

COVID SAFETY PROCEDURES

In consultation with legal and other professionals, the 4CT Board has met and put together this proposal to undertake future performances during this time of COVID. We hope that conditions in our communities will soon allow us to find a way to do a live performances using this COVID Preparedness plan, consistent with CDC and MDH guidelines. This document outlines our COVID-19 Preparedness Plan, as required by MDH guidance:

"Businesses or organizations providing musical activities or performances—including but not limited to commercial businesses, youth symphonies, orchestras, colleges, schools, and places of worship—must take steps to lower the spread of COVID-19. This document identifies the required and recommended precautions that such businesses and organizations are to take. The items identified as requirements in this document must be incorporated into the business' or organization's COVID-19 Preparedness Plan."

<https://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf>

As the Minnesota StaySafe Plan states, congregate activities should be discontinued unless social distancing guidelines can be followed:

"Discontinue activities that bring together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large group use of playground equipment simultaneously, etc."

<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf> (emphasis added).

We believe the reopening plan we will follow meets this standard. In addition, we will minimize fact to face time during the rehearsal period and will adhere to masking, sanitizing, and social distancing recommendations as stated, including:

Under Executive Order 20-81 (<https://www.leg.state.mn.us/archive/execorders/20-81.pdf>), vocal performers may temporarily remove face coverings during indoor musical performances in businesses, public spaces, and theaters when a face covering cannot be worn due to the nature of the performance, as long as social distancing is always maintained. Face shields should be considered as an alternative in these situations.

<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf> (emphasis added)

INTRODUCTION

The following is a synthesis and adaptation of multiple guidelines for reopening theatrical venues from the following entities:

- Minnesota Department of Health (Minnesota StaySafe Plan)
- Center for Disease Control (CDC)
- Occupational Safety and Health Administration (OSHA)
- Illinois State University – School of Theatre & Dance
- Illinois Department of Public Health (MDH)
- Minneapolis Opera
- Utah State University Eastern
- Research Institute for Exhibition and Live-Communication (R.I.F.E.L.)

Front of House/Patrons

Sanitation:

- Prior to the house opening for any performance, the venue is to be sanitized.
 - Seating to be sanitized using an approved cleaning solution and spray method.
 - All armrests, handrails, and door knobs/bars are to be wiped using an approved cleaning solution.
 - All backstage spaces are to be sanitized using an approved cleaning solution or spray.

Venue access:

- Patrons seeking to attend a performance will be asked to comply with the following:
 - Entrance to the building will be scheduled sequentially at the time of ticketing to better allow for physical distancing and the following.
 - At the entrance to the building, patrons will have their temperature checked using a non-contact, infrared thermometer. Any patron who exhibits a temperature of 100.4⁰ F (+/- 1⁰) or higher

(temperature subject to change based on CDC and/or MDH guidelines) will be refused access the venue and a refund will be issued at a later time.

- Patrons must have a physical or digital ticket in hand for the performance to gain entry, Will-call is to remain closed. No tickets will be sold at the venue.
 - ALTERNATE: " Patrons are strongly encouraged to pre-purchase. . . On site ticketing will be following MDH guidelines utilizing minimal contact cash handling, physical distancing, cashier barrier, gloves, sanitizer and CDC recommended face masks.
- Patrons must wear a face mask at all times to gain entrance to and while within the building:
- Patrons must abide by physical distancing guidelines (6 feet apart) at all times, with the exception of patrons with tickets pre-sold as group seating, who must still maintain physical distancing guidelines from others.
- Patrons must abide by all posted one-way directional signage.
- Patrons must sanitize their hands upon entering the venue.
- Patrons must wear a CDC recommended face mask that covers the nose and mouth at all times upon entering the building
 - A pre-show announcement will be produced to inform patrons that patrons must remain masked for the duration of the performances and intermission. Removal of the mask will result in a request to leave the venue.
 - An intermission announcement to remind of social distance guidelines, masking and if concessions are available must be consumed outside the building.
 - A post-show announcement will be produced to inform patrons that they must keep their mask on until exiting the building. Patrons must abide by physical distancing guidelines (6 feet apart) at all times.

