



# POLICIES AND PROCEDURES WITH COVID-19 GUIDELINES

- 1. Logistics:** This hour long non-musical play rehearses in person to be filmed at the Xclaim! Center at 502 College Street, Bowling Green, KY 42101 for a pay-per-view, virtual theatre experience for an at-home audience. Actors will rehearse and film in small groups with social distancing and proper face coverings. Ages 7+ may audition.
- 2. Capacity:** Participation will be limited to ensure complete social distancing the entire time. A maximum of 20 actors will be cast. Staff will be limited. During short rehearsals with very small groups, the parent/guardian/driver of the cast member may accompany their child and observe IF they follow all the guidelines in this document AND the full cast is not called. No other individuals will be allowed inside the building.
- 3. COVID Testing:** Staff are expected to obtain regular tests for COVID-19 and share negative result.
- 4. Stay Home Sick Policy:** Cast/Crew and staff agree to stay home if they have been diagnosed with COVID-19 or have been in close contact with someone who has been diagnosed or are experiencing COVID-19 symptoms: **fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and or diarrhea.** If you have been asked to quarantine by local health officials, you are expected to stay home and not attend rehearsals in person.
- 5. Drop Off:** Young people will NEVER be left on premises without receiving affirmation of acceptable symptom screening each day. Actors and a driver will stay in their vehicle until directed to come inside. Symptom and contact screening questions will be asked periodically. Actors and drivers are asked to bring no more than one bag of personal belongings. Everyone must get a temperature check upon entering the building and then wash hands. Proper cloth face coverings are required to be inside the building unless arrangement are made to use a face shield instead.
- 6. Daily Screening:** Actors and drivers will undergo daily COVID-19 symptom screening before entering the building each rehearsal day. Screening includes questions about symptoms. Anyone who reports or exhibit any of the above listed COVID-19 symptoms will not be able to attend rehearsal without a doctor's note indicating a non-contagious, non-COVID19 explanation. Temperature checks will be used for anyone who is not feeling well, but not for daily check-in. Screening staff will wear mask.
- 7. Physical Distancing:** ALL cast, crew and staff members will keep a minimum distance of 6' between themselves and others at all times. Pre-entry screening may require a momentary violation of this rule, but all other interaction, games, rehearsals and activities will require a minimum of 6' space. Each actor and their driver will be assigned a space in the building as a home spot to ensure safe distance. Drivers are required to stay at the home spot during the rehearsal. Onstage action will be carefully crafted to ensure distance standards. One-way paths will indicate directions to bathrooms or other areas as necessary. Colored floor markings will indicate 6' distance in any group area or lines.
- 8. Hand Hygiene and Respiratory Etiquette:** Everyone will be asked to wash hands with soap and water for at least 20 seconds upon entry. FDA approved hand sanitizer will be available at all times. Everyone will be encouraged to cover coughs and sneezes with a tissue. Facial tissue will be available. Used tissues will be immediately thrown into the trash and hands washed immediately with soap and water.
- 9. Personal Protective Equipment (PPE):** Everyone is required to wear a proper cloth face covering to enter the building. Cast members must wear a mask for rehearsal. Drivers must also wear a cloth mask at all times inside the building. Masks are available for \$2.00 each.
- 10. Promotion of Healthy Behavior:** Staff will continually educate, monitor, address, encourage and model healthy behavior during rehearsals to promote a "new normal" and ensure safety for all participants. Participants will be asked to monitor their contacts outside of rehearsals and actively follow guidelines meant to minimize their risk and the risk they bring to other participants and staff.
- 11. Cleaning and Disinfection:** The facility will be cleaned between groups each day to ensure a safe environment. Staff will use only CDC approved cleaning products to clean the floor and all touchable surfaces. Staff will wear cloth face covering, face shield and gloves to clean and take out trash. Staff will clean door handles, bathroom, and any surfaces after each touch or use. Face shields will be daily cleaned according to proper instructions. Proper hand washing will be required after taking out trash, after any cleaning and after removing any PPE.

