Reopening Guidelines for Opening

Rochester Civic Theatre

6/23/2020

**Health and safety first.** The health and safety of staff, artists, and audiences are paramount. All decisions should be informed by local, state, CDC, and WHO rules and recommendations, and all measures should be grounded in public health science and infection control. Personal or political opinions are immaterial.

**A layered defense strategy is warranted.** There is no such thing as “zero risk,” and there is no singular solution to recovery and resilience. No individual control method is sufficient to eliminate risk, just as no one single entity or person has sole responsibility. Rather, the goal is to minimize risk by pursuing a multi-layered defense integration strategy with shared responsibilities across staff, artists, and audiences.

**Timelines will be determined by disease dynamics.** Theatre staff and artists can begin familiarizing themselves with the interventions necessary to minimize risk. However, guidance from the scientific and medical communities; national and regional disease dynamics; and evolving local, state, and national policies will determine the timing for the implementation of these strategies.

**Recovery will require flexibility and agility.** It will be necessary to respond dynamically, and we can anticipate disruptions. Projects can start slow and scale up—or down—incrementally, in response to new knowledge. There will be a learning curve and it will be crucial to acknowledge that approaches will vary from venue to venue, and to leave room for plans to be modified based on new insights and advances, including developments in screening and testing.
Acceptance of new norms. This crisis will require staff, artists, and audiences to adapt to new behavioral norms. Just as past emergencies have reshaped global security and safety practices, alterations made to standard practices in the face of this new challenge may seem unusual at first but become routine, and even expected, over time. These new practices must be followed to ensure the safety of the staff, artists, and audiences.

Building trust will require transparency and open communication. At every point along the reopening process, clear communication strategies to build social trust and provide reassurance among staff, artists, and audiences (and to share new knowledge among organizations) will be as vital as the interventions themselves. While some control methods may be immediately visible, others (such as ventilation changes) may not. Explaining all the steps, visible and invisible, the Rochester Civic Theatre has taken to minimize risk will go a long way in reestablishing confidence and trust. Collaborative efforts among staff, artists, and audiences will be critical to minimizing risk.

Ethics, equity and anti-racism must inform all responses. Reopening plans should include focused efforts to prevent stigmatization of or unlawful discrimination against any artists, audiences, or staff members. Rochester Civic Theatre is committed to a practice of equity, diversity, and inclusion in all its activities and operations.

FACILITIES & SUPPLIES

- Maintain supplies including: soap hand sanitizer (at least 60% alcohol) paper towels/tissues cleaning and disinfection supplies cloth face coverings (as feasible) no-touch/foot pedal trash cans no-touch soap/hand sanitizer dispensers
- Routine cleaning and disinfection in collaboration with maintenance staff and volunteers, including areas such as the following: frequently touched surfaces and communal spaces such as restrooms and lobby.
- Close shared spaces; otherwise develop a plan for staggered use and cleaning and disinfecting.
- Ensure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another.
● Provide physical guides, such as tape on floors and signs on walls, to promote social distancing.
● Space seating at least 6 feet apart.
● Increase circulation of outdoor air as much as possible (e.g., opening windows and doors when it is safe to do so).

EDUCATION & TRAINING

● Educate staff, performers, and their families about when they should stay home if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case, and when they can return to work.
● Educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences. (Only applicable to Managing Director & 1 part-time employee)
● Encourage the importance of handwashing with soap and water for at least 20 seconds.
● Encourage the importance of social distancing and staying with small groups, if applicable.
● Face masks are required to enter the facility.
● Staff and volunteers will be trained on all safety protocols.
● Communicate with community partners the need to maintain this protocol and socially distancing within their company, audiences, volunteers, and productions.

COMMUNICATION & MESSAGING

● Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs.
● Record message to the public about how Rochester Civic Theatre will help prevent spread of COVID-19 when communicating with staff and families on: websites, email, social media accounts and word of mouth.
- Keep COVID-19 preparedness plan in lobby at box office table.
- Display Rochester Ready signage, COVID-19 symptom list, and mask required sign at entry.

GATHERINGS & EVENTS

- Review local/state regulatory agency policies related to group gatherings to determine if events can be held. As of 6/23/2020 we can gather at 25% capacity.
- Limit group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained.
- Limit nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible - especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Avoid activities and events such as field trips and special performances where it may be difficult to maintain social distancing.
- Prioritize outdoor activities where social distancing can be maintained as much as possible.
- If food is offered at any event, make plans to ensure pre-packaged boxes or bags for each attendee and use of disposable food service items.

