

SECTION 1:

GENERAL COVID-19 POLICIES

GENERAL EMPLOYEE PRACTICES (Required for staff/volunteers/ushers as well)

All employees are encouraged to put the following guidelines into practice, both while at work and in their day-to-day lives:

- **HAND WASHING.** When available, employees will wash their hands with soap and water for at least 20 seconds. When this is not an option, employees will use sanitizer containing at least 60% ethanol or 70% isopropanol. Employees should also wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.
- **SOCIAL DISTANCING.** Whenever possible, employees should leave at least 6 feet between them and the person closest to them. When this is not possible due to the task being performed, employees should limit close proximity to the same personnel day-to-day to create a “work group.”
- **FACE COVERINGS.** Employees should wear physical respiratory protection, such as cloth face masks, whenever possible. When handling face coverings employees should observe the following:
 - Wash your hands before putting on a face covering.
 - Put the same side against your face each time to avoid wearing the “contaminated side” against your nose and mouth.
 - Remove your face covering using the straps to avoid touching the part that protects your face.

Wash face coverings frequently (preferably after each use).

- **OTHER PRACTICES.** Employees should avoid touching their face, especially their eyes, nose, and mouth, whenever possible. Microphones, headphones, and other personal equipment should be cleaned and sanitized before and after each use. Employees should also cover their cough or sneeze with a tissue, or elbow/shoulder if no tissue is available, followed by thorough hand washing or hand-sanitizer. It should be common practice to avoid close contact with people who are sick (COVID-19 or not), stay home when sick, and clean/disinfect frequently touched surfaces and objects.

PRACTICES FOR SICK EMPLOYEES (Required for staff/volunteers/ushers as well)

Employees must stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19, including fever, cough, chills, sudden loss of taste or smell, muscle pain, headache, sore throat, or shortness of breath.

- **QUARANTINE POLICY.** If any one or more of the following occurrences is true of any employee, they will be immediately be excluded from Island City Stage premises and work environments and should self-quarantine immediately:
 - The employee tests positive for COVID-19.
 - The employee learns that the employee has been in close contact with someone who has tested positive for COVID-19.
 - The employee has been asked to self-quarantine by any hospital, health agency, or medical professional.
- **SYMPTOMATIC EMPLOYEES.** If an employee exhibits symptoms of acute respiratory illness upon arrival to work or becomes sick during the workday, they must separate themselves from volunteers, guests and other employees and go home immediately.
- **DOCUMENTATION.** If symptoms occur on site, the supervisor should document the circumstances of the employee’s illness and workday to help with contact tracing, as applicable.
- **CONTACT WITH SYMPTOMATIC INDIVIDUALS.** Anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should closely monitor themselves for potential COVID-19 symptoms.
- **RETURNING TO WORK.** Employees with any symptoms of acute respiratory illness associated with COVID-19 or who have experienced one of the occurrences listed above in “Quarantine Policy” may return to work only if the employee provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work.

RESPONDING TO CONFIRMED CASES OF COVID-19

In the event that an employee is confirmed to be currently infected with COVID-19, the following actions will be taken:

- Determine what areas of the venue were visited, used, or impacted by the infected employee. Identify if employees need to be removed from the area and if the area requires sanitization.
- Assess whether the employee’s role put them within 6 feet of volunteers, guests or other employees. Assess whether the employee’s duties create specific transmission risks such as food handling, ticket checking, quick changes, etc.
- Notify the ‘impacted employees’ that they may have had contact with an infected coworker (without identifying such person for privacy reasons) and encourage them to monitor their health for any symptoms and if symptoms appear, they should contact a medical professional and/or test for COVID-19.

- Any employee who tests positive for COVID-19 should remain in home isolation until the employee provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work.
- During home isolation, the affected employee may work remotely to the extent possible but will not be expected to do so. Please note that we may allow remote work for a temporary period due to the extraordinary situation in the workplace caused by the coronavirus. You might not be able to perform all of your job's essential functions during this temporary period while working remotely.
- Impacted employees who have been in close contact with a person who tests positive for COVID-19, but who are not presently symptomatic or suffering a fever greater than 100.4F, should closely monitor themselves for potential COVID-19 symptoms and follow the advice of their physician regarding getting tested.

