



THE PLAYHOUSE

SAFETY GUIDE REGARDING COVID-19

In-Person Indoor Operations

August 31, 2022

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PREFACE

Since March 2020, The Des Moines Community Playhouse staff and board of directors have implemented and adjusted protocols as situations warranted to provide some protection for all who volunteer and work at The Playhouse. To date, we have not had any infections on a scale large enough to drastically affect operations. In part because we were adamant, “if you are feeling sick, please stay home.” We are grateful to all who followed this advice.

This Safety Guide contains our most current guidelines. There remains an inherent risk of exposure to COVID-19 in any public place where people are present. COVID-19 is still a contagious disease that may 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.

Know that The Playhouse remains committed to monitoring current recommendations and restrictions and thus this safety guide is subject to change based on local, state, and federal regulations and requirements.

Our mission is *to create extraordinary, shared experiences through live theatre*. By following these guidelines, we meet our mission in a safe and responsible way while doing our best to protect our employees, volunteers, 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 August 31, 2021, GUIDE

1. Masks are welcome at any time for any event or activity at The Playhouse.
2. The Playhouse will seat at full capacity if demand warrants.
3. The Playhouse will adjust where possible at the time of the performance for those who prefer greater seating distance from other guests.

GENERAL COVID-19 POLICIES

GENERAL EMPLOYEE PRACTICES

All employees are asked to practice the following guidelines while at work:

- **HAND WASHING.** When available, employees should wash their hands with soap and water. When this is not an option, employees should use sanitizer containing at least 60% ethanol or 70% isopropanol. Employees should wash their hands after using the restroom, sneezing, touching their face, or blowing their nose.
- **OTHER PRACTICES.**
 - Employees should avoid touching their face, especially their eyes, nose, and mouth, whenever possible.
 - Employees should cover their cough or sneeze with a tissue, or elbow/shoulder if no tissue is available, followed by thorough hand washing or hand-sanitizer.
 - Avoid close contact with people who are sick (COVID-19 or not).
 - Stay home when sick.

PRACTICES FOR SICK EMPLOYEES

When to Isolate

Employees must stay home from work (isolate) 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.

- Get Tested
 - If you test negative, you can end isolation.
 - If you test positive:
 - Stay home at least 5 days.
 - **If you had no symptoms:**
 - ◆ Day 0 is day you were tested.
 - ◆ Day 1 is the first full day after testing.
 - ◆ Day 5 you may end isolation.
 - ◆ Day 10 you can remove your mask.
 - If you develop symptoms within 10 days, the clock restarts.
 - **If you have symptoms:**
 - ◆ Day 0 is the day symptoms began.
 - ◆ Day 1 is the first full day after your symptoms started or have tested positive.

- ◆ Day 5 you may end isolation if you are fever-free for 24 hours with medication and your symptoms are improving.
- ◆ Day 10, you can remove your mask.

If Exposed to Covid

- Wear a mask upon notification, N95 highly recommended.
- Watch for symptoms.
- Day 1 is the first full day after your last exposure.
 - You can still develop Covid up to 10 days after exposure.
- Day 6, get tested.
 - If negative, continue precautions through Day 10.
 - If positive isolate immediately.

RESPONDING TO CONFIRMED CASES OF COVID-19

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

- Assess whether the employee's role put them within six (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 individuals 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.
- Follow the chart "Isolate and Take Precautions if you have or Suspect you have COVID-19" for schedule and activities.
- 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

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.

Isolate and take precautions if you have or suspect you have COVID-19

ISOLATION



Stay home and away from others

Wear a mask around others

Start counting days

Day 0 is the day your symptoms started; if you never had symptoms, day 0 is the day you took a COVID-19 test



Watch for emergency warning signs

Seek help if they develop



ENDING ISOLATION



Isolate to day 6 or later, if you

- never had symptoms or symptoms are improving, and
- are fever-free for 24 hours without the use of fever-reducing medication

Continue to isolate if your fever persists or other symptoms have not improved

Isolate to day 10, if you experienced moderate symptoms, like shortness of breath or difficulty breathing



Isolate to day 10 and talk with a healthcare provider before you end isolation, if you

- were hospitalized
- experienced severe illness
- have a weakened immune system

AFTER ISOLATION

Avoid being around people more likely to get very sick



Wear a high-quality mask when around others indoors

When to stop wearing a mask

1. Take one antigen test when you end isolation
2. Take a second test 48 hours later
3. If both tests are negative, you can stop wearing a mask
4. If either test is positive, keep testing every 48 hours until you have two back to back negative results before you stop wearing a mask



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. All students and teaching staff which includes Interns and PIPs, must observe all practices listed in “General Employee Practices,” section 1, while in classroom spaces.