POLICIES & PROCEDURES

___________ is responsible for responding to COVID-19 concerns:

- Maintain regular contact with local health authorities to and review relevant local/state regulatory agency policies and orders for updates.
- Monitor & report absenteeism of performers and staff.
• Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff, volunteers, performers, and patrons.
• Ensure options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) are available and used when needed.
• Ensure performers are kept together in small groups with dedicated staff and remain with the same group throughout the day.
• Adhere to and review protocols to limit contact between small groups and with other performers’ guardians.
• Ensure small groups maintain a physical distance of at least 6 feet at all times.
• Ensure performers wear masks at all times when not performing, and remain 6 feet apart when masks are off.
• Ensure no food is eaten where rehearsal or performances are taking place.
• Ensure each performer’s belongings are separated from others’ and in individually labeled containers, cubbies, or designated areas.
• Monitor safe and correct use and storage of cleaners and disinfectants, including storing products securely away from children.
• Ensure that there is adequate ventilation when cleaners and disinfectant are used to prevent children or staff from inhaling toxic fumes.
• Ensure ventilation systems operate properly.
• Ensure seating for patrons is spaced at least 6 feet apart.
• For communal spaces, ensure staggered use, and cleaning and disinfecting frequently touched surfaces and shared objects between users.
• Increase circulation of outdoor air as much as possible (e.g., opening windows and doors when it is safe to do so).
• Any staff member/program participant showing symptoms/testing positive will be asked not to return to work for at least 14 days unless a negative covid test is produced.
Covid-19 Cleaning Checklist

DATE:__________TIME:__________

● Disinfect the following areas
  ● Front door door handles
  ● Interior Doors
  ● Side exterior door door handle
  ● All handrails
  ● Door into the restrooms
  ● All door handles for the all stalls
  ● All sink handles
  ● All toilet handles

● Monitor and restock supplies including:
  ● soap hand sanitizer (at least 60 % alcohol)
  ● paper towels
  ● tissues
  ● cleaning and disinfection supplies
  ● cloth face coverings
  ● Toilet Paper
Preparing For If Someone Gets Sick

WHEN SOMEONE GETS SICK

- Make sure staff and families know they should not come to Rochester Civic Theatre, and that they should notify ________ if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.
- If they are in the facility: Immediately separate individuals with COVID-19 symptoms.
- If necessary, transport sick individual(s) to a healthcare facility, depending on how severe their symptoms are. If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19. *Will notify parents first.*
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

AFTER SOMEONE GETS SICK

- In accordance with state and local laws and regulations, notify local health officials, staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Notify individuals of closures and restrictions put in place due to COVID-19 exposure.
- Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self monitor for symptoms, and follow CDC guidance if symptoms develop.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.
REOPENING FOR IN PERSON REHEARSAL & PERFORMANCES

Rochester Civic Theatre staff to complete general, monthly & daily readiness assessments.

________________________ will be responsible for checking local state/city policies & orders daily.

- All board meetings will take place virtually.
- Only essential staff members will be scheduled to attend in person rehearsal/filming.
- Performers + staff will be scheduled in groups no larger than 10 in the theatre/rehearsal room.
- If a worker or performer tests positive for COVID-19, __________ will be responsible for notifying state and local health departments.
- Any staff member/program participant showing symptoms/testing positive will be asked not to return to work or attend event for at least 14 days or produce a negative COVID-19 test.
- Additional signage will be posted regarding mitigation policies.
- Usage of shared tools, food, props and, costumes will be prohibited.
- Rochester Civic Theatre will send a copy of this preparedness plan to the city of Rochester, Rochester Ready Program for review.
- Rochester Civic Theatre will maintain a continuous log of every person to enter the building.
- All Performers, staff, volunteers and patrons will enter at the patio door and must receive a daily health screening/temp check to enter the facility.
- All volunteers, staff & participants will be required to wear a mask.
- Masks will be provided if you do not have one.
- Social distancing will be enforced for all staff & performers.
- Performers will be 6 feet away from the audience at all times.
• Performers must remain 6ft apart on the stage, if they are closer than 6 feet together they must wear a mask.
• Only those performers who are in the same family, or who live together may appear on stage without a mask and be closer than 6 feet.
• Restroom stalls will be blocked off every other stall. The use of water fountains will be prohibited
• Staff & performers will be advised to regularly wash and/or sanitize their hands