

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

- Auditions will be conducted in the manner deemed appropriate by the director.

Rehearsals

- Any area used during rehearsal will be sanitized after each rehearsal/use.

Production Considerations

- **Dressing rooms and Green Room**
 - Mask requirement for the cast and crew backstage will be determined by the director.
 - 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.
- **Costumes and props**
 - As much as possible, costumes should be washable.
 - Costumes should be washed when needed.
 - 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.
- **Sound**
 - 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 one but cast/crew backstage or in dressing rooms
- Outgoing shows must be 100% cleaned and have touched surfaces sanitized before the next show takes the space.

Personal Safety Protocols

- Everyone must wash or sanitize their hands upon arrival.
- 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.

Front of House (FOH) Guidelines

General

- Masks are optional for FOH volunteers and patrons.
- FOH will sanitize the lobby and restrooms when general cleaning is done prior to each show.

Ticket Sales

- Tickets will be sold online through Tickets to the City or other ticketing service as general admission with no reserved seating.

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. Front row seating will not be available.