- **HAND WASHING.** Students and teachers will be asked to wash or sanitize their hands during each break.
- **FACE COVERINGS.** All students, teachers, and education staff are welcome to wear a mask if desired. No one will be isolated or treated improperly because they choose to wear a mask.
 - If a mask is being worn because of exposure, then social distancing and appropriate precautions may be implemented during the masking period. Precautions may include separate eating locations or changes in other activities to accommodate the whole group.

CONVERSION FROM IN-PERSON TO VIRTUAL

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.

RESPONDING TO POTENTIAL CASE OF COVID-19 IN A CLASS

Students and teaching staff 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 director of education or executive director immediately.

- **QUARANTINE POLICY.** If any one or more of the following occurrences is true of any student or teacher, they will be immediately excluded from The Playhouse premises and work environments and should self-quarantine at once.
 - The student/teacher tests positive for COVID-19.
 - The student/teacher learns that they have been in close contact with someone who has tested positive for COVID-19.
 - The student/teacher has been asked to self-quarantine by any hospital, health agency, or medical professional.
- **SYMPTOMATIC VOLUNTEERS.** If a student or teacher exhibits symptoms of acute respiratory illness upon arrival to class or becomes sick during the class time, 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.** Students and teachers 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
 - A negative test qualifies after the appropriate isolation period.
- **FIRST ACTION**
 Upon notification that student or teacher has or has been potentially exposed to COVID-19 the following actions will be taken.
 - Determine what areas of the venue visited, used, or impacted by the infected individual based on the last time they were inside The Playhouse.
 - Assess whether the individual has been within six (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 students, teachers or 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.

CLASSES

- Classes 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.

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 symptoms of COVID-19 will not be permitted into rehearsal spaces. All volunteers must observe all practices listed in “General Employee Practices,” 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.** Masks are welcome and can be worn by anybody at any time. During certain rehearsals and performances individual may be asked to remove their mask while “onstage.”
 - If an individual is in isolation due to covid symptoms or exposure an understudy may be utilized during the performance.

STAGING

Only actors scheduled for a given rehearsal will be permitted to enter the rehearsal room.

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 participants, including employees and volunteers at all times. The Playhouse's safety guidelines will be posted on our website and on call boards. Personal copies will be provided upon request.
- Only performing cast and volunteers assigned to the production will be allowed backstage.

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.
- Actors only will be permitted to obtain/return their own microphones. Each actor is responsible for returning their props to their designated areas.

STAGE CREW (TECHNICIANS)

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

COSTUME DEPARTMENT

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

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

RESPONDING TO POTENTIAL CASE OF COVID-19 IN A CAST

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.
 - 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
 - A negative test qualifies after the appropriate isolation period.

 - or

 - They have quarantined for 10 days, are without fever, and symptoms have improved. The volunteer may be asked to continue to mask until a negative test can be obtained.

- **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.
 - Assess whether the volunteer's role put them within six (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.
- 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 schedule 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 on several factors including cast exposure risk, cast availability, number of performances remaining, if a recording is available, etc.
 - The highest priority for The Playhouse is keeping everyone involved safe, which includes the infected individuals, fellow company members, audience, volunteers and staff.
- The performance may continue if
 - 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 been in close contact with the infected person.
 - There is no understudy available.
 - There is no possibility of keeping 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, then phone calls will be made.

- The director of marketing will make appropriate posts on the website, phones and 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 marketing director will oversee all calls by the media with regards to the cancelled performance.
 - The executive director is the official spokesperson for The Playhouse if additional information is needed.
 - In the event the executive director is not available, the artistic director will serve as spokesperson.
 - If neither are available, the marketing director is the spokesperson for The Playhouse.

ADMINISTRATIVE VOLUNTEER GUIDELINES

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

Hand washing should occur throughout the day

Social distancing will be practiced where possible.

GUEST SERVICES POLICIES

GUESTS

- Social distance is recommended 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.
- If guests find they are having symptoms of COVID-19 such as a fever 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.

TICKET OFFICE

- The Playhouse ticket exchange policy has been modified to allow guests to exchange tickets or get a refund up to 7 days after the originally scheduled performance.
- No guest will lose money if they choose not to attend a performance.

SEATING

Seats are selected by audience members when making a reservation. The Playhouse has established seating at full capacity, should demand warrant.

CONCESSIONS

- Concessions are available.
- All drinks are contained to single servings.

RESTROOMS

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

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 or other symptoms of COVID-19 will not be permitted into Playhouse facilities. All volunteers must observe all practices listed in “General Employee Practices,” section 1, while in Playhouse facilities.