

ArtsView Children's Theatre Policies and Procedures in Response to COVID-19

June 1, 2020

ACT's Policies and Procedures in Response to COVID-19

These procedures are subject to change based on state and federal guidelines.

Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid contact within 6 feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible. Actors and parents should be aware of enhanced risks of participants being in direct contact with anyone 65 or older for fourteen days after their time at the theatre.

Cleaning Upgrades

1. ACT staff/contractors/crew/volunteers will be trained in proper cleaning as outlined by the CDC.
2. ACT staff will complete a daily walk-through and examine all bathrooms before opening the theatre to the public. Staff will use disinfecting wipes on all counters, sinks, handles, and toilets. Daily deep cleaning will occur after students leave the facility, and after every performance.
3. Hand sanitizer will be positioned in the lobby before each performance, and patrons will be asked to use it before entering the theatrical space.
4. Face masks shall be worn by all employees and volunteers working during performances.
5. ACT will purchase a no-touch thermometer for the use of staff, production stage managers, cast, crew, and instructors.

Ticket Policies

1. If Patrons feel unwell, they should **not** attend a performance and are encouraged to contact ArtsView. We will gladly exchange tickets for a different performance throughout the year.
2. ACT will install a plexiglass guard at the Box Office/Will Call area. Anyone checking in at the Box Office/Will Call counter must stay behind the guard. Social distancing during performance check in will apply.
3. For the time being, ACT will only sell tickets in advance of shows. You may purchase tickets by phone or through our website, and we strongly encourage the use of credit cards for purchases. If you arrive at the theatre without a ticket, you will be asked to purchase one online before entering the building.
4. Restroom use is encouraged prior to arriving at the theatre.

ACT Staff/Crew/Instructors

1. Employees must self-monitor temperature before arrival at work. Any fever 100 or above and they are to stay home. They must be without a fever for 3 days (without the use of fever-reducing medication) before returning to work.
2. ACT employees are offered masks to wear. Staff does not have to wear it if they are working at a distance over 6' and the theatre is not open to the public. Anyone walking around the theatre must wear a mask. Staff may bring their own masks to wear.
3. If a staff member does not feel well, they are to leave immediately and are required to consult with a doctor before they can return.
4. High touch areas (handles, bathrooms, light switches, etc) will be sanitized multiple times a day.
5. Whenever possible, doors and gates should be propped open during the day to minimize contact by touch.

6. ACT will have hand sanitizer and disinfecting wipes available for any who wants to use them. In all offices, ACT will use wipes on phones, keyboards, and desks daily. No one is allowed into the ACT office except Staff.
7. No one is allowed into the theatre unless they are directly involved with a rehearsal/class, office-related items, or building maintenance need. Patrons may only be in the theatre during a performance.
8. ACT will install temporary maximum occupancy signs on all doors.

Front of House/Box Office/Concessions

1. Limit of 1 person allowed in the box office. No congregating before house opening.
2. There will be no meet and greets with the cast after the show. Autographs and photos at the end of the performances are suspended at this time.
3. Ushers and volunteers will have temperatures taken as soon as they arrive, anyone with a 100-degree fever will be sent home immediately. Individuals must go three days without a 100-degree fever (without the use of fever-reducing medication) before returning to volunteer.
4. Ushers and volunteers will be in masks when in the lobby or audience. This includes staff, cast, and crew that are walking through.
5. Staff will ensure that the sanitizing stations are located in the lobby before house opening.
6. Programs will not be handed out but will be available in a digital format.
7. The lobby will be open at least an hour before the curtain time to ensure adequate time to seat everyone.
8. A volunteer or production staff member will be stationed at the lobby to hold the entrance door open so audience members may enter without touching a door handle.

