

## **Policies and Procedures Covid-19 Safety**

Dramatically Incorrect Theater Group & Dance Company, herein known as Dramatically Incorrect, in accordance with the recommendations and regulations provided by the Centers for Disease Control and Prevention (CDC) and the Massachusetts Department of Public Health (DPH), has prepared this document for the benefit of both audience members and performers to highlight the steps we will be taking to ensure their safety and health during the time period related to the COVID-19 virus. DITGDC will be following and respecting the Universal Guidelines provided by the Governor, as well as the specific recommendations for performing arts venues and organizations. We will highlight a few specific rules and regulations we want everyone to be aware of, as well as mention the further steps we will be taking above their recommendations.

General Information and Guidelines:

<https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19>

Performing Arts Venues and Organizations:

<https://www.mass.gov/doc/phase-iii-step-1-theaters-and-performance-venues-protocol-summary/download>

### **Dramatically Incorrect Policies For Performers, Crew, and Production Team**

1. Dramatically Incorrect will require all performers, crew members, and production team personnel who are sick or not feeling well to stay home, and all persons must notify the Board of Directors at DITGDC@gmail.com. Possible symptoms of COVID-19 include:
  - a. Fever
  - b. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
  - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
  - d. Changes in a person's sense of taste or smell

2. Upon arrival to the rehearsal and/or performance venue, we will screen all entering the space for COVID-19 related symptoms as follows
  - a. The stage manager or an assistant stage manager will screen each person every day before they enter the building. Exact locations of check in will be communicated via email before each rehearsal/performance. The SM/ASM performing the screening will wear a cloth face covering/mask. All persons entering should also wear a cloth face covering while at work and in potential close contact with others.
  - b. The screener will ask the following questions:
    - i. Have you been in close contact with a confirmed case of COVID-19? NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question.
    - ii. Have you had a fever or felt feverish in the last 72 hours?
    - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
    - iv. Are you experiencing any new muscle aches or chills?
    - v. Have you experienced any new change in your sense of taste or smell?
  - c. The screener will take the temperatures of all performers, crew, and production team members on-site with a non-touch thermometer each day upon his/her arrival at the venue. Normal temperature should not exceed 100.0 degrees Fahrenheit.
  - d. Persons who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever) will be instructed to leave the premises immediately and to seek medical advice. Per EEOC

and other pertinent guidelines, Dramatically Incorrect will maintain the confidentiality of all personal health information.

- e. To prevent stigma and discrimination, we will not make determinations of health risk or health status based on race or country of origin.
3. Dramatically Incorrect will strongly promote frequent hand hygiene and alcohol-based hand sanitizer will be made readily available for all. Performers will be encouraged to bring their own individual bottles of hand sanitizer to all rehearsals and performances
4. Dramatically Incorrect, in conjunction with all hosting venues, will frequently clean and disinfect all performance and rehearsal spaces, high touch surfaces, and other common areas before and after every rehearsal/performance.
5. To mitigate exposure, Dramatically Incorrect will attempt to have as many virtual online rehearsals as possible. Rehearsal and performance spaces will be as spacious and well ventilated as possible. In areas and situations where social distancing is difficult to maintain, Dramatically Incorrect will promote the use of cloth face coverings. We will also promote etiquette for coughing, sneezing and handwashing. We will provide personnel and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol. DITGDC actively discourages all persons from using others' phones, desks, offices, or other work tools and equipment, when possible.
6. If at any time, a person at a Dramatically Incorrect rehearsal or performance becomes sick, they will be sent home immediately. Surfaces in their area will be cleaned and disinfected.
7. At any time throughout the rehearsal and performance process, if the health and safety of our performers and audience members cannot be adequately assured, Dramatically Incorrect reserves the right to suspend production on all shows, with actions including but not limited to re-casting, promoting an understudy, shutting

down all in person rehearsals and meetings, as well as postponing or canceling performances.