- Hand sanitizer stations will be located in the lobby in accordance with CDC & MDH guidelines.
- All personnel are encouraged to stay home if they are sick.
- No concessions will be offered or sold before, during or after the performance.
- ALTERNATE ADD: “All food concessions must be consumed outside of the building
- Concession Stand Procedures:
 - Barriers must be installed between workers and patrons
 - Separate distribution area and use separate staff
 - Food/cash handling staff/volunteers must utilize gloves and CDC recommended face masks
 - No more than 2 food handlers in stand
 - Practice physical distancing while in queue for concessions
 - Moving concessions to alternate areas of the school to minimize congestion near bathroom queue lines and/or auditorium exit tba by venue administration

Seating:

- All tickets will be sold to ensure proper physical distancing between individuals and seating groups.
- Tickets will be sold by seating groups and not by specific rows and seats. All tickets will be for assigned seating. Seating Groups are persons that reside in the same household.
- When purchasing tickets to a performance the following information will be requested by the box office staff:
 - Number of individuals in your seating group (limit of 6)
 - Names of individuals in your seating group
 - Desired Row
 - Need for special accommodations (wheel chair or assisted listening)
- At the time of sale, the box office will provide instructions and reservation times for entering the venue. To ensure the safety of our patrons, they will be asked to arrive for a pre-screening during a specific window of time (TBD) that is to be no more than 20 and no less than 10 minutes prior to their assigned time to be seated in the house.

- Patrons who miss their seating time will be sat seated at the discretion of house management in regard to both section and time of seating. Patrons will be made aware that they may be forfeiting their tickets if they arrive late. In this discretion, if house management determines that they are unable to seat you or your group while ensuring the safety of their staff and other patrons, a refund will not be issued.
- Seating availability per venue:

Auditorium (existing venues)	100% seat capacity*	Seat and occupancy capacity**	Min 6' physical distancing capacity @ 1 person seating group	Max physical distancing capacity @ 6 max persons in seating group
Orono Middle School	100-200			
OHS	330			
Delano PAC	600			
Delano MS Aud	400			
Other				

*to be confirmed with building management

**subtract expected technical staff, organizational staff from this total

Ingress/Egress:

- Patrons will be allowed into the house based on their reservation time and seating group.
- House doors will be established as one way only.
 - All common doors will be propped open while patrons are in the venue.
 - House doors will be closed and opened by FOH Staff before and after a performance to reduce contact exposure.
 - In order to ensure minimal exposure, signage will be provided to indicate which lobby doors will be used for entry to the auditorium, and which ones will be used to exit. This may include using emergency exits to allow patrons to exit the auditorium directly outside.

- Patrons will be asked to exit the auditorium at the end of the event, and to not congregate in the lobby.

Rehearsal Procedures

Self-Health Check:

- All performers and production personnel should do a self-health check based on CDC or MDH guidelines prior to reporting to work.
- All personnel are encouraged to stay home if they are sick.

Rehearsal access:

- One door is permitted for entrance to rehearsal
- One door is established for exiting
- Prior to entering the room, individuals will have their temperature checked using a non-contact, infrared thermometer. Any person(s) who exhibits a temperature of 100.4° F (+/- 1°) or higher (temperature subject to change based on CDC and/or MDH guidelines) will be sent home.
- Individuals displaying any signs of COVID-related illness or other respiratory issues will be sent home.
- Call times are to be staggered to minimize the number of individuals in the auditorium or rehearsal space, and in accordance with COVID-19 guidelines.
- All personnel must sanitize their hands upon entering the rehearsal space.

General rehearsal regulations:

- Modified room capacities are to be established by the landlord.
- Individuals must wear CDC recommended face masks at all times.
- Physical distancing is to be upheld on-stage to the fullest extent possible, and off-stage at all times.
- Hand sanitizer stations to be made available in accordance with CDC & MDH guidelines.
- Props are to be sanitized/disinfected after use.
- Breaks will be in accordance with AEA COVID-19 guidelines.

- Scripts and other equipment may not be shared at any time. Performers must have their own scripts, pencils, water bottles, etc.
- Personalized folding chairs will be set up side-stage, no seating in audience during rehearsal (to minimize product on fabric and maintenance staff cleaning time)
- All common doors will be propped open to avoid contact exposure.

