

Paris Community Theatre COVID-19 Safety Protocol

VENUE POLICIES

Vaccinations

- To protect the health and safety of Paris Community Theatre Patrons, Staff, and Volunteers; all participants in any Paris Community Theatre event must provide proof of full vaccination before entrance is admitted to any facility. This includes but is not limited to:
 - Performers and crew attending auditions, rehearsals, and performances within the Plaza theatre and Brown arts center
 - Patrons attending performances within the Plaza Theatre
 - Any patrons and participants attending PCT aligned fundraisers
 - Volunteers working in any PCT facility

Masks and Face Shields

- All participants in any Paris Community Theatre event will be required to wear masks at all times while inside PCT facilities.
- While auditioning and performing, actors are encouraged but not required to wear masks, and clear face shields are also encouraged but not required.

Capacity

- In accordance with the regulations set forth by Texas Health and Human Services, the Plaza will operate at no more than a 75% capacity. The caps on audience and volunteer capacity are as follows:
 - No more than 3 ushers, one to escort members into the theatre, and 2 to usher patrons to and from their seats.
 - No more than 3 volunteer workers.
 - Audience attendance will be capped at 100 to give space for volunteers, cast, and crew.
 - Audience members are required to be masked for the entire performance, ingress and egress.

Social Distancing

- The 6 foot minimal distance between people, as recommended by the Centers for Disease Control and Texas Health and Human Services, should be maintained in the following setting:
 - Audience seating (e.g. leaving vacant seats between audience members, cap attendees, consider outdoor programming when possible to take advantage of large open spaces.)
 - Clearly marked queues to use restrooms, purchase tickets/collect tickets, and purchase refreshments.
 - Places of exit and entry, foyers, open spaces-floor marking or barriers should be used if possible.
 - Staff and Volunteer work spaces
 - Backstage waiting areas, greenroom, makeup room, and dressing rooms.

Ingress and Egress

- During egress patrons should be ushered out row by row, to avoid backup at the theatre entrance and lobby area.
- House left rows will be ushered directly outside through the emergency exit on stage right. House right rows shall be ushered through the entrance and directly through the lobby.
- Egress protocol will be announced by the house manager before the beginning of each show.

Ticketing and Programs

- Online ticket sales should be our major or only form of sales to avoid any physical tickets or receipts.
- Touchless ticket sales should be used for any in person purchases
- Patrons may exchange tickets for alternate performance times if experiencing any symptoms of illness, or if they have been in contact with someone who has been diagnosed with COVID-19.
- Tickets may also be exchanged for online viewing when applicable

Removals

- Refusing to comply with any of the above policies is grounds for removal from the theatre, those audience members will not receive refunds for tickets.

Volunteer Practices

- Volunteers must wear a mask and gloves at all times when working concessions, ushering, or taking tickets
 - Gloves are to be replaced every 2 hours, or: when switching tasks, when handling garbage, or when returning from a break
 - Volunteers must wash hands with warm soap and water when replacing gloves; if not available, volunteers will use an alcohol based hand sanitizer that contains at least 60% alcohol.
 - Masks must be 2 or more layers to prevent the spread of droplets, non valved surgical and n-95 masks are also allowed.
 - Masks may not contain insignia, emblem, or other similar communicative device relating to a candidate or political party. Any designs or images visible must be family friendly.
 - Face Shields will be worn by those checking patrons into the building
- Volunteers will maintain 6 feet separation from other individuals when possible. If not possible other measures such as hand washing, gloves, and masks should be rigorously practiced.
- All volunteers will be trained on appropriate cleaning and disinfection, as well as mitigation tactics.
- All volunteers, cast, and crew will be screened for temperature and other signs before entrance to the theatre and documented by a designated safety agent.
 - Send home any volunteer with the following new or worsening signs of COVID-19
 - Cough
 - Shortness of breath
 - Sore throat
 - Loss of taste or smell
 - Diarrhea or other gastrointestinal illness
 - Fever greater than or equal to

- 100.0 degrees fahrenheit
 - Known close contact with
 - Chills
 - Headache
 - Volunteers with new or worsening symptoms will not be allowed to return until:
 - In the case of an volunteer who was diagnosed with COVID-19, the individual may return to work when all of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; and a negative COVID test has been acquired; or
 - In the case of a volunteer who has symptoms that could be COVID-19, and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above.

a person who is lab confirmed to have COVID

Best Practices for Productions

- All actors and production crew must provide full proof of COVID vaccination at auditions.
- When possible rehearsals should be held online, but in many cases this will not work, all rehearsals held in person should adhere to the following guidelines:
 - All cast and crew members will wear masks when not onstage
 - Cast members may remove masks and wear clear face shields to allow for visibility when rehearsing on stage.
 - All rehearsals will be closed to outside viewers and nonessential cast

- Cast and crew attending rehearsals will be required to maintain social distance within the audience while rehearsals are ongoing.
- While in the green room and backstage areas, cast must maintain a 6 foot social distance. If not able to maintain social distance, members must wear clear face shields to limit spread of particles.
- Makeup rooms will be limited to 4 people at a time to prevent overcrowding, to enforce this, actors will sign up for a time slot.
- Dressing rooms should also be limited to 4 people at a time before and after shows to help maintain distance between cast members.
- Sanitizing stations will be placed at entrances to the green room, makeup room, and dressing rooms; as well as backstage. It is the responsibility of the Stage Manager and Directors to notify management when sanitizer is running low.

Volunteer compliance

- Volunteers will be informed of all policies before auditioning, as well as sign waivers acknowledging that they have been informed and that refusal to comply will result in not being cast or removal from the production.

Sanitation Policies and Procedures

- All Sanitation Policies and Procedures are in accordance with the CDC cleaning guidelines.
- All high touch areas will be sanitized before every performance
 - Doorknobs, counters, sinks, toilets, light switches, ticket booth and counter, phones and keypads, trash receptacle touch points, and any other miscellaneous touch points within the theatre.
- Clean all surfaces with soap and water to remove dust, debris, and contaminants. Then all surfaces must be disinfected with an appropriate sanitizer as dictated by the EPA List N: Appropriate Sanitizers for Coronavirus.
- Stage floors will be mopped with a bleach solution following every show, as well as all vinyl flooring areas such as the lobby and bathrooms.
- All seating areas will be sanitized and disinfected before and after each performance.