.
- **HAND WASHING.** Students and teachers will be required to wash or sanitize their hands during each break.
- **FACE COVERINGS.** All students, teachers and education staff must wear correctly physical respiratory protection, such as a cloth face mask due to the limitations of vaccines for those under 12. 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.

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

## **CLASSROOM SANITIZATION**

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The classroom space will be frequently sanitized in accordance to the guidelines in Section 1. Tasks will include but are not limited to:

- daily disinfection of all hard surfaces,

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**

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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.** It is suggested that Volunteers 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.** Vaccinated volunteers are not required to wear masks. Unvaccinated volunteers should wear a mask whenever possible.

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 those areas of the building only, 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**

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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**

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The rehearsal space will be frequently sanitized in accordance to the guidelines in Section 1.

## **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**

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- 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, on call boards, and other areas around the building. Personal copies will be provided upon request.
- Only performing cast and volunteers assigned to the production will be allowed backstage.

### **ACTORS**

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- 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)**

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- 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.
- Each actor is responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.

### **COSTUME DEPARTMENT**

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- All dressers will adhere to the general run of show policies as outlined above.
- 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**

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- All lighting crew will adhere to the general run of show policies as outlined above.



## **SOUND DEPARTMENT**

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- 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.

## **RESPONDING TO POTENTIAL CASE OF COVID-19 IN A CAST**

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Volunteers, either performers, backstage technicians or guest services must stay home 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, loss of appetite, nausea, vomiting and diarrhea, sore throat, or shortness of breath. Please report symptoms to the stage manager, artistic director or executive director immediately.

- **QUARANTINE POLICY.** If any one or more of the following occurrences is true of any volunteer, they will be immediately excluded from The Playhouse premises and work environments and should self-quarantine at once:
  - The volunteer tests positive for COVID-19.
  - The volunteer learns that they have been in close contact with someone who has tested positive for COVID-19. Close contact is defined as less than 6' away for more than 15 continuous minutes, masked or unmasked.
  - The volunteer has been asked to self-quarantine by any hospital, health agency, or medical professional.
- **SYMPTOMATIC VOLUNTEERS.** If a volunteer exhibits symptoms of acute respiratory illness upon arrival to rehearsal or performance or becomes sick during the rehearsal or performance they must separate themselves and go home, immediately. See RETURNING TO THE PLAYHOUSE for next steps.
- **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, must stay home. See RETURNING TO THE PLAYHOUSE for next steps.
- **RETURNING TO THE PLAYHOUSE.** Volunteers with any symptoms of acute respiratory illness associated with COVID-19 or who have experienced one of the occurrences listed above in "Quarantine Policy" or have had contact with a symptomatic individual may return to The Playhouse only if

- The volunteer provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined.
  - A negative test qualifies after the appropriate quarantine period.
  - If there is the possibility of a “False Positive” than two negative tests at least 24 hours apart qualify.
- **FIRST ACTION**  
Upon notification that a performer, backstage technician, or guest services volunteer has or has been potentially exposed to COVID-19 the following actions will be taken:
    - Determine what areas of the venue were visited, used, or impacted by the infected individual based on the last time the volunteer was inside The Playhouse.
      - Provide a disinfectant cleaning of the area.
      - Disinfect all costumes and props potentially affected by the individual.
    - Assess whether the volunteer's role put them within 6 feet of anyone else in the building.
    - Notify those potentially impacted that they may have had contact with an infected individual (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.
      - Impacted volunteers and employees who have been in close contact with a person who tests positive for COVID-19, should go home and contact their physician regarding getting tested.

## **REHEARSALS**

Rehearsals can continue

- If there has been an appropriate amount of time since the individual came in contact with others and no other individuals report any symptoms or everyone has tested negative for COVID-19.
- Only the artistic director and the executive director have the authority to determine if the infected cast member will be replaced.
- Whenever possible, the infected cast member may Zoom during rehearsals to collect notes, blocking and other business.
- Whenever possible, the rehearsal scheduled will be altered to accommodate the quarantine schedule of the infected individual.

## **PERFORMANCES**

Upon notification that an individual may have contacted COVID-19

- The artistic director and executive director, together, will determine if the performance can continue.
  - The artistic director and executive director, together, will determine how long the production is on hiatus, based a number of factors including cast exposure risk, cast availability, number of performances remaining, if a recording available, etc.

- The highest priority for The Playhouse is keeping everyone involved safe, which includes the infected individuals, fellow company members, audience, and staff.
- The performance may continue if,
  - The individual has had two negative tests at least 24 hours apart.
  - There has been an appropriate quarantine period after exposure, symptoms or positive test. The timeline for these are subject to adjustment by government guidelines.
  - There is a minimal chance that anyone else in the cast has been infected.
  - There is an appropriate understudy available.
    - Understudies are approved by artistic director and/or executive director only.
- The performance will be cancelled if
  - There is not enough time for a quarantine period before the next performance.
  - More than one individual has the potential to be in close contact with the infected person.
  - There is no understudy available
  - There is no possibility of keeping our volunteers and audiences safe.

If a performance is cancelled the following notifications will take place

- The ticket office will notify by email all individuals affected by the cancellation.
  - If no email is available than phone calls will be made.
- The director of marketing will make a post on social media to announce the cancelled performance.
- The artistic director will notify the cast, crew, and director of the cancelled performance.
- The house manager will notify the volunteer ushers of the cancelled performance.
- The executive director will handle all calls by the media with regards to the cancelled performance.

## **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 the building. All volunteers must observe all practices listed in 'General Employee Practices' in section 1, while in rehearsal spaces.

Masks are recommended for those who are unvaccinated.

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

Hand washing should occur throughout the day

Social distancing will be practiced at all times where possible.

## **GUEST SERVICE POLICIES**

### **GUESTS**

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- It is recommended that unvaccinated individuals wear face coverings correctly 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 leave and exchange their tickets for a later performance. Exchanges and refunds can be handled the next time the ticket office is open, even if it is after the 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.

### **TICKET OFFICE**

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- 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**

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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 space, 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 approximately 30 minutes before the performance. Mic check and other pre-show activities may still be taking place prior to the performance.

### **CONCESSIONS**

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- Concessions are available outdoors.
- Concessions are items that can be sold in individual pre-packaged formats.

- All drinks are contained to single servings. There are no pouring of drinks or refilling of cups allowed at the concession stand.

## **RESTROOMS**

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- Where possible, restrooms include touchless flushing handles, water, soap dispensers, and towel dispensers.

## **LOBBIES**

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Lobbies will be managed to guide appropriate distancing between guests

- Seating in the lobbies will be reduced with significant distance between chairs.
- Tables in the lobbies will be reduced with significant distance between.

## **GUEST SERVICES VOLUNTEERS**

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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**

- Face coverings are recommended for unvaccinated individuals. All are welcome to wear masks as they prefer.

### **Usher Tasks – Summer 2021**

- Parking (2) Guide Traffic to appropriate locations general parking (Roosevelt shopping center or street parking), handicap parking (near the tent), VIP Parking (around the island in the parking lot).
- Concessions (2): Sell concessions in lobby
- Ticket Reviewer (1): Identify audience member and inform them of their seat assignment
- Seating Usher (2): Escort audience to seats