8. There will be signage at all performance and rehearsal venues with reminders of the best practices and Dramatically Incorrect's COVID policies.
9. On performance dates, all performers, volunteers, and crew will wear face coverings over their noses and mouths while at the venue within the facility, except during performances when cloth face coverings would be prohibitive for performers. This includes wearing cloth face coverings when in common areas - green room, dressing rooms, etc - , outdoors when other are in close proximity, and in shared areas (bathrooms, hallways, off-stage wing areas)
10. Performers from outside Massachusetts should abide by current Massachusetts guidance on quarantine for those coming to the state to stay for a period of time.
11. In backstage areas, post clear signage to promote physical distancing and hygiene protocols.
12. There shall be no visitors or non-essential personnel allowed in the backstage or onstage areas.
13. The pit musicians will be spaced out as far as possible, with special consideration being paid to wind instruments.
14. Blocking and choreography will be created with a focus and emphasis to minimize close or physical contact between performers as much as possible.
15. Until the state recommendations change/are updated, activities that involve direct contact with respiratory or mouth secretions are not allowed (e.g., kissing during a performance unless living in the same household).
16. Dramatically Incorrect will encourage testing of all performers in the 7 days before a performance using a PCR-based test to detect COVID-19.
17. There will be strictly no usage of the audience areas during performance.
18. Post-show, performers will not be allowed to congregate indoors.

19. A performer who shows symptoms and/or tests positive will need a signed note from a physician stating they are fit for physical activity and noninfectious before they can return to rehearsals and/or performances.

### **For Audience Members**

1. Audience capacity will be reduced in all performance spaces to promote social distancing. Admissions will be limited to 50% occupancy of all indoor spaces.
2. Seats will be removed and blocked off, and consecutive rows of audience seating will not be available, with a goal of putting at least six feet between groups.
3. All tickets must be purchased online, before arriving at the venue. There will be no door sales of tickets, as well as no concessions or merchandise.
4. Audience members will not need to print out their tickets. All check in by staff will be done verbally.
5. All customers should wear face coverings when entering and exiting the facility, waiting in lines, checking in, and transiting to/from the auditorium/theater and to/from the restrooms when social distancing is difficult to maintain. Face coverings are not required when seated and watching the performance in an appropriately physically distanced theater.
6. Alcohol-based hand sanitizer will be made readily available and will be placed throughout the facility, including at entryways to the facility, at ticket counters, outside of theaters, in hallways, and at exits.
7. Commonly touched surfaces, work areas, restrooms, and public areas should be frequently cleaned and disinfected according to CDC guidance at a minimum every 2 hours and at the end of each shift.

8. Staff, volunteers, performers, and customers should maintain a distance of at least 6 feet from others at all times. Processes will be built into operations that promote and maintain physical distancing between staff and customers, including at ticketing, restrooms, waiting in lines, etc.
9. There will be dedicated safety officers at the performance venues to monitor and ensure compliance with social distancing, hand hygiene, cloth face covering use, and other protective actions. They will also assist in informing the audience members of the location of items such as hand sanitizer, and escort them from the lobby to their seats.
10. Customers shall be asked the following questions at check-in (verbally or by asking customer to review provided information/questions and attest that answers are “no”):
  - a. Have you been in close contact with someone who is suspected or confirmed to have had COVID-19 in the last 14 days? (NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question)
  - b. Have you had a fever or felt feverish in the last 72 hours?
  - c. Are you experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing?
  - d. Are you experiencing any new muscle aches, significant tiredness, or chills?
  - e. Have you had any new changes in your sense of taste or smell?
  - f. Have you traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),
    - ii. By cruise ship, or
  - g. Domestically (within the U.S.) outside of MA or NH on public transportation (e.g., bus, train, plane, etc.)?

- h. Customers shall be told: If you answered “yes” to any of these questions, please do not put our employees and other customers at risk and come back another day when you feel better. Any ticket price will be refunded.
- 11. There will be adequate signage reminding and informing all of the COVID policies and practices.
- 12. Intermissions will be kept as short as possible to prevent congregating and close contact with others.
- 13. Separate and clearly designated entrances and exits will be established to facilitate physical distancing between arriving/exiting customers.
- 14. Congregating in the lobby and waiting lines should be avoided or minimized.
- 15. There will be a goal of at least 25 feet between the proscenium arch and the first row of audience seating, whenever possible.
- 16. Performers will not interact directly with the audience. The performers will not come into the audience space, and the audience will not be allowed in performer-only spaces.
- 17. There will be no physical, paper playbills. Signage will be posted with URL links connecting the audience to a digital playbill on their mobile devices.