SECTION 2:

AUDITIONS, REHEARSAL & STAGING POLICIES GENERAL REHEARSAL PRACTICES

All volunteers will abide by the policies addressed in Section 1: General COVID-19 Policies. Any volunteer who has a temperature above 100.4F or symptoms of COVID19 will not be permitted into rehearsal spaces. All volunteers must observe all practices listed in 'General Employee Practices' in section 1, while in rehearsal spaces.

- **HAND WASHING.** Volunteers will be required to wash or sanitize their hands upon arrival to the rehearsal hall or theatre and before they leave, as well as wash or sanitize their hands during each break.
- **FACE COVERINGS.** Volunteers should wear physical respiratory protection, such as cloth face masks or face shields, whenever possible.

Each production will be assigned a rehearsal space, which will include a separate entrance and a separate restroom space. Volunteers working on a specific production will be assigned specific spaces and should remain in only those areas of the building until the production moves to the stage. No one will be allowed in a rehearsal room unless they are in the scene or invited by the director, stage manager, or artistic director

STAGING

The following policy will be in effect regarding staging while in rehearsal:

- Only actors scheduled for a given rehearsal will be permitted to enter the rehearsal room.
- Actors are asked to arrive no earlier than 10 minutes before their call. Those who arrive earlier than 10 minutes prior could be asked to wait in their vehicles, outside the building, or the lobby area maintaining appropriate distances.

- Seats will be assigned to each actor for day-to-day use in the rehearsal room.
- All performances will be staged presentationally. This means musicals will be performed like a concert; singing to the audience and not toward fellow actors if it can be helped.

REHEARSAL SPACE SANITIZATION

The rehearsal space will be frequently sanitized in accordance to the guidelines in Section 1. Checklists for rehearsal space sanitization will be provided and should be completed at the end of each rehearsal. These checklists will include but are not limited to:

- daily disinfection of rehearsal props and office supplies,
- Actors will be asked to sanitize the props and rehearsal costumes pieces that they use.

SECTION 3:

BACKSTAGE AND RUN OF SHOW POLICIES

Under the direction of the managing director and artistic director, production staff shall oversee the implementation and adherence to all guidelines in all production departments and daily operations to promote a safe work environment.

GENERAL RUN OF SHOW POLICIES

- All current local, state, and federal COVID-19 guidelines and restrictions should be observed by all employees at all times. ICS' safety guidelines will be posted on our website, in the Stage Door Lobby area, on call boards, and other areas around the building. Personal copies will be provided upon request.
- Upon arriving at the theatre each day, a production staff member will sign each volunteer in and verify that each person has a mask. Social distancing should be observed in the entrance area for the performance space.
- All volunteers will be required to wash their hands with soap and water or sanitize their hands when they arrive at the theatre, before the show, at intermission, and after the show, as well as sanitize their hands frequently
- All volunteers should wear a face covering at all times inside the building.
- Shared items between actors should be sanitized between performances/uses.
- Social distancing should be observed in all backstage areas, where and when possible.
- While in backstage areas, all personnel should attempt to interact only with those associated with their assigned show tracks.
- Backstage traffic patterns will remain consistent. Tracks will be set in a way to minimize exposure.

- Xs marked with tape will note where it is safe to stand six feet apart
- Hand sanitizing stations will be positioned backstage as well as multiple places throughout the building.
- All volunteers will be required to check show specific call boards for any notes related to their production, as a greenroom will not be held. Stage management will give individual and safety notes in person as necessary.
- Volunteers will wipe down restroom surfaces after use.
- Only performing cast and volunteers assigned to the production will be allowed backstage.
- All tools, machinery, work surfaces, equipment, etc. should be disinfected before and after each use.
- Sanitization checklists will be completed each day for every performance under the supervision of stage management.