9. No ushers or volunteers will touch a ticket that audience members have in their possession.
10. Audiences will be greeted with an in-person curtain speech to explain that after the show is over, they will be dismissed one row at a time to help with traffic flow.
11. We are suspending the sale of concessions at this time.
12. Audiences will be limited to 62 seats maximum unless otherwise indicated by the governor's guidelines. Social distancing may further limit our audience capacity.
13. Seating will be limited to allow for social distancing and adhere to state and federal guidelines. The Executive Director and Office Manager will work to assign seating for each performance – ushers will guide Patrons to their seats.
14. Audiences will be asked to wear masks to keep our actors and crew safe when attending shows until instructed otherwise by the state governor.
15. No gifts will be allowed in the theatre from audience members (i.e. flowers or candy), they must be kept in cars during the performance.
16. Audiences can expect to see signage posted in the lobby and common areas stating we are following all CDC guidelines.
17. Spike marks will be found on the floor to mark social distancing stations for entrance to the theatre, restrooms, and Box Office Window.
18. Usher and volunteer name tags will be sterilized before and after each use.

Productions

1. All leads will be understudied. ACT staff or board members may be called upon to walk-on with scripts in-hand.
2. Auditions may be held in person or online at the discretion of the Executive Director.
3. All participants and production staff members must wear a mask while attending a rehearsal.
4. All participants will have their temperature taken at arrival to the theatre, anyone with over 100-degree fever will be sent home immediately. This individual must go three

days without a 100-degree fever (without the use of fever-reducing medication) before returning to rehearsal.

5. Students will be dropped at the front door and will be checked in. No parents/guardians are allowed into the building. Students will be checked out in the same manner. All students will use hand sanitizer as they come into and exit the theatre.

6. Production staff will sanitize all door handles to get into the theatre before rehearsal and after rehearsal.

7. No sharing of pencils during rehearsal. Students will be required to bring their own pencil to rehearsal.

8. No sharing of water bottles or snacks.

9. No food or drinks backstage or in the dressing rooms. Actors will need to eat before they arrive, or eat outside of the theatre prior to their call times. Crew will need to eat only in the kitchen area, and must sanitize after their usage of that area.

10. No cast parties, unless they can be held outdoors and be socially distanced.

11. No backstage/green room guests, prior or after the show.

14. ACT staff will create a rotation of 3 assigned to spray down dressing room counters and doorknobs, tables, kitchen counter and doorknobs, bathroom doorknobs, dressing room doorknobs, every night of tech and during the run of the show.

Props, Sets, Hair/Make-Up, and Costumes

1. There will be no prop or costume borrowed for outside use until further notice.

2. The use of any tool from the shop must be wiped down afterward and placed on the table outside of the shop. Day-time staff will then re-disinfect the tool before placing the tool back into the shop.

3. Before new production:

a. All props must be sanitized while being pulled for rehearsal.

b. Props will **ONLY** be touched by an actor who uses said prop. Props must be preset and checked by the actor **ONLY**. (Stage Managers/Props Masters can double-check but will **NOT** move props before the show.)

4. During a show:

- a. All individual props sanitized at the end of each night by the stage crew.
- b. All furniture sanitized after each rehearsal by the stage crew.
- c. Limit the use of shared props between cast members when possible.
- d. No edible props allowed.
- e. Set door handles and handrails sanitized after each rehearsal.
- f. In general, limit the number of individuals in contact with each prop.

5. After Show Run:

- a. All props should be sanitized before returning to the prop table

6. Costumes and Dressing Rooms will be sanitized often and as thoroughly as possible. Only 2 actors in the dressing area at a time. All actors must wait (socially distanced and in masks) in the Green Room and Hallway before being asked to come back for costumes.

7. Hair/Make-Up

- a. Face masks or fabric face coverings should always be worn by staff or volunteers, while doing hair and make-up, even if individuals are practicing social distancing
- b. If gloves cannot be worn by staff, then hands must be washed with soap and water prior to providing services. Hands must be washed for a minimum of 20 seconds.
- c. Staff will use disposable supplies to keep from having to handle and disinfect multi-use supplies.
- d. Single-use equipment (bobby pins, ponytail holders, make-up applicators, etc.) and tools must be discarded after use on an actor.
- e. Multi-use equipment and tools (curling iron, mirrors, etc) must be cleaned and disinfected before use on each actor.

- f. In the event face paint is used, face paint will be broken into smaller, individual containers and only used on the specific actor to prevent cross-contamination.
- g. Actors requiring cream pot foundations will be given their own foundations for the run of the performance and those will be saved for future performances for those actors.
- h. Make-up Stations will be set up at least 6 feet apart.
- i. Actors will need to bring their own brushes/combs for use.

