

Performing Arts Association of St. Joseph (PAA) takes seriously the impact of COVID-19 and is committed to the safety and preparedness of the staff and volunteers, as well as, patrons as they participate in or attend Performing Arts Association presentations during the COVID -19 pandemic. In order to safely begin presentations, Performing Arts Association intends to follow the guidelines and plans listed below. These guidelines and recommendations may change as conditions warrant.

### **Reopening Plan**

Follow City of St. Joseph MO COVID-19 Guidelines

- Phase 1: Closed
- Phase 2: maximum 50% capacity and 6 feet social distancing  
Maximum capacity reduced if needed to enable proper social distancing
- Phase 3: Required masks upon entering and leaving the theatre.
- Further recommendations as they are developed  
Missouri Theatre - Venue Owner (City of St. Joseph)
- Obtain approval for building use and safety plan
- Board of Directors approval once all factors are met.

### **Enhanced Sanitation and Hygiene**

Universal measures

- In addition to measures taken by Missouri Theatre custodial staff, PAA staff will ensure daily cleaning of all spaces utilized by crew, staff and audience during load in and performances.
  - Increased cleaning attention to high touch surfaces in public areas (theatre seats, door handles, light switches, etc.)
  - Increased cleaning attention to high touch surfaces by staff and crew (light and sound boards, scanners, box office etc.)
- Disposable gloves provided for staff and crew required to handle difficult to clean surfaces (curtains and programs)
- Hand sanitizer provided for use by staff interacting with public (ticket sales, ushers, door staff etc.)
- Visible signage encouraging the practice of good personal hygiene located in lobby, restroom, green room, backstage, etc.

### **COVID-19 Dress Code Policies**

Mask Guidelines

- All staff, volunteers and patrons are to have masks on when inside the venue or associated spaces, when social distancing is not possible.

- PAA will make available disposable face masks to staff and patrons if individuals don't have their own.

### Health Screenings

- All staff and volunteers will complete a daily health survey that will include documentation of a temperature check.

### Contract tracing protocols

- All cast, crew, staff and volunteers associated with a production and physically present in any theatre spaces will be required to sign-in and out that includes time of day.
- All patrons attending a performance will have their tickets scanned that will give a name and contact information as who was in attendance of the performance.
- In the event of a report of positive COVID-19 infection, all persons present will be notified of possible exposure and advised to contact their physician for further guidance.
- PAA will notify the City of St. Joseph Health Department of known exposure and provide contact lists as requested.

### Contactless public experience

- Show programs will be provided digitally when possible. If paper programs are provided, patrons will be asked to keep or dispose of their programs when finished.
- Weather permitting volunteers will staff the entrance doors to allow patrons contactless entry.
- Ushers will encourage patrons to find their seats and not linger in the lobby.

### Reduced capacities, social distancing

- Seating plans encourages distancing at a minimum of 6 feet.
  - Total capacity of the Missouri Theatre is 1200
    - 50% is at 600
    - Social distancing plan is approximately 364
- All staff and volunteers are required to watch the Best practice for COVID-19 Safety training Video on the Missouri Arts Council website prior to beginning work at the theatre. The website login and video can be found here:
  - <https://form.jotform.com/202097144457052>
- All staff and volunteers are required to wear a face mask when social distancing is not feasible.
- Where patrons are present, all staff must wear face masks.
- Production team members are to wear a face mask when social distancing is not feasible.

### **Communication strategies**

- Instructions and expectations will be visible for staff and visitors on-site, on the PAA website and through social media.
- All staff and volunteers will be trained and provided with scripted examples to use for communicating respectfully and professionally to any patron or visitor who is not in compliance with the guidelines above.

UPDATE: August 23, 2021