12. **Food and Drink:** The water fountain at the Xclaim! Center will NOT be in use during rehearsal. Participants must bring a bottled drink with a screw-on top or lid. NO straws—or “sippy cups” with built-in straws. No other food or drink should be brought inside the building for short rehearsals. Participants must clean up after themselves.
13. **Participant Supplies:** Each rehearsal, participants must bring their face mask, script(s)/paperwork, a pencil NOT a pen, and drink as described in number 12 above. Please keep all your things in ONE bag to minimize spread.
14. **Cell Phones:** Participants must turn OFF cell phones during rehearsal but may be turn them on at pick-up.
15. **Dress Code:** Clothing must allow for free range of movement and MUST adequately cover the body, not exposing undergarments or midriffs. No short shorts or short skirts! **Flip-flops, boots, clogs, HIGH HEELS, and all loose shoes are not allowed!** Participants must wear shoes that cannot slide off when they kick! No bare feet!
16. **Process:** Rehearsals will occur during the month of May. Staging rehearsals will consist of various character groupings for scenes. Props and costumes will be planned during the first rehearsal for each scene. Each actor will create their own super-hero costume. Dress Rehearsals, Filming and Re-Takes will occur over a seven-day period. A “Live Watch Party” with the cast will be held after the production goes live online. The final production will be available as pay-per-view for two weeks beginning June 1, 2021.
17. **Participant Expectations:**
  - Enjoy a social outlet and HAVE FUN!!!
  - Be on time! Rehearsals will have very tight time schedules.
  - All participants are expected to follow direction, prepare and performance material to the best of their ability.
  - All participants are expected to focus on task at hand. Comments, questions & conversations should be relevant and on-task.
  - All participants are expected to show respect to the **Xclaim! Center**, the staff, and each other. Disrespect may result in expulsion from cast—with NO refund!
  - All participants are expected to keep up with personal belongings. **All participants must bring scripts/paperwork, PPE & supplies every rehearsal.**
  - **Create your own super-hero costume** with director’s assistance
  - All participants agree to follow all COVID-19 Guidelines.
  - All participants are expected to practice basic healthy habits: frequent hand-washing, proper diet, proper rest. Proper hygiene is required: bathing, anti-perspirant/deodorant, brushing teeth, clean clothes. Failure to observe proper hygiene may result in expulsion from production—with NO refund!
  - All participants are expected to follow all guidelines listed in these Policies and Procedures, the rules posted in the Xclaim! Center, and those established during rehearsals.
  - Participants unable to comply with expectations, guidelines and/or Policies and Procedures will not be able to participate and may be asked to go home—with NO refund.
18. **Pick-up:** DO NOT BLOCK THE DRIVEWAY DURING PICK-UP. Please park in a parking space. Staff will escort unaccompanied participants out to vehicles one at a time to prevent extra contact. Cars will be cleared in order alternating between the front of the building and then along the side.
19. **Attendance:** Participants agree to attend rehearsal each time scheduled. Although attendance is VERY important, the participant agrees to Stay Home Sick Policy (number 4 above) and will not attend rehearsal if sick.
20. **Performance/Filming:** Filming will be handled just like rehearsals. Any driver who accompanies a non-driving cast/crew member must remain completely silent during filming.
21. **Forms and Payment:** Each auditioner must submit an Audition Form, Parental Consent and Medical Release Form, COVID-19 Screening and Release Form and payment with check payable to Xclaim, Inc. **Total cost of \$100.00** includes Script Fee, Activity Fee, and Production Fee as described below.
  - **Script Fee:** \$15.00 each. *(covers performer’s script)*
  - **Activity Fee:** \$40.00 *(helps cover building expenses and overhead for rehearsals and filming)*
  - **Production Fee:** \$40.00 *(helps cover costs of royalties, licensing, scenery, props, etc.)*
  - **PPE Fee:** \$5.00 *(covers costs of masks, gloves, etc required for production)*
  - **Total Cost: \$100.00** Payable at once or in two installments on May 2 and 15.

- 22. Xclaim! has a no refund policy.** No refunds will be issued for any reason, including if a participant is dismissed due to failing symptom or temperature screening.
- 23. General Behavior:** This Xclaim! program provides positive youth development in an all-inclusive, family-friendly atmosphere. Language, conversation, dress, behavior, attitude and demeanor not conducive to a supportive, encouraging environment will NOT be tolerated! ***Bullying and other inappropriate behavior will result in immediate expulsion from the Xclaim! Center—with NO refund!***
- 24. Participant Agreement:** The participant(s) AND parent/guardian(s) agree to adhere to and abide by all policies and procedures detailed in this list as well as any applicable rules and requirements by state and local health authorities. The participant attests to be able to comply with all expectations and willing to adhere to guidelines.
- 25. Privacy Policy:** ALL participant information is held in complete privacy by staff. Personal information such as contact info or symptom screening will only be shared to appropriate health authorities as required or by request of the participant. When possible, any notifications will be made from Xclaim!
- 26. Contact Information:** Christopher H. Cherry, Executive Director
- **Website:** [www.xclaiminc.com](http://www.xclaiminc.com)
  - **Email:** [info@xclaiminc.com](mailto:info@xclaiminc.com)
  - **Phone:** 270-935-3497
- 27. Xclaim! Production Staff:**
- Christopher H. Cherry, Executive Director
  - Debbie Hall, Company Manager
  - Carter Ford, Lighting Director
  - Josh Hall, Facility Volunteer
- 28. Forms and Paperwork:**
- **Audition Form** – Submit online
  - **Virtual Audition:**  
Record your audition sides and send to [info@xclaiminc.com](mailto:info@xclaiminc.com)
  - **In-Person Audition:** (*open auditions – come anytime during times listed on each day*)  
Friday, April 23 from 5:30p-7:00p  
Saturday, April 24 from 2:00p-3:30p OR  
Tuesday, April 27 from 5:00p-6:30p
  - **Parental Consent and Medical Release Form** – Due by 1<sup>st</sup> day of rehearsal
  - **COVID-19 Screening and Release Form** – Due by 1<sup>st</sup> day of rehearsal
  - **Payment** – Due in full or half by 1<sup>st</sup> day of rehearsal

*Xclaim, Inc. is a 501(c)3, non-profit organization whose mission is to educate, inspire, and recognize youth performance artists and their mentors in the South Central Kentucky region. Thank you for your support!*