Tech Booth

1. All headsets will be wiped down before being returned to bags.
2. The soundboard and light board will be disinfected at the end of each night.
3. Computer mice, keyboards, and monitors will be disinfected at the end of each night.
4. No more than 1 person in the tech booth at any given time. The Stage Manager and Sound Operator will need to find another location.
5. Computers and iPads will be sanitized after each use.
6. ACT staff will disinfect light switches and doorknobs before leaving for the night.

Classes and Camps

1. All participants will have their temperatures taken at arrival at the theatre. Anyone with a 100-degree temperature or above will be sent home immediately.
2. The individual must go three days without a 100-degree fever (without the use of fever-reducing medication) before returning to the theatre.
3. As always, we will continue to encourage parents to be on alert for signs of any illnesses and to keep children home if they are unwell.

4. Students will be dropped at the front door and will be checked in. No parents/guardians are allowed into the building. Students will be checked out in the same manner. All students will hand sanitize as they come into and exit the theatre.
 5. All staff must wear a mask while attending rehearsals or class. Vocal rehearsals must be held outside, so participants can physically social distance themselves and remove masks.
 6. Students and instructors who are in a larger space and are distanced over 6 feet may not have to wear a mask.
 7. All participants and staff must observe physical social distancing of 6 feet during class and rehearsal time.
 8. Signage and designated areas during both learning and break time will be posted to help students and instructors stay on track with physical social distancing guidelines.
 9. Instructors may have to assist a student at proximity closer than 6 feet. If this is necessary, the instructor must have a mask on and use hand sanitizer before the assistance particularly if they will be handling materials with a student.
 10. Instructors will disinfect all learning areas in use by their students before and after class.
 11. Instructors and staff will also be asked to disinfect surfaces, class materials, props, and costumes as needed during class time and after.
 12. Hand sanitizing stations will also be placed in each room in use.
 13. All students must bring their own water bottle with their name clearly labeled on it.
 14. Students may not share personal items or class materials/items that are assigned to them. These class materials and items include but are not limited to general classroom materials, art materials, papers, scripts, props, tools, protective wear, and costuming. Personal items include but are not limited to clothing, personal hygiene items, snacks, toys, sensory needs, books, phones, and miscellaneous electronic devices.
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We encourage you to continue practicing recommended sanitary standards by the CDC and ask that you only plan to be in attendance if you are feeling in good health. And as always, please wash your hands! If you have not yet we encourage you to visit (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>) for information on how to best prevent illness.

If you are feeling unwell, please don't hesitate to contact our box office to reschedule your visit for a later performance or a different production. Our number is 903-236-7536 and we will be happy to exchange your tickets for you. You can also email the theater at artsview@artsviewact.com, as the staff is currently working remotely, and most easily accessible by email.

As the situation evolves, we will continue to keep you informed. If you have any questions about our preparations around this or any other public health issue, please feel free to reach out to us at 903-236-7535.

As noted by the Office of the Governor, the virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Resources:

“Reopen Texas Guidelines,” State of Texas, Office of the Governor. For Fine Arts Performance Halls, Hair Salons, Day Youth Camps, Youth Clubs, and Office-Based Employees revised guidelines. June, 2020.
<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Fine-Arts-Performance-Halls.pdf>

“The Event Safety Alliance Reopening Guide,” edited by Adelman, Steven.
www.eventsafetyalliance.org, May 2020.

Connecticut's Arts & Culture Industry Guidelines for Operating During COVID-19." Connecticut Department of Economic and Community Development Office of the Arts, 6 May 2020.

"Novel Coronavirus 2019, Wuhan, China." *CDC, Gov*, 2020,
www.cdc.gov/coronavirus/2019-ncov/index.html. Accessed 9
[May 2020](#).

"Cleaning and Disinfecting Guidelines." CDC, GOV, 2020.
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

"Disinfectants for use against Covid-19," EPA, GOV, 2020
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Sponhouse, Seth. "COVID-19 | Community Theatre League - Williamsport PA Children's Theatre, Broadway, Theater." www.ctlshows.com, 31 May 2020.