Performance Procedures:

Venue Access:

- Prior to entering the room, individuals (all company members: cast, crew and FOH) will have their temperature checked using a non-contact, infrared thermometer. Any person(s) who exhibits a temperature of 100.4° F (+/- 1°) or higher (temperature subject to change based on CDC and/or MDH guidelines) will be sent home.
- Individuals displaying any signs of COVID-related illness or other respiratory issues will be sent home.
- Call times are to be staggered and in accordance with COVID-19 guidelines.
- All personnel must sanitize their hands upon entering the venue.
- All personnel are encouraged to stay home if they are sick.

Dressing Rooms:

- Dressing room capacity is not to exceed 25% normal capacity.
 - If staggered call times to allow for staggered dressing room access with 25% capacity is not feasible; performers get ready in shifts based on their first appearance on stage.
- Stations are to be established to ensure proper physical distancing.
- It is the responsibility of the backstage/costume crew to wipe down and clean their station before and after it is used.
- It is the responsibility of the performers to wipe down and clean their makeup station before and after it is used.
 - It is preferred that performers apply their hair and make-up before coming to the theatre. If this needs to be done at the theatre, make up kits must stay with the performer. (Either by taking it home each night or storing it in a locker) Kits are not to be stored in the theatre.

- Garment bags or other separate storage containers must be issued to each performer to ensure costumes remain separate at all times.
- When possible launder costumes each evening either by sending costumes home or arranging laundering via school staff/equipment.

Booth:

- Booth access will be limited to the lead stage manager and board operators.
- It is the responsibility of the individuals to wipe down their station and equipment before and after each show.

Backstage:

- Face masks are to be worn at all times, except for actors when onstage in a scene. Performers must put a CDC recommended face mask on as soon as they exit the stage.
- All individuals will endeavor to maintain physical distancing of at least 6 feet at all times and wear appropriate PPE. Situations that require closer proximity should be limited in duration.
- All scene changes must be assigned, gloves must be worn before each scene change. Gloves must be changed out between scene changes.
- Communication headsets will be assigned to an individual and must stay with that individual throughout the run. Sharing/swapping is prohibited, and all such equipment should be cleaned before use.
- Scripts and other equipment may not be shared at any time. Performers and crew must have their own scripts, pencils, water bottles, flashlights, etc.
- All common doors will be propped open to avoid contact exposure.

Microphones/Equipment:

- For shows with sound reinforcement, each individual* will be assigned one microphone per production/event. Sharing/swapping of microphones is prohibited.
- Microphones will be cleaned and sanitized after each performance by the sound crew using proper sanitizer and PPE.

- To ensure proper physical distancing, performers will be responsible for putting on their individual microphone.
 - *Currently microphones are only to be used by performers who are able to self mic, which will be determined by the Stage Manager and Director.

Construction–Scene Shop (applies to all tech work locations)

Self–Health Check:

- All employees should do a self–health check based on CDC or MPH guidelines prior to reporting to work.
- All workers are encouraged to stay home if they are sick.

Sign In/Out:

- Visitors not working regularly scheduled hours are required to sign in/out on a clipboard near the shop entrance. This log will be used for the purposes of tracking contacts in the event an individual contracts COVID–19.

Masks:

- CDC recommended face masks to be worn in all movements in and around the building(s) that are outside of a personal work area and in any face–to–face interactions at distances closer than 6 feet.
- Masks do not constitute workplace PPE.
 - Masks should not be used in place of shop respirators or dust masks.
 - When cloth masks are necessary, due to worker proximity, they must be worn in addition to any regular PPE that would be worn for the task being performed unless doing so produces a more substantial hazard to the worker.

Physical distancing:

- All individuals will endeavor to maintain physical distancing of at least 6 feet at all times. Situations that require closer proximity should be limited in duration.
- Additional floor markings will be added around stationary power tools to ensure a 6 foot distance from the operator and those passing by.

- Work teams will be generated based on employee hours to minimize the number of different individual contacts within the shop when physical distancing is not possible.