ACTORS

- All actors will adhere to the general run of show policies as outlined above.
- When possible, actors will be spaced to allow ample room between each other in dressing rooms.
- Each actor's station will be sanitized at the end of each performance day or anytime there is a switch between actors.
- Each actor is responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.
- Actors are to use their assigned restroom.
- Actors may not share makeup

STAGE CREW (TECHNICIANS)

- All stage crew will adhere to the general run of show policies as outlined above.
- Each track should be consistent throughout the run, including which set a technician moves and the maneuver points that are used. Maneuver points should be sanitized between performances.
- Props should be sanitized daily according to the sanitation checklist. Some props will need to be sanitized during the show if the prop is used between multiple actors.
- Each actor is responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.

- Stage Crew may be asked to assist in sanitizing and cleaning the house and backstage areas between performances.
- It is recommended that roles are doubled up. This will also allow the crew to mitigate for anyone in the crew who may be required to quarantine and not make a performance.

COSTUME DEPARTMENT

- All dressers will adhere to the general run of show policies as outlined above.
- Hands should be washed or sanitized between each quick change.
- Where possible, all costume changes should be spaced 6 feet apart.
- Dressing spaces backstage will be cleaned and sanitized between each performance.
- There will be designated locations backstage for actors and dressers to wait for their next entrance/costume change. Please observe social distancing in these areas.
- Dressers should limit entry into dressing rooms as much as possible while actors are occupying the room. Presets should be complete, when possible, before actor call time.
- Actors will apply their own makeup

COSTUME SHOP

- **SHOP OPERATION.** Social distancing will be observed within the shop. Face masks will be worn when possible in the shop. Hand washing and sanitizing should occur throughout the day. No shop personnel should come into contact with actors, unless designated. Workstations will be sanitized at the end of each workday.
- **COSTUME FITTINGS.** Fittings will occur one show at a time with a maximum of 2 fittings being performed in the same room at the same time. Limited personnel will be allowed in each fitting. All personnel must wash their hands before the fitting begins and wear a mask at all times, unless it interferes with fitting a facial piece. Each dressing booth should be sanitized between fittings.
- **SHOP OPERATION.** Social distancing will be observed within the shop. Hand washing and sanitizing should occur throughout the day. No shop personnel should come into contact with actors, unless designated. Workstations will be sanitized at the end of each workday.

SECTION 4:

VOLUNTEER AND STAFF GUIDELINES

All volunteers and staff abide by the policies addressed in Section 1: General COVID-19 Policies. Any volunteer who has a temperature above 100.4F or symptoms of COVID19 will not be permitted into rehearsal spaces. All volunteers must observe all practices listed in 'General Employee Practices' in section 1, while in rehearsal spaces.

Administrative staff will be at the ready to cover the duties of other administrative staff.

- **HAND WASHING.** Volunteers and staff will be required to wash or sanitize their hands upon arrival to the rehearsal hall or theatre and before they leave, as well as wash or sanitize their hands during each break.
- **FACE COVERINGS.** Volunteers and staff should wear physical respiratory protection, such as cloth face masks or face shields, whenever possible. After receiving approval from stage management, volunteers may remove their masks to properly run the scene that is rehearsing but must immediately replace their mask after the scene has completed. Volunteers and staff are asked to remain in the specific areas of the building required to work on a project. Administrative volunteers will be notified of which restroom they should use and how to clean the restroom after each use. Hand washing and sanitizing should occur throughout the day. Social distancing will be practiced at all times where possible. Workstations will be sanitized at the end of each workday.

SECTION 5:

GUEST SERVICE POLICIES (Required for ICS staff, volunteers, ushers)

GUESTS

- Guests are required to wear face coverings, such as masks or face shields, and socially distance between groups and parties as much as possible while on the premises.
- Guests and/or family members of actors/technicians will not be allowed backstage or other restricted areas for any reason. Guests and family members are encouraged to greet each other outside of the theatre if they insist as ushers will be encouraging guests to leave immediately.
- Hand sanitizing stations will be located throughout the lobbies for public use.
- Purchases of concessions and other items will not be allowed.
- If guests find they are having symptoms of COVID-19 such as a temperature of 100.4F or higher or other symptoms, either before or during a performance, they are asked to exchange their tickets for a later performance.
- All guests who attend productions at ICS will have reservations with contact information retained in the ticket office to facilitate contact tracing if necessary.
- Programs will be accessed digitally.
- Guests will be seated immediately. IE, have ticket purchased and presentable.
- All seating is socially distanced prior to the performance. No seat changes.

