

Health and Safety Protocol for Theatre Off The Square

Production Guidelines

A TOTS Board member, whether in the cast or crew or assigned, needs to ensure that the Health and Safety Protocol is met for each rehearsal and each show during a run.

The stage manager will assign all tasks of sanitizing surfaces and props during rehearsals and during the production.

*The COVID-19 situation is ever changing and restrictions may need to be added or removed by the Board as needed. Always be ready to be flexible in the process.

Auditions

- Initial auditions are encouraged to be done virtually, and the directors can provide one on one in-person options only for those without internet access.
- Call backs should also be done virtually as much as possible.

Rehearsals

- Shows will not share a dressing room.
- No rehearsal will exceed three hours. This does not include the time spent for sanitization.
- Only those absolutely required for that day's rehearsal are to be present.
- Only cast and production team members are permitted in rehearsal spaces. All others must wait outside.
- Any area used during rehearsal will be sanitized after each rehearsal/use.

Production Considerations

- **Set**
 - Productions will have a minimal set with minimal set changes.
 - Stage crew should be limited.
- **Dressing rooms and Green Room**
 - Limit the number of cast/crew in the dressing rooms in order that six feet social distancing can be maintained.
 - Six feet of social distancing will be maintained in the Green Room.
 - Masks will be worn by the actors backstage unless eating or drinking and until it is deemed unnecessary. No masks with exhalation valves will be allowed.
 - Cast must arrive with as much preparation done at home. Minimal makeup and dressing are to happen at the theatre.
 - No sharing hair/makeup supplies or equipment
 - All dressing rooms and backstage restroom will be cleaned and sanitized after each performance or rehearsal if used.

- Cast and crew will bring their own food and drink. There will be no sharing of food and drink.
- **Staging**
 - No intermissions
 - All blocking must remain center stage to upstage to protect patrons.
 - Blocking should include six feet of social distancing as much as possible.
 - Masks will be worn by the actors on stage until it is deemed unnecessary. No masks with exhalation valves will be allowed.
 - Avoid large groups of the cast offstage in one area before or after scenes.
- **Props**
 - All props touched will be cleaned after every rehearsal or performance.
 - Fabrics that are touched should be avoided (bedding, pillows, etc...) and if used, washed regularly if possible.
- **Costumes**
 - As much as possible, costumes should be washable.
 - Costumes must be taken home each night of the performance.
 - Costumes should be washed after every three rehearsals or performances as much as possible.
 - Costume design should be minimal with as few changes as possible.
- **Sound**
 - All mics and packs are to be stored in a plastic bag.
 - Mics and packs should be cleaned after every rehearsal/performance.
 - Cleaning wipes for mics will be provided for performers to use.
 - No sharing mics or packs

General

- No audience members on stage or in the house after shows
- No one but cast/crew backstage on stage or in dressing rooms
- No overlapping of productions in rehearsal spaces or stage.
- Outgoing shows must be 100% cleaned and have touched surfaces sanitized before the next show takes the space.

Personal Safety Protocols

The best prevention for the spread of COVID-19 is limiting exposure. This guidance is written to do just that and limit exposure among production participants and across multiple productions. Please honor and expand on this as much as your production will allow.

- Everyone must wash or sanitize their hands upon arrival.
- Social distancing is to be practiced through every step of the production.

- All volunteers/cast/crew shall wear masks through every step of the production. No masks with exhalation valves will be allowed. Any change regarding wearing masks for performances will be made prior to performance dates. This decision will be made by the TOTS Board and will be based on community COVID-19 positivity rates and community standards at that time.
- Symptom checks:
 - Each person must have a temperature scan upon arrival and checked for any of the CDC's COVID-19 symptoms which may include but are not limited to:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - If anyone presents with a fever (over 100.4.), they are to immediately leave and must get a COVID-19 test through any of the community resources.
 - If negative, they can return to the production once the test result is shared with the production director, and they have been fever free for at least 24 hours without the use of fever reducing medications and also do not exhibit any symptoms of COVID-19 previously listed.
 - If positive:
 - They must immediately notify the production director who should then immediately notify the following:
 - Laurie Jones, TOTS Board President
 - Charlotte Wasson, TOTS Board Secretary
 - All in-person rehearsals and work will then be halted immediately.
 - The TOTS executive board will make a determination of the next steps to be taken.
 - All those involved will be notified and will be provided appropriate guidance for the situation.

Front of House (FOH) Guidelines

General

- All FOH volunteers will wear a face mask. No masks with exhalation valves will be allowed.
- All FOH volunteers will be screened for COVID-19 symptoms when they report for duty, including a temperature scan.
- Symptom checks:

- Each person must have a temperature scan upon arrival and checked for any of the CDC's COVID-19 symptoms which may include but are not limited to:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If they present with a fever (over 100.4.), they are to immediately leave.
- All patrons will be required to wear a face mask inside the building. No masks with exhalation valves will be allowed.
- FOH will sanitize the lobby and restrooms prior to a show beginning, once again during Scene I, and after the patrons leave.
- FOH will help release patrons from seats following performances row by row in order to maintain social distancing.
- Patrons will be asked not to congregate in the theatre lobby.

Ticket Sales and Concessions

- ALL tickets will be sold online through Tickets to the City only as general admission with no reserved seating.
- There will be no walk-up sales at this time.
- There will be no concessions sold at this time.

Seating

- The house will be opened one hour prior to curtain to alleviate crowding in the lobby.
- When arriving at the theatre, patrons will check in with a volunteer and proceed into the house for first come, first served seating. Seats unavailable because of social distancing will be sectioned off.
- Volunteers will monitor patrons as they choose their seats in the designated rows and seats, and they will provide any assistance.

Lobby

- All shows will be performed without an intermission to prevent crowding in the lobby.
- A volunteer will be posted outside the restrooms to monitor lines. Only one person at a time will be allowed in the women's restroom.