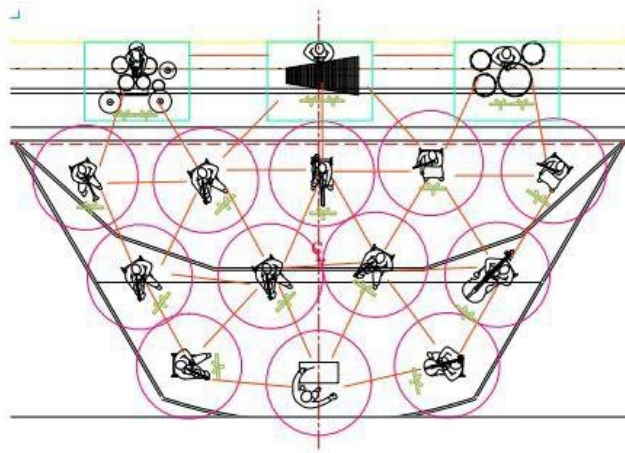
Surface Contact/Cleaning:

- Individuals should limit touching common surfaces and practice frequent hand washing with soap and water.
- Individuals should personally wipe down used surfaces in common areas after use with cleaning/disinfecting supplies.
- All common surfaces and equipment should be cleaned and disinfected at the end of the morning and afternoon shift.
- Gloves should be worn during all cleaning routines.
- All common doors will be propped open to avoid contact exposure.
- Shop drawings will be plated on 11x17, when feasible, to ensure that work teams or individuals do not need to share individual plates.
 - Work teams are to retain fabrication drawings with notes and cut lists during the duration of the project.

Work & Tools:

- Tech volunteers will be allowed reasonable time to ensure they are able to take proper sanitation measures for their own safety (including hand washing, tool/equipment sterilization, etc).
- Each tech volunteer will be assigned a personal area to work within.
- Each worker will be assigned tools to utilize during their shift. Leads will ensure all tools are properly prepared for each worker and task.
- Shared use of stationary power tools will be minimized and cleaning/sanitizing will be done between users. If possible, one individual shall be assigned to do all work on such a tool, eliminating shared use.
- All personnel must sanitize their hands upon entering the shop.

- Shop fans may only be used to facilitate faster dry times on paints or adhesives.
- Pneumatic spray nozzles may not be used to remove dust from hair, skin, or clothing. (This is a standard safety regulation that is implemented to avoid accidentally introducing air into the bloodstream; this is additionally mentioned to specifically reduce the potential spread of any



8' Diam. circles around orchestra
 8' x 6' rectangles
 Lines are 6' long

airborne or aerosolized viruses).

Vehicle use:

- No vehicle on 4CT business may contain more than (2) people at any time.
- Face masks must be worn while riding in such a vehicle when another individual is present.
- Steering wheel, arm rests, door handles, radio, and seats should be disinfected after every use using a disinfecting wipe on non-porous surfaces and an aerosol spray on all porous surfaces.

Orchestra Pit (or other orchestra seating, if applicable)

If utilized, the pit orchestra (wherever situated) will endeavor to maintain appropriate social distancing, consistent with guidelines. (One example above.)

General

- Within restrooms, toilet stalls, urinals, and sinks must be reduced marked or barricaded to ensure minimum distance between persons is ensured.
- Lobby space must have the ability to handle all patrons, at the established reduced capacity for the performance spaces, at one time while maintaining social distance.
- Face masks must be made available for patrons & staff whose personal mask is inadequate, dirty, or missing.

- Use of water fountains and water bottle refill stations is prohibited.
- Stage designs and spacing must allow for proper walkways and appropriate physical distancing.
- Use Environmental Protection Agency–approved cleaning chemicals from List N or that have label claims against the coronavirus.
- When weather and circumstances permit, doors and windows should be opened to allow for increased ventilation and air circulation.
- Public and employee safety posters must be placed around the facility where appropriate to ensure proper communication.

Managing a sick worker

- Displaying symptoms
 - Workers who displays symptoms including a cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell upon arrival or who become sick during their time on site should immediately be separated from others and sent home.
 - When possible, anyone managing a sick worker must remain at a 6 foot distance.
 - When social distance cannot be observed individuals must wear a cloth mask and other PPE when accessible (i.e. gloves, gown, face mask, etc.).
 - If a worker is confirmed to have COVID–19 (regardless of symptoms), employers should inform anyone they have come into contact with of their possible exposure to COVID–19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - Any tools, equipment, or workstations utilized by the worker are to be disinfected.
- Return to work
 - Bringing back exposed and/or asymptomatic employees to on–site operations should follow the CDC Critical Infrastructure Guidance.