PRESHOW ANNOUNCEMENTS

- Preshow announcements for each performance will encourage guests to keep their face coverings on during the length of the show.
- The preshow announcement presenter will have a microphone to be able to be heard.

INTERMISSION

There will be no intermission at this time to reduce congregating and lines.

USHERS

ICS will provide volunteer ushers who can follow the above guidelines and can meet the necessary requirements ICS feels front of house/guest services needs to make the environment as safe as possible.

RECOMMENDED COMMUNICATIONS TO GUESTS BEFORE THEY ARRIVE

- Please do not come if you are feeling unwell or have been unwell in the past 14 days, have been recently diagnosed with COVID-19, or are awaiting a COVID-19 test result. We will refund your ticket order or transfer it to another date.
- Face coverings are required at all times for all guests, volunteers, and staff.
- Physical distancing of at least 6 feet will be observed. Volunteers and staff will indicate public pathways designed to minimize interactions between guests in the lobbies and auditorium.
- Hand sanitizer with at least 60% alcohol is readily available throughout public areas.
- In emails to our audience, suggest (in a fun and proper way) to use the bathroom before arriving. Though bathrooms will NOT be closed and they WILL be available.
- Tickets can be exchanged or refunded if guests are feeling unwell or have been in contact with someone diagnosed with COVID-19.
- If the city or state cancels a show, the ticket can be exchanged for a future show or the cost of the ticket will be considered a donation to Sioux Empire Community Theatre
- To purchase tickets online before the show curtain
- An inherent risk of exposure to COVID-19 exists in any public place. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By entering ICS' facilities, guests, volunteers, and staff voluntarily assume all risks related to exposure to COVID-19

SECTION 6:

RECOMMENDATIONS FOR ISLAND CITY STAGE STAFF, VOLUNTEERS, USHERS SANITIZATION

- **SANITIZING HIGH-TOUCH AREAS.** High-touch areas around the theatre will be cleaned and/or sanitized daily according to a sanitization checklist.
- **CLEANING AND DISINFECTING.** Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing them, not killing them. Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.
- **Technique.** Clean areas and surfaces by using water and soap or cleaning solution to remove dirt and impurities. Disinfecting areas requires using materials effective against COVID-19.

Special Materials. Follow the Manufacturer's Instructions for sanitization of technical and production materials such as microphones.

Gloves/Disposal. While sanitizing, it may be recommended to wear gloves as a personal protection. Place gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied and disposed

- **DOCUMENTATION.** employees should ensure that all sanitization protocols have been completed and recorded for future reference via daily checklists. ICS staff should record who is working/volunteering during the shows in case contact tracing is necessary.

CONCESSIONS

- there are no concessions.

RESTROOMS

Restrooms will be controlled and managed to reduce potential for spread of disease.

- Only one individual or one family at a time.
- Identifiers on the floor will guide appropriate distancing for line management.
- Arrows and stanchions will guide traffic flow for appropriate distancing. • Restrooms in current Orpheum lobby and restrooms in the historic Orpheum lobby will be open for proper crowd management (see recommendations for lobby flow below).

TICKET OFFICE

- All tickets will be sold online only, and tickets are printable at home or can be presented on a mobile device.

- Employees are to take necessary breaks to wash or sanitize their hands.

ICS ticket exchange policy has been modified to allow guests to exchange tickets for a different performance up to performance time if experiencing any symptoms of illness or if they learn they have been in contact with someone who has been diagnosed with COVID-19.

SEATING

ICS distanced seating is already distanced and cannot be changed.

GUEST SERVICES VOLUNTEERS

All guest services volunteers will abide by the policies addressed in Section 1: General COVID-19 Policies. As a reminder: any volunteer who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into ICS facilities. All volunteers must observe all practices listed in 'General Employee Practices' in section 1, while in ICS facilities.

General Policies

- Face coverings (masks or face shields) will be worn while interacting with guests.
- Ushers will frequently clean and disinfect high touch surfaces in all audience accessible spaces including the lobbies, theatres, hallways, entrances, restrooms, and other locations.